



## **SPECIAL MEETING AGENDA**

BOARD OF ANIMAL SERVICES COMMISSIONERS

CITY OF LOS ANGELES

Tuesday, April 14, 2009

1:00 P.M.

**North Central Animal Shelter**

**3201 Lacy St.**

**Training Room**

**Los Angeles, CA 90031**

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Tariq Khero, President

Kathleen Riordan, Vice-President

Irene Ponce

Archie J. Quincey, Jr.

Ruthanne Secunda

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 traducción, favor de notificar la oficina con 24 horas por anticipado.

### **COMMISSION MEETING**

#### **1. ORAL REPORT OF THE GENERAL MANAGER**

#### **2. PRESENTATION OF COMMENDATION TO CANDIDO SILVA**

Volunteer with the most animal adoptions during the last six-months.

#### **3. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes for January 12, January 26, February 9, and February 23 and March 9, 2009

B. Oral Report by the Commission on Meetings and Events attended.

C. Appointment of a Commissioner to the Volunteer Appeal Board

**3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

A. Assembly Bill 1224 – Vehicle Code – Applying “Hit and Run” to Animals

That the Board recommend to the Mayor and City Council that the City support Assembly Bill (AB) 1224, which if approved would amend California Vehicle Code 20001 to include animals, pets, and livestock under the basic “hit and run” statute.

B. Three-Year Agreement for the Operation of a Mobile Spay/Neuter Clinic

That the Board award a three-year Agreement, substantially in the form as on file, with one three-year renewal at the City’s discretion, to The Amanda Foundation, for the operation of a Mobile Spay/Neuter Clinic; and direct Staff to transmit the proposed Agreement concurrently to the Office of the Mayor, and the Office of the City Attorney for approval as to form, and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject Agreement upon receipt of necessary approvals.

B. Preliminary Report of the Spay/Neuter Advisory Committee

Provide direction and suggestions to the Committee and to Staff in regard to pursuing the recommendations of the Preliminary Report of the Spay/Neuter Advisory Committee; and, instruct Staff to report to the Mayor and City Council the Department’s initial findings and intentions at the earliest opportunity; and, accept the Report with gratitude and “Note and File” the Report.

**4. DISCUSSION ITEMS**

A. Verbal update on Spay / Neuter Program Expenditures

**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.)

**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.**

**6. FUTURE AGENDA ITEMS**

Requests from Commissioners for future Agenda Items.

**7. ADJOURNMENT**

Next Commission Meeting is scheduled for 10:00 A.M., April 27, 2009, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012

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**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>P) and fourth (4<sup>th</sup>P) 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, 5<sup>th</sup>P Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup>P 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 [Hhttp://www.laanimalservices.com/CommissionAgendas.htm](http://www.laanimalservices.com/CommissionAgendas.htm)

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 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 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  
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MAYOR

DEPARTMENT OF  
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EDWARD A. BOKS  
General Manager

**Report to the Board of Animal Services Commissioners**  
**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** April 14, 2009      **PREPARED BY:** Linda Barth

**REPORT DATE:** April 9, 2009      **TITLE:** Assistant General  
Manager

**SUBJECT:** Preliminary Report of the Spay/Neuter Advisory Committee

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**BOARD ACTION RECOMMENDED:**

That the Board:

1. Provide direction and suggestions to the Committee and to Staff in regard to pursuing the recommendations of the Preliminary Report of the Spay/Neuter Advisory Committee; and,
  2. Instruct Staff to report to the Mayor and City Council the Department's initial findings and intentions at the earliest opportunity; and,
  3. Accept the Report with gratitude and "Note and File" the Report.
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**SUMMARY:**

The City of Los Angeles Spay/Neuter Ordinance (Los Angeles Municipal Code or LAMC 53.15.2(b)) established an "Animal Services Spay/Neuter Advisory Committee (Committee)" to advise the Board on the impact of the City's spay/neuter policies on the City's low income residents. The Committee is expressly charged in the Ordinance with seeking regular and systematic input on its recommendations, especially from low income residents and providing a preliminary written report (by March 30, 2009) containing an evaluation of the program and any recommendations to the Board, with copies to the Mayor and the City Council. A final report is due by October 30, 2009.

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**Subject:** Preliminary Report of the Spay/Neuter Advisory Committee

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Each City Council member appointed one Committee member from within the Council member's district. The fifteen-member Committee published their Preliminary Report on March 30<sup>th</sup> and copies were provided to the Mayor and Council as well as the Commission. The Chair of the Committee and other members presented an executive overview of the Preliminary Report to the City Council on April 3, 2009, where it was very well-received. The Council is anticipating hearing initial response from the Department at a full Council meeting currently set for April 21, 2009. Staff will formulate that response with the assistance of suggestions and direction provided by the Board.

Staff shares the interest and enthusiasm of the City Council's members about the recommendations in the report, and proposes that the Board concur in taking immediate action in connection with several of the recommendations, and endorsing our continued existing efforts that dovetail with Committee recommendations. To aid the Board in discussion of the Preliminary Report, and based on initial review of the Preliminary Report, staff offers below a digest of some immediate actions proposed, the Department's current activity, and comments on possible next steps for some of the recommendations.

The Preliminary Report represents a significant investment of ideas and energy. Some steps can be immediate, but many of the recommendations deserve further in-depth review and collaboration between the Committee and the Department to develop detailed implementation plans.

**Overarching Recommendation**

Recommendation Number One that the Department set spay neuter as a top priority is an overall recommendation that provides foundation for the eleven subsequent ones. Currently, spay/neuter is a cornerstone of Department activity. Other Department activity with high priority established by the Mayor, Council, and the Board are Licensing, Euthanasia Reduction, and Animal Care and Law Enforcement (these are all directed and authorized in the LAMC). This does not directly conflict with the recommendation of the Committee, however, because all these priority assignments are heavily interrelated: for example, success in a spay/neuter program reduces the burden of animal care and euthanasia, and an effective licensing program reduces animal problems and improves owner responsibility, including compliance with spay/neuter laws, as well as providing additional funding for spay/neuter activities. A number of discussion points are raised in this Recommendation about such topics as targeting spay/neuter subsidy funding by area and by breed, and increasing effectiveness of the program to reach further with existing dollars. Further research and discussion is required regarding this Recommendation.

