



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
Tuesday, May 8, 2012
10:00 A.M.

**Los Angeles City Hall
200 North Spring Street
Room 1060
Los Angeles, California 90012**

JIM JENSVOLD
TARIQ A. KHERO
LISA McCURDY
KATHLEEN RIORDAN
ALANA YAÑEZ

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.

COMMISSION MEETING

1. 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.)

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.

2. COMMISSION BUSINESS

A. Approval of the Minutes from April 24, 2012 Meeting

3. DISCUSSION ITEMS

None

4. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION

A Request for a Proposal for Microchips

That the Board authorizes the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide microchips for implanting into animals; and that the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

B. Request for Authority to Destroy Obsolete Records from the Department of Animal Services

That the Board authorize the General Manager to destroy obsolete records from various divisions of the Department of Animal Services for the period of January 1, 1987 through July 1, 2006 (DAR/0316 – 812 boxes); and that the Board direct the General Manager to follow past practices and submit future destruction of records requests directly to the City Council, subject to the City Attorney's approval.

C. Recommendation to use NBC LA and Subaru donations for "9" Lives for \$9.00 Promotion

That the Board authorizes the General Manager to use all or a portion of the \$20,000 donated by NBC LA and Subaru in March 2012 to provide a \$42 subsidy for each cat over the age of nine months adopted between June 1, 2012 and August 30, 2012.

5. ORAL REPORT OF THE GENERAL MANAGER

6. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M, May 22, 2012, at Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday 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,

Please join us at our website: www.LAAnimalservices.com

Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings 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>

Three (3) members of the Board constitute a quorum for the transaction of business. 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 except in public comment which is limited to three (3) minutes. 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

Please join us at our website: www.LAAnimalServices.com

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.

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

TARIQ A. KHERO

LISA McCURDY

JIM JENSVOLD

KATHLEEN RIORDAN

ALANA YANEZ

City of Los Angeles
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

JOHN D. CHAVEZ
ASSISTANT GENERAL MANAGER

Report to the Board of Animal Services Commissioners

COMMISSION MEETING DATE: May 8, 2012

PREPARED BY: Brenda F. Barnette, General Manager

REPORT DATE: May 4, 2012

SUBJECT: REQUEST TO USE NBC LA AND SUBARU DONATIONS FOR “9 LIVES FOR \$9” PROMOTION

BOARD ACTIONS RECOMMENDED:

That the Board authorize the General Manager to use all or a portion of the \$20,000 donated by NBC LA and Subaru in March 2012 to provide a \$42 subsidy for each cat over the age of nine months adopted between June 1, 2012 and August 30, 2012.

SUMMARY

In March 2012, NBC LA and Subaru teamed up to support the Department of Animal Services to raise money that they requested be used to increase adoptions. Viewers simply had to log on to Facebook and ‘Like’ NBCLA.com and \$1 was donated for every new ‘Like’ up to \$10,000. Subaru matched those donations with another \$10,000 for a total of \$20,000. The Department would like to use these funds to subsidize cat adoptions this summer.

To further leverage these resources, Found Animals Foundation (Found Animals), a local nonprofit that focuses on spay and neuter surgeries, adoption, and pet ID programs, has offered to subsidize cat adoptions by \$25 per cat.

PROPOSED “9 LIVES FOR \$9” PROMOTION

Found Animals is initiating a regional promotion for cats over the age of nine months in Southern California this summer. They have contacted Los Angeles Animal Services, Los Angeles County, Pasadena, Burbank, Long Beach, and Inland Humane, among others, to enlist their participation.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

Subject: "9 Lives for \$9" Adult Cat Promotion

The "9 Lives for \$9" promotion would focus on increasing cat adoptions for cats over the age of nine months at shelters. Found Animals' goal is to increase adult cat adoptions by a minimum of 30% and would offer cash bonuses for additional increases in adoptions. The program highlights are:

- Any cat over nine months old is eligible for the \$9 adoption fee.
- The promotion would run from June 1 through August 31, with the option to extend beyond that date if the promotion is successful or other compelling reasons arise.
- Shelters would keep the adoption fee of \$9 per cat and Found Animals would reimburse an additional \$25 per adult cat adoption, for a total of \$34 in revenue per cat.

Animal Services charges a \$76 adoption fee for adult cats. If Found Animals subsidizes this amount by \$25 (and owners pay the \$9 adoption fee), Animal Services proposes to subsidize the balance, or \$42, using the \$20,000 NBC LA-Subaru donation. This would allow us to subsidize 476 cat adoptions. Should the Department expend the entire \$20,000 donation on these subsidies, cat adoption fees would revert to their original amount, \$76.

FISCAL IMPACT STATEMENT:

There is no General Fund impact. Private donations would subsidize the cost of the adult cat adoptions.

