



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
San Pedro Regional Library – Meeting Room
931 Gaffey Street
San Pedro, California 90731
Monday, August 27, 2007
6:00 P.M.

Commissioners:
Tariq Khero, President
Kathleen Riordan, Vice-President
Marie Atake
Glenn Brown
Archie J. Quincey, Jr.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si require servicios de traduccion, favor de notificar la oficina con 24 horas por anticipado.

Public Comments: the Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

REGULAR COMMISSION MEETING WILL COMMENCE IMMEDIATELY FOLLOWING THE APPEAL HEARINGS SCHEDULED FOR 10:00 A.M.

COMMISSION MEETING

- 1. ORAL REPORT OF THE GENERAL MANAGER**
- 2. COMMISSION BUSINESS**

- A. Approval of the Commission Meeting Minutes of July 9, July 23 and August 13, 2007
- B. Oral Report by the Commission on Meetings and Events attended.

3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION

- A. Establish a Department Policy to Guide the Handling of Permit Applications That Include Elephant Walks and Similar Events for the Public.

That the Board establish a policy statement regarding Elephant Walks or similar parades of animals by a circus or exhibition.

- B. Pit Bull Academy Resolution

Commission's recommendation for a resolution regarding The Pit Bull Academy.

- C. Board Action Regarding "Stu" Under Restrictions Set-forth By The Office of the City Attorney.

Discussion regarding the Commission's options for the Department regarding the kenneling of "Stu" the dog.

4. DISCUSSION ITEMS

- A. South Los Angeles Spay and Neuter Clinic Program Report

Update on the progress of the South Los Angeles Spay and Neuter Clinic.

- 5. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction and on items not on the Agenda.)

6. FUTURE AGENDA ITEMS

Requests from Commissioners for future Agenda Items.

7. ADJOURNMENT:

Next Commission Meeting is scheduled for September 10, in Room 1060, Los Angeles City Hall.

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Monday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 5th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

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Three (3) members of the Board constitute a quorum for the transaction of business. The Board may consider an item not listed on the Board Agenda only if it is determined by a two-thirds (2/3) vote that the need for action arose after the posting of an Agenda. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda.

PUBLIC INPUT AT BOARD MEETINGS – **Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration. California Government Code Section 54954.3.

Public Comment. The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

Speaker Cards. Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

Brown Act. These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

STANDARDS OF CONDUCT. Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor".

VOTING AND DISPOSITION OF ITEMS – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.



CITY OF LOS ANGELES
L A ANIMAL SERVICES



Date: August 8, 2007

To: Board of Animal Services Commissioners

From: Edward A. Boks, General Manager

Subject: PROGRESS OF THE SOUTH LOS ANGELES SPAY/NEUTER CLINIC

We are pleased to provide this progress report on the Spay/Neuter Clinic at the South Los Angeles Animal Care Center. Now into its fourth month of operation, the Clinic has and continues to provide valuable spay/neuter veterinary services to the residents of South Los Angeles. Although a clinic operated under an independent contractor naturally poses certain challenges, the Department is confident that such challenges do not diminish the contractor's overall ability to provide much-needed spay/neuter veterinary services to the public.

Background:

On October 23, 2006, the Board approved the release of a Request for Proposals (RFP) for the operation of the spay/neuter veterinary clinics at the Department's South Los Angeles and North Central Animal Care Centers; one proposal was received from Dr. Eric D. Jones, DVM, an experienced veterinarian in Los Angeles, for the operation of the South Los Angeles Clinic. The Board approved the award of a five-year agreement with Dr. Jones on January 22, 2007, to operate the South Los Angeles Clinic. Under the five-year agreement, Dr. Jones will perform spay/neuter surgeries on dogs, cats, and rabbits, and other ancillary medical procedures associated with the surgical sterilization; related veterinary services such as cursory pre-surgical physical examinations on all surgical candidates; vaccine clinics; emergency medical treatments; microchipping of animals adopted from the Care Center; post-treatment care; and other services.

Dr. Jones began operations at the Clinic on May 3, 2007, under a Temporary Right of Entry in order to allow him to immediately begin providing veterinary medical services for animals brought into the South Los Angeles Animal Care Center. The long-term agreement, approved by Council on July 13, 2007, will be executed upon completion of any outstanding administrative requirements.