**Recommendations with Elements Suitable for Immediate Actions or Pilot Efforts**

Recommendations Two, Three, Five, and Seven include elements that warrant immediate consideration and some action, with minimal cost and relatively easy implementation. Specifically:



**Subject:** Preliminary Report of the Spay/Neuter Advisory Committee

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- Consolidate and improve the display of spay/neuter materials at each of the animal care centers.
- Create a brochure on spay/neuter for easy distribution to the public.
- Develop and implement a pilot outreach program to the service area of the Harbor Animal Care Center to promote spay/neuter generally and the opening of the Harbor Spay/Neuter Clinic specifically. Using volunteers to reach out to private animal owners and businesses, we can have a month of activity including a grand opening. This effort will be a collaboration of Department and other City staff (including the Mayor's and Councilmember Hahn's offices), Clinico, volunteers, members of the humane community, and Commission and Committee members if interested, giving opportunity to experiment with volunteer spay/neuter ambassadors, business co-marketing concepts, gauge effectiveness of messaging, and so on. The proposed pilot could be termed "SpayMay the Harbor Way" or another slogan.
- An additional special spay/neuter event is being arranged for mid-June at the South Los Angeles Spay/Neuter Clinic and many of the same concepts could be applied to that event.
- Present to the Board for consideration at the next regular meeting recommendations regarding the recent Request for Proposal for operation of the spay/neuter clinics at North Central and West Valley that recognize the Committee's concerns about insuring low cost, high volume, spay/neuter service availability to the public, and in experimenting with other options for maximizing the value of the clinics to the residents of the City needing spay/neuter availability.
- Appoint the Assistant General Manager for Administration as the Interim Spay/Neuter Program Coordinator while the Committee and the Department tackle immediate analysis of the existing program (payment and tracking methods, veterinarians in the program, coupon distribution methods and targets, and so forth), and also considering in more detail permanent staffing assignments.

**Recommendations that Add to Current Efforts**

Recommendations One, Two, Five, Eight, and Nine in part complement and contribute to efforts that have been underway in the Department, and which should be continued with renewed emphasis on the ideas or issues presented in the Recommendations. Specifically:

- Aggressively implement the new procedures established for issuing and following-up on adopted animals released without sterilization due to medical reasons, with a D-300 Medical Advice form. The new procedure finalized in March and in the first weeks of implementation has been provided at the meeting for your review.
- Ensure that existing informational materials are up-to-date and readily available for the public, staff, and volunteers. Much information and marketing material has been produced by the Department or by supporters during various stages of ordinance implementation; it all needs to be put to good use regularly. Sufficient spay/neuter

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signage was ordered for all Animal Rescue Vehicles so steps will be taken to ensure that it is displayed on all of them.

- Continue efforts to communicate the spay/neuter ordinance provisions, procedures for enforcement, and related information about spay/neuter to staff on a regular basis. To date efforts have included presentations, small group meetings, one-on-one sessions, provision of written information, and resources provided on the employee Intranet. In that on-going effort, the Operations divisions will be distributing and discussing a full package of materials in the coming weeks, posting FAQs on the employee bulletin board, and possibly developing quizzes for staff to reinforce knowledge. A package has been provided at the meeting for your review.
- Deploy a revised License Renewal and Donation module on the Internet that more attractively and vigorously promotes on-line donations directly or in connection with a license purchase (in process as a result of changing our bank and our credit card provider).
- Sustain distribution of free spay/neuter coupons (\$70 value) carefully using the criteria established (for senior and disabled residents) in the LAMC, and distribution of \$30 coupons. Distribution will continue to the approximate 2007-2008 level of 11,800 \$70 coupons and 22,500 \$30 coupons. Projected funding deficits have been, and will continue to be reported to the Board, the City Administrative Officer, the Council, and the Mayor.
- Evaluate existing procedures and systems for distributing and tracking coupons, monitor current expenditures, and work with the City Controller and City Administrative Officer staff to consider immediate system and procedural improvements. One example is that effective April 1, 2009, veterinarians submitting redeemed coupons for reimbursement will send an invoice meeting Controller's guidelines, with the redeemed coupons as back-up documentation.
- Continue to utilize other forms of documentation of low income status when residents apply for a \$70 free spay/neuter, such as certification documents or identification cards for the Women, Infants, and Children (WIC); Supplemental Security Income (SSI); food stamps; or CalWorks programs.

**Recommendations for Additional Study and Collaboration**

All the Recommendations include some elements that warrant more investigation and consultation, however, recommendations Four, Six, Ten, Eleven, and Twelve all raise important concepts that wholly require comprehensive consideration and research prior to being able to launch into action. Some points for the Board's consideration are as follows.

- Targeting spay/neuter efforts on certain breeds of dogs, and cats, because of their high intake rates, or focusing on areas of the City with high rates of intake or enforcement calls, along with several other suggestions, could apply the funding to more of the highest-priority surgeries that might not otherwise occur at all.
- Fundraising can be a vital resource now more than ever; the Board may wish more hands-on involvement in expanding the fundraising programs, including the establishment of an Ad Hoc Fundraising Subcommittee.



**Subject:** Preliminary Report of the Spay/Neuter Advisory Committee

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- Marketing campaigns and other more sophisticated outreach campaigns can have a cost; detailed plans can help analyze the potential budget and staffing implications.
- The “Neighborhood Neuter” program, which would involve private veterinarians providing specialized spay/neuter services to City resident pet owners at scheduled times, would be an interesting program to test in Los Angeles. More details about the specific tasks and workloads of successful models would be needed, along with analysis of how the principles might best be applied in Los Angeles where key parts of the City are underserved or lack veterinarian facilities.
- Amending the spay/neuter ordinance – such as adding a grace period for low income persons - will likely need explicit coordination with the Council and the Mayor.

Staff is enthusiastic about current spay/neuter efforts (which continue a 38-year tradition of emphasis on spay/neuter in Los Angeles) and planned enhancements. We expect to be able to make good use of the Spay/Neuter Committee’s many viable recommendations.

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#### **FISCAL IMPACT:**

Continuing spay/neuter efforts and implementing the no-cost recommendations proposed in the Committees’ Preliminary Report will not impact the budget but could result in future savings from reduced animal intake and reduced animal law enforcement demand. Some recommendations may have cost elements which must be examined further by the Committee and reviewed by the Commission and Department staff prior to action.

Approved:

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**Edward A. Boks, General Manager**

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#### **BOARD ACTION:**

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

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EDWARD A. BOKS  
GENERAL MANAGER

LINDA J. BARTH  
ASST. GENERAL MANAGER

KATHLEEN J. DAVIS  
ASST. GENERAL MANAGER

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**Report to the Board of Animal Services Commissioners**

**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** April 14, 2009      **PREPARED BY:** Anthony Sanchez

**REPORT DATE:** April 9, 2009      **TITLE:** Management Analyst II

**SUBJECT:**    **Three-Year Agreement for the Operation of a Mobile Spay/Neuter Clinic**

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**BOARD ACTION RECOMMENDED:**

That the Board:

1. Award a three-year Agreement, substantially in the form as on file, with one three-year renewal at the City's discretion, to The Amanda Foundation, for the operation of a Mobile Spay/Neuter Clinic;
  2. Direct Staff to transmit the proposed Agreement concurrently to the Office of the Mayor, and the Office of the City Attorney for approval as to form, and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject Agreement upon receipt of necessary approvals.
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**SUMMARY:**

On October 28, 2008, the Board directed staff to release a Request for Proposals (RFP) for the operation of the Department-subsidized Mobile Spay/Neuter Clinic, which has operated in the City for several years under previous contracts to provide free spay/neuter surgeries to low income residents in Los Angeles. Staff released the RFP on December 8, 2008, and on January 27, 2009, received proposals from The Amanda Foundation and AngelDogs Foundation [a DBA of "C is For Cat," sponsored by the Coalition for Pets and Public Safety (COPPS)].