Approved:

Brenda F. Barnette, General Manager

BOARD ACTION:

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

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

TARIQ A. KHERO

LISA McCURDY

JIM JENSVOLD

KATHLEEN RIORDAN

ALANA YANEZ

City of Los Angeles
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

JOHN D. CHAVEZ
ASSISTANT GENERAL MANAGER

Report to the Board of Animal Services Commissioners

COMMISSION MEETING DATE: May 8, 2012

PREPARED BY: Brenda F. Barnette, General Manager

REPORT DATE: May 4, 2012

**SUBJECT: REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
FROM THE DEPARTMENT OF ANIMAL SERVICES**

BOARD ACTIONS RECOMMENDED:

1. That the Board authorize the General Manager to destroy obsolete records from various divisions of the Department of Animal Services for the period of January 1, 1987 through July 1, 2006 (DAR/0316 – 812 boxes).
2. That the Board direct the General Manager to follow past practices and submit future destruction of records requests directly to the City Council, subject to the City Attorney's approval.

SUMMARY

When requesting the destruction of obsolete records, the Department follows sections 12.4 and 12.5 of the Administrative Code, and Section 434 of the Charter, where applicable. Following this process, on October 30, 2008, the Department requested from the Information Technology and General Services Committee the authority to destroy a number of obsolete records.

The City Clerk reviewed the request and determined that the Department's request was complete, accurate and adequate. The document was forwarded to the City Attorney for review and confirmation that the records could be destroyed.

On February 8, 2012, the City Attorney transmitted to the City Council the Department's request to destroy these records, finding that it was processed in accordance with the

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

Subject: Request to Destroy Obsolete Records

Administrative Code requirements. The City Attorney stipulated, however, that a small number of records from the period between 2001 and 2006 that included “interview folders” involving certain Department personnel, be retained for an additional five years.

The request (Council File 12-0198) was heard in the Information Technology and General Services (ITGS) Committee on February 23, 2012.

REQUEST OF CITY COUNCIL COMMITTEE

The ITGS Committee heard the request to destroy these records shortly after several Animal Services employees were placed on administrative leave. The Committee wanted to ensure that no records related to those disciplinary actions were going to be destroyed in processing this request. Therefore, the Committee asked that the request to destroy these records be heard before the Board of Animal Services Commissioners.

The Department of Animal Services asserts that the documents now being recommended for destruction have no bearing on the disciplinary cases related to the suspended employees, and requests the Board’s authorization to destroy these records.

Finally, this request to have the Board review and approve destruction of records is considered an exceptional case. For future records retention requests, the Department will follow the procedures detailed in both the Administrative Code and Charter which do not require Board review and approval.

FISCAL IMPACT STATEMENT:

The City Clerk reports that the retention of Animal Services boxes beyond the required retention period costs the City \$1,520 per year in storage fees.

Approved:

Brenda F. Barnette, General Manager

BOARD ACTION:

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

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

TARIQ A. KHERO

LISA McCURDY

JIM JENSVOLD

KATHLEEN RIORDAN

ALANA YANEZ

City of Los Angeles
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

BRENDA BARNETTE
GENERAL MANAGER

JOHN D. CHAVEZ
ASSISTANT GENERAL MANAGER

Report to the Board of Animal Services Commissioners

COMMISSION MEETING DATE: May 8, 2012

PREPARED BY: Brenda F. Barnette, General Manager

REPORT DATE: May 4, 2012

SUBJECT: REQUEST FOR PROPOSALS FOR MICROCHIPS

BOARD ACTIONS RECOMMENDED:

1. That the Board authorize the General Manager to release a Request for Proposals (RFP) for the selection of a contractor to provide microchips for implanting into animals.
2. That the General Manager report back to the Board on the contractor selected based on the recommendations of the evaluation panel.

SUMMARY

In June 2008, the Department released an RFP to acquire an electronic animal identification system, commonly referred to as "microchips." Two proposals were submitted and the Department selected AVID's proposal as best meeting its needs.

Animal Services executed a contract with AVID in May 2009 for a three-year period with the ability to renew for another three years. Given the interest of other microchip providers in providing this service and the Department's obligation to try to reduce its costs, Animal Services is requesting the authority to release an RFP. During this time, the Department will extend the current AVID contract for a six-month period.

Department staff will continue to handle the task of implanting all chips obtained as a result of any contract that results from this RFP.

PROPOSED SCOPE OF WORK

Microchip providers should offer the following:

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

Subject: RFP for Microchips

-
- Provide the Department with pre-registered microchips to implant into 25,000 dogs and cats adopted from its shelters, and for all pets owned by the public who request this service.
 - Offer free enrollment into the contractor's registry as a lifetime membership with no annual fees charged to the owner.
 - Provide the Department with the necessary equipment and software.
 - *Where possible*, provide the Department with microchip serial numbers in sequential order to aid in record-keeping.
 - Provide the Department with training for implanting microchips, the use of the necessary equipment, and other necessary training for Department staff that uses the system.
 - Maintain a database containing pet and owner information and provide a toll-free telephone number the City and public can call 24 hours a day, seven days per week, and 365 day per year to obtain the owner contact information if the microchip number is provided.
 - Provide a public outreach plan, including printed information, to educate the public of this microchipping program and its benefits.

The Department will report back to the Board with recommendations on the proposed contractor.

FISCAL IMPACT:

There is no General Fund impact. The Department uses a revolving account (41C – Electronic Animal ID Device). Animal Services purchases microchips through revenue received from sales. The cost of a microchip is \$8.60; the Department sells these for \$15.

Approved:

Brenda F. Barnette, General Manager

BOARD ACTION:

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