General Information for Commissioners:

Dr. Jones began surgeries on May 3, 2007, and has been providing regular reports on the number of surgeries performed, to the Department's Accounting Section by the second week of the following month, along with his invoices. This has allowed the Department to keep available data for the number of surgeries performed by Dr. Jones for the months of May and June 2007. Below you will find the breakdown of the surgeries performed by Dr. Jones on animals for May and June 2007, broken down by program:

ANIMALS STERILIZED IN MAY AND JUNE 2007 BY DR. JONES								
PROGRAM		DOG		CAT		RABBIT		TOTAL STRL
		F	M	F	M	F	M	
1	\$40 Adoptions	2	2	0	0			4
2	Deposit	148	124	69	63			404
3	Discount	0	1	0	0			1
4	Free Certificate	9	10	2	0			21
5	Free/Senior	15	9	6	4			34
6	Large Dog	15	23					38
7	New Hope	35	32	11	10			88
8	Pet Smart Grant	3	7					10
9	Pregnant Dogs and Cats	6		3				9
10	Rabbit Pre-Adoption					0	4	4
11	Redemption	3	5	0	0			8
TOTAL:		236	213	91	77	0	4	621

Of the sterilizations indicated above, 66 were on animals brought to the Clinic by members of the South Los Angeles community, and 555 were on adopted animals.

At all Care Centers, there are some animals which can't be sterilized because of the medical condition of the animal; in those cases shelter staff will process the appropriate form (D300 Form). The Spay/Neuter Task Force follows up on these cases monthly, as previously reported to the Board.

As the Department's contracted spay/neuter veterinarian, Dr. Jones is the primary provider of these services, but he is not the exclusive provider. For example, the increasing successes of the Department's Special Adoption Events have prompted a

need for as many as 40 surgeries in a given day, exceeding the expected 25 surgeries per day indicated in the Request for Proposals and the Right of Entry issued for this contractor. Moreover, spays take longer to perform; if more females need surgeries, this reduces the number of surgeries for a given day. And, Dr. Jones occasionally takes time off to attend on-going veterinary training, seminars, and other such professional matters, ensuring that he remains a skilled professional who continues to enhance his professional capabilities with on-going education. Therefore the Department maintains a relationship with at least one additional veterinarian in the South Los Angeles area, such as ABC in Lomita, so that animals are not deprived of spay/neuter services. Since Dr. Jones began, approximately 20 adopted animals were sterilized by ABC, Lomita in May and June 2007, compared to 621 adopted animals sterilized by Dr. Jones.

Maintaining High Service Expectations and Establishing More Permanent Operational Protocols:

Department staff met with Dr. Jones and his staff on June 6, 2007, to review his Clinic's operation during his first month and to make any necessary adjustments in the protocols by which sterilizations are coordinated with Care Center staff. Both his staff and Care Center staff had notified the Department that certain adjustments were needed; the attached June 8, 2007 letter details the results of this meeting.

The second of several regular meetings will be held with Dr. Jones' staff this month to discuss specific protocols which will enable accurate scheduling. Part of the Department's on-going efforts to refine operational protocols includes honing the scheduling process whereby Dr. Jones is provided with the most reasonably accurate surgery count in time to schedule services in advance. This will allow Dr. Jones to provide the maximum service to the Department, while also giving members of the South Los Angeles community the opportunity to benefit from Dr. Jones' services.

The Department thanks the Commissioners for this opportunity to report on the progress of the South Los Angeles Spay Neuter Veterinary Clinic; as mentioned, the Commission and Council-approved long-term agreement with Dr. Jones will be executed soon, most likely in late Summer or early Fall of this year.

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EDWARD A. BOKS
General Manager

Report to the Board of Animal Services Commissioners

Edward A. Boks, General Manager

COMMISSION MEETING DATE: August 13, 2007 **PREPARED BY:** Linda Barth

REPORT DATE: August 8, 2007 **TITLE:** Assistant General
Manager

SUBJECT: Policy to Guide the Handling of Permit Applications which Include Elephant Walks and Similar Events for the Public

BOARD ACTION RECOMMENDED:

That the Board establish a policy statement regarding Elephant Walks or similar parades of animals by a circus or exhibition, to guide the permit processing responsibilities of Department staff.