**Availability of Funding for this Agreement**

In past fiscal years the Department has allocated \$500,000 to fund a mobile spay/neuter program under contract. However, the City's fiscal crisis has given City departments no alternative but to curtail some services in response to increased budget constraints. Shortfalls that affect spay/neuter programs have been of concern to the Mayor and Council, although it appears that spay/neuter funding may be stable in Fiscal Year 2009-2010. This uncertainty was addressed in the RFP, which included the provision that no guarantee is given or implied as to

the total amount to be paid to the Contractor during the term of the agreement; conversely, additional funding may be available to fund more surgeries. Also, the proposed agreement will include the provision that expressly states that the City is under no obligation to reach or approach an amount of \$500,000 in payments to the contractor, if funding is not available.

### **Evaluation of Proposals**

Staff reviewed all required documents in each proposal and secured approvals from the City's Office of Contract Compliance, verified that all veterinarians identified in each proposal hold a valid veterinary license in California, and that a valid veterinary premise license is associated with each proposer. Both proposals met the RFP's minimum requirements and were found responsive.

A panel of City staff from various backgrounds (veterinary medicine, care center operations, budget, and contract administration) was formed to evaluate the proposals and recommend an award. On March 3, 2009, the panel interviewed the proposers' representatives (Teri Austin, President of The Amanda Foundation, and Lisa Tipton, President of AngelDogs Foundation) to discuss any areas in their proposals which needed further clarification. The panel also toured the mobile clinics as part of their interview and evaluation process. To rank the proposers, the panel used the scoring system in the RFP. After considering all the evaluation criteria, the panel recommended The Amanda Foundation be awarded the agreement. Department management concurs with the panel's recommendation.

Following is a summary of the panel's findings. Scoring in each category is as follows: 4 = excellent, 3 = good, 2 = fair, 1 = poor, 0 = no pass. The panel awarded 62 points to Amanda and 37 points to AngelDogs.

### **Experience and Qualifications: What has the proposer accomplished or is currently doing?**

Relevant experience of proposer as a group/company/firm:

Amanda: Beginning as a non-profit rescue organization thirty years ago, Amanda went on to establish a veterinary hospital, a kennel/cattery, and a mobile spay/neuter clinic. They have operated a mobile clinic under previous contracts with the City, and maintain a veterinary hospital in Beverly Hills. Their current medical staff and program manager have worked together to operate their mobile clinic for a number of years, sterilizing over 6,600 pets in Fiscal Year 2007-08, and the same staff would continue under a new contract. Based on this, the panel found that Amanda demonstrates excellent experience as a group. Panel's score: 4.

AngelDogs: As a DBA of "C is For Cat" (a California non-profit since 1996), AngelDogs is a new venture formed to provide mobile spay/neuter services. Their first operation as a group began in March 2009 in the Antelope Valley, but their proposed veterinary staff and program manager have not previously worked as a group specifically to operate a mobile spay/neuter clinic. The panel found that AngelDogs does not demonstrate sufficient experience as a group. Panel's score: 1.

Relevant experience of the proposer's management and veterinary staff:

Amanda: The panel noted that Amanda's President, Ms. Austin, demonstrates thorough knowledge of all aspects of the program and its needs, and has successfully established mobile spay/neuter programs in Los Angeles. Amanda maintains access to multiple full- and part-time veterinary staff experienced in high-volume spay/neuter, and also has access to extra staff from their veterinary hospital. Panel's score: 4.

AngelDogs: Their President, Ms. Tipton, is experienced as a spay/neuter volunteer, and also has extensive experience in medical practice administration. Members of their Board also bring experience as rescuers and spay/neuter volunteers, but overall do not demonstrate experience in running a mobile clinic program per se. They have secured the services of several qualified veterinary staff, such as their primary veterinarian who has abundant experience performing spay/neuter surgeries as well as other veterinary services. However, their recruiting is still in process. Panel's score: 2.

Proven ability to provide similar services, demonstrated through previous experience, license history, and other facts; experience may be in providing services to the City of Los Angeles, other government agencies, and/or in the private sector:

Amanda: They have successfully operated a mobile clinic for several years under previous agreements with the City. Panel's score: 4.

AngelDogs: The panel acknowledged the extent of the experience of individual staff, but noted that AngelDogs has not operated a mobile clinic before their first venture in March. Panel's score: 2.

Meets or exceeds required qualifications:

Amanda: The panel found that Amanda demonstrates excellent qualifications in all aspects of operating a mobile clinic. Panel's score: 4.

AngelDogs: The panel found that AngelDogs lacks experience to adequately take on a contract with the City. Nevertheless, they have a reasonable plan and the panel acknowledged that AngelDogs has good ideas for its operation. Panel's score: 2.

### **Description of Mobile Clinic: What will the proposer use to provide the services?**

Condition of proposed vehicle:

Amanda: Amanda's vehicle is new, purchased in September 2008. It is custom-built to the proposer's specifications, clean and in top shape, and paid for in full. Panel's score: 4.

AngelDogs: They plan to purchase a new vehicle, equipped with all amenities needed to be put into immediate service. However, the new vehicle was not available to view at the time of the evaluation. AngelDogs currently leases a vehicle from COPPS, a vehicle which has been used in the Los Angeles area. If awarded the contract, AngelDogs would use the new vehicle for this contract, and the used vehicle would be a backup. Panel's score: 2.

Plans for vehicle maintenance are comprehensive:

Amanda: Amanda stated that they would follow a specific maintenance plan provided by the

manufacturer, and would be able to provide the Department a copy of the maintenance plan if awarded the contract. Amanda did not include a copy of the plan in the proposal. The maintenance plan includes plans to maintain the vehicle itself as well as all equipment (such as the central vacuum system). The panel would have scored them higher if Amanda had included a copy of the plan in the proposal. Panel's score: 3.

AngelDogs: AngelDogs included a clinic maintenance plan in their proposal, providing for cleaning and maintenance of medical equipment. Ms. Tipton indicated that they have a maintenance plan for the vehicle, but did not include a copy of the plan in the proposal (other than stating that monthly preventive maintenance would be performed). Panel's score: 3.

Amenities, fixtures, and equipment are sufficient:

Amanda: The vehicle has a number of redundant amenities (e.g. two generators, two A/C units, etc.) to prevent interruption of services. Two surgery tables are installed, allowing one animal to recover from surgery while another is prepped for the next surgery. All medical equipment is new. All of Amanda's staff are able to drive the vehicle. Panel's score: 4.

AngelDogs: While their vehicle appeared to have sufficient amenities, the vehicle is used and the amenities show normal wear and tear. The vehicle has one surgery table, as does their new proposed vehicle. AngelDogs stated that an additional table was not necessary, as they would have a second truck for busy events. However, in the panel's opinion, having two surgery tables in one vehicle is an advantage because more animals can be moved through a single vehicle. AngelDogs has one staff member to drive the vehicle; others will be trained. Panel's score: 2.

### **Business Plan and Financial Planning: How will the proposer accomplish this?**

Provides all information requested in the RFP:

Amanda: They provided a responsive proposal, but would have scored slightly higher had they provided a copy of the vehicle's maintenance plan in the proposal. Panel's score: 3.

AngelDogs: They provided a responsive proposal, but lacked detail in some key areas. For example, specific maintenance plans for the vehicle and real-world examples of outreach were not provided; and the availability of their proposed staff was not adequately supported (AngelDogs indicated that they are familiar with some of their prospective staff's experience through word of mouth). Panel's score: 2.

Thorough operating plan (plans for accounting, inventory, staffing, maintenance, etc):

Amanda: Amanda's business plan covered all major areas of the operation (advertising and outreach, staffing needs, proposed services, etc.). Amanda provided a proposed budget but could have included detail about their projected cash flow, additional revenues, etc., for a more thorough financial picture. Nevertheless, the panel found Amanda to be well-organized, having had a consistent staff for a number of years, and sticks to a specific plan which has proven to be successful. They employ numerous veterinarians, both full- and part-time, drawing from their own veterinary hospital as well as other local hospitals. Panel's score: 3.

AngelDogs: AngelDogs' business plan also covered all major areas of the operation. However, to the panel, it seemed to be based too much on assumptions rather than a proven track record in managing a mobile spay/neuter clinic. Although they currently have a qualified veterinarian and several staff already employed, some of their recruiting (for example, additional veterinarians) is still in process. Panel's score: 3.

Customer service: hours of operation, locations, added-value services, etc.:

Amanda: They would operate five days per week, with the possibility to increase up to seven days per week on alternating weeks. Preparation of animals would begin at 6:00 a.m. Amanda provides services throughout the City except in high-income areas. To the panel, Ms. Austin demonstrates a thorough knowledge of the neighborhoods served by their operation and understands what works for each. Their veterinary hospital provides back-up services, such as free medical treatments provided to customers. Numerous free services (such as free vaccines with surgeries, flea/tick control, antibiotics, e-collars, etc.) add value to Amanda's services. They would provide customers with license applications. A bilingual person is always on duty. According to the panel, Amanda demonstrated excellent customer service plans. Panel's score: 4.

AngelDogs: They would operate five days per week. Hours would be from 7:00 a.m. to 6:00 p.m. AngelDogs indicated they would be located in high-need areas but did not adequately explain how they would identify target areas (other than analyzing Department data if available). Some services would be charged at cost plus 20% (such as vaccines, flea treatment, and after-care pain medication). They would provide customers with license applications. According to the panel, AngelDogs demonstrated fair customer service plans but would have scored higher had they demonstrated greater familiarity with their target locations and offered free services with their surgeries. Panel's score: 2.

Balanced budget; expense & start-up costs match revenue projections:

Amanda: Amanda states they would not incur start-up costs, as they are an existing operation and they already own all equipment necessary. The difference between their operating budget and the estimated revenue from the Department would be made up through private donations and fundraising. Panel's score: 3.

AngelDogs: Ms. Tipton indicated that they have enough funding to fully cover their initial three months of operations, but appear to rely on yet-to-be secured funding for subsequent operations. Panel's score: 2.

Plans to generate funding from other sources (donations, etc.):

Amanda: Amanda has a long history of securing funding from private donors, such as receiving bequests, fundraising, and grants. In their experience, donors are more likely to donate items (supplies or equipment) instead of money, and Amanda capitalizes on this tendency in securing donated supplies. Also, Amanda states that revenue from their veterinary hospital may be used if necessary to recover costs of the mobile clinic. Panel's score: 3.



AngelDogs: AngelDogs will rely on public donations, merchandise sales, support from COPPS (who will provide the vehicle), and grant writing as their source of revenue to recover costs not recovered by the Department's subsidy. However, the panel found AngelDogs did not sufficiently demonstrate a history or ability to successfully secure grants. Panel's score: 1.

No major conditions or restrictions; little or no changes in the proposed Scope of Services:

Amanda: No major conditions or restrictions were proposed. Some added-value services gave Amanda's proposal value beyond the proposed scope of services. Although Ms. Austin stated that they preferred a two-week billing cycle over a one-month billing cycle, she also stated that the one-month billing cycle required in the proposed contract would "not be a deal-breaker" and that they would accept this billing cycle. The panel indicated that Amanda would have scored higher with a more affirmative acceptance of this contract provision. Panel's score: 3.

AngelDogs: No major conditions or restrictions were proposed, although some of their added-value services (to be provided to the public at "cost plus 20%") did not appear to the panel to be above and beyond the requirements in the scope of services; had they been so, AngelDogs would have scored higher in this category. Panel's score: 3.

Advertising and community outreach plans:

Amanda: Amanda would use multiple outreach channels (printed ads, flyers, posters for schools, television appearances, and meetings with shelter staff). Samples of flyers and posters included in their proposal demonstrate a variety of styles. Ms. Austin gave various examples of how past outreach efforts were successful, such as their campaigns to encourage pit bull owners to sterilize their pets (which proved successful in areas such as Watts). The panel found Amanda demonstrates a full understanding of who they are trying to reach and how their proposed outreach efforts would be effective based on their past success. Panels' score: 4.

AngelDogs: They also would use multiple outreach channels (such as radio/television, newspapers, printed media, in addition to a grass-roots approach of visiting schools and churches). However, the panel found AngelDogs would have scored higher in this category if they had provided real-world examples to illustrate how their outreach efforts would effectively work. Panel's score: 2.

### **Cost to City: Is it the best overall value to the City?**

Proposed fees and overall dollar cost to the City:

Proposers were required to propose one flat fee for each surgery (dog spays, dog neuters, cat spays, cat neuters). For comparison, staff estimated the annual cost to the Department by applying the proposed fees to the number and categories of surgeries performed in Fiscal Year 2007-08, and estimated the annual cost to be lower (and therefore allowing for more surgeries, contingent on available funding) if Amanda is awarded the contract. Fees will apply to the first year of the contract. Any subsequent fee increases are subject to Board approval. However, increased fees would reduce the number of surgeries the City can subsidize and potentially increase future intake levels in the Department's Care Centers.

Amanda:

	Proposed fee	No. of surgeries FY0708	Cost per year
Dog spay	<b>\$80</b>	2,384	\$190,720
Dog neuter	<b>\$75</b>	2,233	\$167,475
Cat spay	<b>\$60</b>	1,060	\$63,600
Cat neuter	<b>\$55</b>	940	\$51,700
Total:		6,617	\$473,495

Based on the above number and categories of surgeries, each year the Department would pay \$473,495 for free spay/neuter surgeries if Amanda is awarded the contract. The actual annual cost under a new contract will depend on available funding. Panel's score: 4.