SUMMARY:

Ringling Brothers and Barnum & Bailey Circus properly applied for a circus permit for their recent engagement at Staples Center from July 18 through July 22, 2007, and the permission moved expeditiously through the usual process of verifying information, checking the staff and show plans, and scheduling Animal Services Officers for inspections. As in past years, the circus permit paperwork also notified the Department of a traditional Elephant Walk on public streets to bring the animals from the railroad tracks to the site of the Circus engagement. For the 2007 Elephant Walk, which brought elephants to Staples on July 17, 2007, and back to the railroad cars on Sunday night, July 22, 2007, Department staff engaged with other responsible City agencies and Departments, particularly the Los Angeles Police Department, to analyze the plans for the Walk, including the time and route, in the event that fresh review would reveal any potential problems or suggest modifications to improve safety. Ultimately, City staff determined planning and safeguards were satisfactory.

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Subject: Policy to Guide the Handling of Permit Applications which include Elephant Walks and Similar Events for the Public

In the case of the 2007 Elephant Walks, there were no incidents, however historically and in other locations there have been Elephant Walks which have resulted in an elephant rampage. Therefore, the Department seeks a Policy Statement to guide staff for future event approval review and planning. Such a statement could indicate conceptually whether the activity is endorsed or discouraged, and establish parameters such as day, time of day, number of animals, minimum staff requirements, and so forth. Having a Policy Guideline will ensure consistency in handling permits and events in the future, so that applicants cannot suggest favoritism.

FISCAL IMPACT:

Events such as would be covered by this Policy Statement are rare and would number only one or a few each year. No significant revenue or expense.

Approved:

Edward A. Boks, General Manager

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____

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EDWARD A. BOKS
GENERAL MANAGER

June 8, 2007

Dr. Eric D. Jones, DVM
South Los Angeles Spay and Neuter Clinic
3612 11th Avenue
Los Angeles, California 90018

SOUTH LOS ANGELES VETERINARY CLINIC

Dear Dr. Jones:

Thank you for meeting with our Department staff on June 6, 2007, to discuss the various operational issues that have surfaced at the South LA Clinic and Animal Care Center since you began operations on May 3, 2007. Both your staff and Care Center staff have notified us of some of these items, enabling us to make the necessary adjustments to maintain optimum services levels to the public.

Below is a summary of the items discussed:

1. Clients' contact information: There have been instances in which a client's telephone number is incorrect, or the client is not available to answer. Care Center staff indicated that adopters are routinely asked for a second telephone number; however, this second number does not appear on the printed adoption receipt. Care Center staff will therefore hand-write additional contact information on printed receipts to make this information available to Clinic staff.
2. Surgeries will not be performed if adopter/owner cannot be contacted. In this case, the animal will be returned to the Care Center where the Care Center staff will continue to contact the owner for further instructions on the disposition of the animal.
3. Delivery of animals to Clinic: For adopted animals requiring surgery, Care Center staff will deliver them to the Clinic no later than 10:00 a.m. This allows the animals enough recovery time.
4. Closures: As a reminder, Section IV.G. of your Right of Entry requires advance notice of not less than 14 calendar days of planned absences. This should also apply to planned closures.
5. Upcoming special events: Schedules and information about upcoming special events such as Mobile Pet Adoptions, Pet Fairs, etc., are posted on the Department website at

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Visit our website at www.LAAnimalServices.com

www.laanimalservices.com/events_schedule.htm. Also, Department staff, when possible, will email any additional information of upcoming events to your Clinic.

6. Adoption receipts: Care Center staff will ensure that no animals are delivered to the Clinic without an adoption receipt. Such information will be posted for the public. Animals without documentation will be sent back to the Care Center.
7. Number of next-day surgeries: Don Paul of the Care Center agreed to call the Clinic at end of his shift to give the clinic the number of surgeries for the following day. In his absence, other Center staff will provide this information to the Clinic.
8. Care Center staff will advise adopter/owner to call the Clinic for instructions and pick up time.
9. Care Center Staff will remind adopter/owner that the \$28 sterilization deposit only covers basic surgery, and that any additional services due to medical reasons will be the financial responsibility of adopter/owner.

Thank you for calling some of these issues to our attention; please continue to do so should other issues arise. Care center staff has also been asked to notify us of any items for discussion. If needed, Department staff will be available to meet with you again as a follow up to these items or to discuss additional items that may arise in the coming weeks.

The Department appreciates your efforts in providing your services to the public. Should you have any additional questions or concerns, please do not hesitate to contact Vicky Anaya at (213) 482-9540, or Anthony Sanchez at (213) 482-6980.

Sincerely,

Linda J. Barth
Assistant General Manager
Department of Animal Services

LB/JB/as/va