AngelDogs:

	Proposed fee	No. of surgeries FY0708	Cost per year
Dog spay	<b>\$80</b>	2,384	\$190,720
Dog neuter	<b>\$80</b>	2,233	\$178,640
Cat spay	<b>\$60</b>	1,060	\$63,600
Cat neuter	<b>\$60</b>	940	\$56,400
Total:		6,617	\$489,360

Based on the above number and categories of surgeries, each year the Department would pay \$489,360 for free spay/neuter surgeries if AngelDogs is awarded the contract. The actual annual cost under a new contract will depend on available funding. Panel's score: 3.

Fees are demonstrated to be feasible and appropriate:

Amanda: Their fees are slightly lower than under their previous contract; Amanda's history of maintaining a sustainable operation and providing quality services while charging similar fees shows that Amanda's fees are feasible and appropriate. Also, Amanda's free ancillary services (such as free vaccines with surgery) add value to Amanda's fee schedule. Panel's score: 4.

AngelDogs: The panel found that AngelDogs' proposed fees for surgeries are competitive (in fact, identical to those under the previous mobile spay/neuter clinic contract), but they lack some of the added-value provided by Amanda in the form of free ancillary services. For instance, because the program is targeted to low-income residents, even the proposed price of cost plus 20% for vaccines, flea treatment, and after-care medications may be of concern for low-income clients. Panel's score: 2.

Fees allow for the most spay/neuter surgeries possible:

Based on Amanda's and AngelDogs' proposed fees, the Department would be able to subsidize more surgeries if performed by Amanda, than if performed by AngelDogs. Panel's scores: Amanda, 4; AngelDogs, 3.

**FISCAL IMPACT:**

Funds will be provided by a General Fund budget allocation of \$500,000, to be dispersed throughout the Fiscal Year, into Fund 543, the Spay and Neuter Trust Fund, and/or other revenues in Fund 543, including a dog licensing surcharge and donations. Provision of low-cost spay/neuter services also has a future positive budget impact by reducing the number of animals to be handled by the Department and thus lowering operating costs.

**Approved:**

\_\_\_\_\_  
**Edward A. Boks, General Manager**

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

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

EDWARD A. BOKS  
GENERAL MANAGER

LINDA J. BARTH  
ASST. GENERAL MANAGER

KATHLEEN J. DAVIS  
ASST. GENERAL MANAGER

## **Report to the Board of Animal Services Commissioners**

**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** April 14, 2009      **PREPARED BY:** Linda Barth

**REPORT DATE:** April 9, 2009      **TITLE:** Assistant General  
Manager

**SUBJECT:** Assembly Bill 1224 – Vehicle Code – Applying “Hit and Run” to Animals

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### **BOARD ACTION RECOMMENDED:**

That the Board recommend to the Mayor and City Council that the City support Assembly Bill (AB) 1224, which if approved would amend California Vehicle Code 20001 to include animals, pets, and livestock under the basic “hit and run” statute.

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### **SUMMARY:**

Assembly Member Mike Eng (D-Monterey Park) introduced a bill on February 27, 2009, as part of his "There ought to be a law" contest that lets his constituents suggest changes to state law. This bill seeks to amend California Vehicle Code 20001 to include animals, pets, and livestock, in the basic “hit and run” statute which fines drivers who leave the scene of an accident without trying to contact the owners or authorities or to render aid to the injured animal, pet, or farm animal.

Existing law under Section 20001 requires the driver of any vehicle involved in an accident resulting in injury or death to another person to immediately stop the vehicle at the scene of the accident and to fulfill specified requirements. Under existing law, a violation of this provision is either a felony or a misdemeanor. Section 20002 of the Vehicle Code provides similar protection for physical property, requiring the driver of any vehicle involved in an accident resulting in damage to any property, including vehicles, to immediately stop the vehicle at the nearest location that will not impede traffic or otherwise jeopardize the safety of other motorists. The driver must then attempt to locate and notify the owner or person in charge of that property, or leave a

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**Subject:** Assembly Bill 1224 – Vehicle Code – Applying “Hit and Run” to Animals

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note of information. Failure to do so is a misdemeanor. Both sections include a requirement to notify authority (California Highway Patrol or local police jurisdiction) if unable to give notice to the other driver or the property owner

Department staff concurs with Assembly Member Eng and the proposer of the law that a person who hits an animal with her or her vehicle should take action to get help or notify the local animal control agency for assistance. Such an act is an expression of humaneness. At the Board meeting of March 23, 2009, when this bill was discussed, concerns were heard about whether a driver trying to help a hurt animal could cause traffic accidents, further injure the animal, or be hurt if that animal reacts in fear and anger and lashes out. Nevertheless, there are likely many cases in which a timely call for assistance to a hurt animal could save a pet's life. A mitigation of the concern would be to add, in recommending support for the bill, that language be included to require that a person stopping do so in a location that does not impede traffic or jeopardize other motorists, and that the vehicle driver shall contact local animal control or emergency personnel with information about himself/herself and the hurt animal, unless the owner of the pet is immediately identifiable in the vicinity of the accident.

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**FISCAL IMPACT:**

Support for the bill has no direct fiscal impact. If approved, it represents strides in humane concern in the community which lines up directly with the mission of the Department.

Approved:

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**Edward A. Boks, General Manager**

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**BOARD ACTION:**

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

## MINUTES



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday, January 12, 2009  
10:00 am  
Los Angeles City Hall  
200 N. Spring Street, Room 1060  
Los Angeles, CA 90012



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Vacant, President  
Kathleen Riordan, Vice-President  
Tariq Khero  
Irene Ponce  
Archie J. Quincey, Jr.

### **ADMINISTRATIVE APPEAL HEARING 10:00 A.M.** (Continued from September 22, 2008)

Meeting called to order at 10:15 AM. Present were Commissioners Quincey, Riordan, and Ponce.

1. Continuation of an Appeal of the General Manager's Decision in Barking Dog Revocation Case - **BR08513WL**

Appellant: Daniel and Chantly Geoulla  
Complaining Witness: Michael Cianfrani  
District Manager, West Los Angeles Shelter, Louis Dedoux, Captain  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Commissioner Quincey made a motion to maintain the original General Manager's terms and conditions. Commissioner Ponce seconded the motion and the motion passed 3-0.

**Determination: General Manager's Original Terms and Conditions Upheld.**

## COMMISSION MEETING

**1. PRESENTATION OF SCHEMATIC DESIGN CONCEPT FOR THE NEW SOUTH LOS ANGELES ANIMAL CARE CENTER (ST. ANDREWS AND 60TH STREET) BY RA-DA ARCHITECTS AND BUREAU OF ENGINEERING**

Rania Alomar and Sofia Ames from RA-DA Architects gave a PowerPoint presentation of the design concept for the new South LA Animal Care Center and the Commission gave feedback on the plan.



### Public Comment

Phyllis Daugharty- Expressed concern that the exterior of the new building would be graffitied and that there was no roof over the outdoor kennel area.

Sue Taylor – Commented that synthetic grass can get extremely hot in the summer sun and asked about including separate entrances for public and shelter animals in the S/N clinic.

## **2. ORAL REPORT OF THE GENERAL MANAGER**

- 2009 is LA Animal Services' 100<sup>th</sup> Anniversary.
- **2008 Overview:**

Adoptions: 20,994  
New Hope Placements: 5,297  
Total: 26,291

### Adoptions:

December 2008 was the highest month for adoptions (2,212) since the Department started keeping statistics (the second highest was 2,206, set in July 2008).

In December, a Secret Santa stepped up and paid the Adoption Fees for nearly 350 families in the three days before Christmas (\$22,000). This prompted a second Santa to step up and donate \$500 to help families adopt a pet.

2008 realized a 29% increase in adoptions over last year. This is the most animals the Department has ever placed in one year!

### Intakes:

Up 20.5% (54,191 compared to 44,964 in 2007). The increase was largely due to the housing foreclosure crisis. The last year the Department took in this many animals was 2002.

### Euthanasia:

Up 30% (19,617 in 08 compared to 09 = 15,012). While 2008 showed an increase it was to the level we saw in 2006 at 19,226. The last three years achieved the lowest euthanasia rates in the Department's history. The worst was 1971 when over 110,000 animals were euthanized.

- **Shelter Population Management:** Transfers between Centers has tripled (from 144 in Nov/2007 to 314 in Nov/2008) to facilitate higher adoptions in response to the increased impoundments. Our animal population is now slightly below capacity, thanks to the hard work and high adoptions accomplished by staff. I commend AGM Davis and Capt. Helen Brakemeier for their shelter management.

- **Emergency Plan:** The Golden Guardian Exercise (Nov 13 & 14, 2008) and the Sesnon and Marek Fires last year served as an excellent impetus to review and update the Department's Emergency Plan. This review is expected every January in all City Departments. I commend Chris Carroll for taking the lead on updating this critical document.
- **Animal Cruelty Task Force (ACTF)** – The ACTF has been reorganized to afford better efficiency of staffing during the current hiring freeze. The MOU with LAPD is still under review. Management met with City Attorney's Office in effort to streamline cruelty cases and we are meeting with the District Attorney's Office on training and identifying similar efficiencies.
- **LAX Border Patrol and Survey Results:** The December 11<sup>th</sup> press conference about the Puppy Mill Survivors received tremendous media coverage and resulted in over 500 people attending the auction, many coming to an LAAS Care Center for the first time. The Muni code required that each one be made available through an auction if more than one party wants to adopt the animal. More than \$20,000 was raised in adoption fees to help offset the care these animals received while in our charge. Pet Adoptions on that day also were up 97% at EV and 47% system wide.
- **Pet Adoption Events:** The Department is partnering with the Found Animal Foundation and the Pet Care Foundation on a series of pet adoption events. Valentine's Day is the next upcoming event.

Spay Day II is planned for February 28<sup>th</sup> – LA's Official Spay Day by City Council motion (Alarcon).

- **Strategic Plan**  
We have launched work in earnest on a five-Year Strategic Plan for Animal Services. In November 2008, we were gifted with the guidance of Varouj Abkian, Assistant Director of Sanitation, and the well-respected author of Sanitation's strategic planning process. This month, we will finalize our strategic objectives for the Department and begin to assemble employee teams to recommend goals and programs to achieve the objectives in 2009-2010. I will be meeting with the unions to apprise them of the process, which they are already familiar with from the strategic planning process in other Departments that have been assisted by Mr. Abkian. I will also bring the proposed final goals for 2009-2010 to the Board.
- **Permits Database**  
Our Information Technology Division developed a database program that registers information on all animal-related businesses in the City that have permits under the Municipal Code. Any member of the Department can search the database to find out the current status of a permit tee, and the application automatically calculates permit expirations to create notices. Inspections and complaints can also be logged in the database, which should be helpful now that our permits officers are enforcing the stricter state laws on pet store conditions that went into effect on January 1st.

- **Bank Transfer**

As a result of an RFP process, the City will be closing its relationships with Bank of America and most Departments will be moved to accounts with Wachovia. This will include all our credit card transactions, the daily cash deposited from the animal care centers, and the lockbox system that processes animal license renewals. This transition started in the fall and the coordination with Bank staff and the Department will accelerate now to complete the transfer early this year.

- **New Fees**

City Council approved the fee study provided by the Department in December of 2007, and adopted the new fees proposed by the Board about one year ago. We await completion of the Municipal Code changes necessary to enable the new fees; the ordinance should go back to the Council for adoption very soon. We can apply the new fees 30 days after the ordinance is adopted.

- **Early Separation Incentive**

Every Department was asked by the Mayor to provide an analysis of the impact of a program of separation and/or early retirement incentives. At this time, we have no information about whether any such program will be proposed or what the terms might be. Generally, our analysis suggested that the Department would by necessity need to backfill more than 50% of positions that might be vacated and that the cost of sick time, overtime, and vacation payouts would negate any salary savings at first but savings might be achieved in future years, however.

Public Comment

Sue Taylor- Commended the Secret Santa but is concerned about the numbers of adopted animals that may be returned to the Department.

Phyllis Daugharty- She would prefer that the donation be used for adoption or spay/neuter gift certificates.

Commissioner Riordan suggested that GM Boks get in contact with the Equine Community ETI regarding disaster planning and coordination.

## **2. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes for November 17, 2008.

Commissioner Quincey made a motion to accept the meeting minutes for November 17, 2008. Commissioner Ponce seconded the motion and the motion passed 3-0.

B. Oral Report by the Commission on Meetings and Events attended.

Commissioner Ponce met with Barry Hall to discuss rescheduling of the wine tasting fundraiser which has been cancelled November 2008 and rescheduled for 2009.

Commissioner Riordan attended the LA County Bar Luncheon on the topic of Pet Wills. She also attended the West Valley Animal Care Center staff Holiday party.

Commissioner Quincey had nothing to report.

## **5. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

### **A. Three-Year Agreement to Provide an Animal Electronic Identification System**

That the Board award a three-year Agreement, with one three-year renewal option, substantially in the form as on file, to AVID Identification Systems, Inc., to provide an Animal Electronic Identification System, direct Staff to transmit the proposed Agreement concurrently to the Office of the Mayor, and the Office of the City Attorney for approval as to form, and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject Agreement upon receipt of necessary approvals and find that the proposal received from Schering-Plough Home Again does not meet the Department's needs to provide microchip readers that are safe for staff to use in our shelter environment, as described in the body of this report, and therefore reject that proposal as non-responsive.

Commissioner Riordan questioned whether our concerns about the Home Again scanners was shared with the company and if they were given an option to produce a scanner that would be safe for shelter staff to use. AGM Barth assured the Commission that Department staff spoke extensively to both proposers regarding safety and package issues.

Anthony Sanchez (LAAS) and Peter Friss (AVID) gave a demonstration of the scanners. Peter Troesch (VP, AVID) assured the Commission that the scanners are manufactured and repaired at the AVID facility in Norco, CA.

Commissioner Quincey made a motion to accept the General Manager's recommendation. Commissioner Ponce seconded the motion. Motion passed 3-0.

## **6. DISCUSSION ITEMS**

### **A. Summary of the Fiscal Year 2009-10 Proposed Budget Submittal**

AGM Barth informed the Board that the budget proposal was submitted on December 8, 2008 and the Mayor directed the Department to submit two scenarios, (1) to maintain the status quo and (2) a 9% cut. She explained that the Department is trying to maintain the status quo. The Department has to find approximately \$1.9 million of savings to ensure that no employees face lay-offs. Identified savings include holding vacant funded positions such as ACOs, ACTs, Clerical, and Canvassers. The Department may also have to give back or take less Spay/Neuter funds.

Commissioner Riordan asked for clarification about the vacancies.

Commissioner Ponce wanted to know how much the department is currently charging for spay/neuter.

Commissioner Ponce suggested that the commission look for ways to fundraise for the department.

Commissioner Riordan suggested that the Board brainstorm some income generating ideas.

Public Comment

Phyllis Daugharty- She expressed concern that the all of the proposed layoffs are at the shelter level.

B. Review of Current Operating Status of Veterinary, Field and Shelter Divisions,  
Dr. Prupas, Captain Bowers, Captain Brakemeier **-POSTPONED**

Staff was unable to attend the meeting and this item will be rescheduled.

C. Oral Report on Status of Spay and Neuter Clinics

AGM Barth gave a status report on the Spay/Neuter Clinics. The proposals are due January 27, 2008 and there is a proposer anticipated for each facility. Contracts for the Harbor and WLA clinics have been executed and the clinics are expected to open by the end of the month. The East Valley clinic is expected to open in April 2009 and the Mission clinic in June or July 2009.

Commissioner Riordan requested to see the statistics for the last quarter regarding the number of animals released on a D-300 and the follow-up.

Public Comment

Sue Taylor – She asked questions about the Spay/Neuter clinic contracts.

Commissioner Riordan suggested posting the prices charged by the Spay/Neuter clinics on the Department website.

**7. PUBLIC COMMENT PERIOD – (Item 8 taken out of order)**

Phyllis Daugharty – Talked about recent dog fighting conviction. She is helping to start a training academy for ACTs on dog and cock fighting.

**8. FUTURE AGENDA ITEMS - (Item 9 taken out of order)**

Commissioner Ponce would like to know the status of her motion regarding pets in subsidized housing.

Commissioner Riordan would like an accounting of field service activities in the last 90 days, per district, including the outcomes for: (1) strays, (2) humane investigations, (3) licenses, (4) citations, (5) notices to comply, and (6) how many officers per district.

**9. ADJOURNMENT - (Item 10 taken out of order)**

Commissioner Quincey made a motion to adjourn the regular meeting and Commissioner Ponce seconded the motion. The motion passed 3-0 and the regular meeting adjourned at 12:30 pm.

**10. A. CLOSED SESSION**

The Board of Animal Services Commissioners will meet in closed session with the City Attorney as its legal counsel pursuant to Government Code section 54956.9(a) to discuss pending litigation involving Trap-Neuter-Return in case No. BS115483, The Urban Wildlands Group, Endangered Habitats League, Los Angeles Audubon Society et al vs. City of Los Angeles, et al.



## MINUTES



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday, January 26, 2009  
10:00 am  
Los Angeles City Hall  
200 N. Spring Street, Room 1060  
Los Angeles, CA 90012



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Vacant, President  
Kathleen Riordan, Vice-President  
Tariq Khero  
Irene Ponce  
Archie J. Quincey, Jr.

### COMMISSION MEETING

Commission meeting was called to order at 10:16 am. Commissioners Riordan, Quincey, and Ponce were present. Commissioner Khero was absent.

#### 1. COMMISSION BUSINESS (Item 2 taken out of order)

A. Approval of the Commission Meeting Minutes for January 12, 2009

Commissioner Ponce requested changes. Item held over.

B. Oral Report by the Commission on Meetings and Events attended.

Commissioners Riordan, Quincey, and Ponce had nothing to report.

#### 2. DISCUSSION ITEMS (Item 4 taken out of order)

A. Discussion Regarding Field Statistics

AGM Davis presented a series of graphs and field statistics to the Commission.

Commissioner Riordan asked for clarification about whether Officers can sell licenses in the field. AGM Davis confirmed this and explained that they can issue altered licenses or Notices to Correct if the animal is unlicensed and/or unaltered.

Commissioner Quincey suggested that Officers issue citations in lieu of Notices to Comply and use the courts to collect the City's revenue. AGM Barth stated that the experience over the past year has shown that people are just paying the fine, which is low, and not buying the license and the courts are not asking for proof of compliance. City Attorney Lessel suggested that the conversation was off topic per the Brown Act and the issue be agenized and City Attorney staff could come and answer questions at a latter date.

Commissioner Riordan asked for clarification about the vacancy rate and funded vs. non-funded positions.

Public Comment

Phyllis Daugharty-Thought the report was confusing. Complained that ACOs used to have many more enforcement duties.

**3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

**A Proposed Ordinance to Limit Roosters in the City of Los Angeles  
Review of draft Rooster Limit Ordinance language. Discussion and possible action.**

Commissioner Riordan asked for clarification about how this matter came before the Commission since the City Council has already voted on the matter. City Attorney Lessel stated that is a matter of courtesy – the City Council is asking if the Board has taken a position on the matter.

Commissioner Quincey expressed concern that the ordinance does not make a distinction between a fighting cock and a rooster.

AGM Barth clarified that the ordinance is comprised of two companion motions that were approved at the same time. One addresses noise and the other addresses the number of roosters and provides a set limit. Staff fully support enacting a limit on the number of roosters, but are concerned the motion regarding noise will create a large administrative burden.

A discussion of the ordinance ensued.

Robert Ferber from the City Attorney's office explained the genesis and history of the rooster ordinance.

Commissioner Riordan stated that management can communicate their concerns to Council. She reminded the Commission that this was already passed by Council and we are merely reviewing it.

Public Comment

Phyllis Daugharty- Pass the motion- the rooster noise issue will be dealt with by the rooster limit.

Commissioner Riordan made a motion to make a transmittal thanking the City Council and requesting that the motion addressing noise complaints be left in abeyance for one year. Commissioner Ponce seconded the motion and the motion passed 3-0.

**B. Letter of Agreement for a Pilot Project with The Puppy Store to Adopt Dogs for Resale in Lieu of Selling Puppy Mill Dogs**

That the Board approve a Letter of Agreement, substantially as on file in the Board office, setting out expectations and responsibilities with The Puppy Store for collaboration on an experimental, short-term pilot program to determine the feasibility of working with private pet stores to adopt animals for resale, for the purpose of increasing adoptions and reducing the inflow of animals, and subject to review as to form by the City Attorney; and, direct the General Manager to sign the Letter of Agreement subsequent to review by the City Attorney.

Commissioner Riordan asked the City Attorney to comment on the issue. He stated that the concept seemed excellent and that the liability was the same as adopting to the public.

Commissioner Ponce asked if they would have priority over members of the general public and was told no.

Commissioner Riordan thanked Chris DeRose and Last Chance for Animals for this accomplishment. She suggested developing some sort of City certificate or plaque for pet stores that engage in this life saving program.

#### Public Comment

Jim Bickhart of the Mayor's office anticipated to support the partnership in February and he will present a certificate to the store. He suggested that LAAS make accepting shelter animals on consignment a requirement for getting a pet store permit.

Commissioner Quincey made a motion to approve the General Manager's recommendation. Commissioner Ponce seconded the motion. The motion passed 3-0.

#### **4. GENERAL MANAGER'S REPORT (Item #1 taken out of order)**

- Met with Clark Duval, owner of The Puppy Store. His retail pet shop is now adopting puppies and small breed dogs from our Centers and selling them in his store. Since December 2008, Mr. Duval has adopted 31 dogs from our Centers.
- Worked with Found Animal Foundation (FAF) and The Pet Care Foundation (PCF) on "My Furry Valentine" Event planning, which will be held February 14 and 15 at all Centers featuring discounted fees. FAF and PCF will host special events at WLA and EV, respectively. A deeper discount will be offered for cats in the interest of spurring higher feline adoptions. FAF also installed a "kitty cam" at WLA to further focus interest on cats prior to the event.
- Worked with the Southern California Veterinary Vaccine Clinic to formalize the process and procedure for conducting low cost vaccine clinics at our Centers once a month. They will begin February 19 at WLA.
- Attended planning meetings for "We Spay LA" to be held 2-28-09 at Northeast. Clinico will operate out of our spay/neuter clinic for the day performing up to 100 surgeries for residents of Council Districts 6 and 7. Representatives from Council members Alarcon and Cardenas attended the meeting.
- Met with principals from the City of Beverly Hills to discuss the operational tactics of the new contract, which begins February 1, 2009. We will continue to meet monthly to insure good service and to promote open lines of communication.
- Conducted a licensing meeting to further discuss the role of our Canvassing Team towards improving their productivity and efficiency and to assist Captain Jorge Figueroa in his new role in Special Operations.
- Conducted a Special Enforcement Sweep (SES) in North Central District. On Thursday, January 22, 2009, one ACO from each District joined forces at NC to concentrate their efforts primarily on picking up loose, stray animals and enforcing licensing. A total of 12 dogs were picked up and 6 citations were issued.

- This activity will continue one day each week revolving through each of the districts. Next week, the SES is slated for South LA.
- The new Spay/Neuter Clinic at West LA, operated by Value Vet, opened for business this week. The Vet Staff was provided with a tour of their operations prior to opening. Clinico is slated to open at Harbor on February 1.
- Fleet Service has notified us that we will be receiving 13 new replacement vans. Staff is working with Fleet Service to request minor improvements to the caging sizes and other small maintenance items.

**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.)

Teri Austin – She wanted to clarify that the Amanda Foundation. has not partnered with any entity to administer the mobile van. The Amanda Foundation is statistically the most successful mobile S/N program in the country.

Phyllis Daugharty - There are still slaughter zones in the City. She asked for the number of citations issued by the Department.

**6. FUTURE AGENDA ITEMS**

Requests from Commissioners for future Agenda Items.

Commissioner Ponce wanted to know if the Mayor's staff will be organizing Be Kind to Animals Week in April 2009 as it was mentioned by one of the Mayor's staffer who attended last year's event. Ponce wanted to know the commission and the department can help. She asked Jim Bickhart if the Mayor is still interested in giving his support to help make it bigger and add more schools.

Commissioner Quincey asked that Humane Education be offered at the new SLA Animal Care Center. He suggested that it would be a way to generate revenue.

Commissioner Riordan asked to see copies of the two Pet Insurance proposals. She also would like to see the letter requested regarding the rooster ordinance before it is sent to Council. She would like to consider the Department issuing "fix-it" tickets in addition to Notices to Comply as a financial incentive and a Report on the number of citations issued in the Field categorized by type.

**7. ADJOURNMENT**

Commissioner Quincey made a motion to adjourn. Commissioner Ponce seconded the motion. The motion passed 3-0. Meeting ended at 12:21 pm

Next Commission Meeting is scheduled for 6:00 P.M., February 9, 2009, East Valley

1. Shelter 14409 Vanowen Street, Van Nuys, California 91406

## MINUTES



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday, February 23, 2009  
10:00 am  
Los Angeles City Hall  
200 N. Spring Street  
Rm. 1060  
Los Angeles, CA 90012



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Vacant, President  
Kathleen Riordan, Vice-President  
Tariq Khero  
Irene Ponce  
Archie J. Quincey, Jr.

### ADMINISTRATIVE APPEAL HEARING 10:00 A.M.

The meeting was called to order at 10:20 am. In attendance were Commissioners Riordan, Quincey, and Khero. Commissioner Ponce arrived at 10:24 am.

#### 1. Barking Dog Revocation - **BR 083105 WV**

Appellant: Philip Minton

Complaining Witness: Najib Saadeh

Field Operations Supervisor, West Valley Shelter, Val Angeles

Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Commissioner Quincey made a motion to uphold the revocation. Commissioner Khero seconded the motion and the motion passed 4 – 0.

**Determination: General Manager's Barking Dog Revocation Decision Upheld**

### COMMISSION MEETING

Meeting began at 10:36 am. Commissioners Quincey, Riordan, Khero, and Ponce were present.

#### **1. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION (Item 3A taken Out of Order)**

A) Amendments to Los Angeles Municipal Code Specific to Dog Licensing  
And Rabies Vaccination Regulations

That the Board request that the City Council direct the City Attorney to prepare an ordinance amending the Los Angeles Municipal Code (LAMC) Section 53.00 et. seq. The Municipal Code sections that may be considered include:

<b>RELEASING UNNECESSARY RESTRICTIONS IN THE LAMC, ADDING PROTECTIONS</b>	
<b>LAMC Section</b>	<b>Summary of Changes</b>
53.15	The owner of a dog (whether or not four months of age) must license the dog.
53.15	Streamline the language to make clear that application, fees, and proof of rabies vaccination are required, and remove specific references to one-year or two-year licenses.
53.15	Update language and expressly allow for both rabies vaccination and spay/neuter to be proved through satisfactory evidence, and not only by an express type of written certificate.
53.15.2(c)(4)(G), 53.15.2(e)(1)	Expand and emphasize the responsibility of breeders, commercial establishments, and others to report information to the Department on dogs sold for licensing follow-up.

<b>CONSOLIDATING AND SIMPLIFYING FEE AND TAX PROVISIONS</b>	
<b>LAMC Section</b>	<b>Summary of Changes</b>
53.15	Authorize a fee setting process through the Board with approval of the Mayor and Council the same as the new Fee Ordinance will authorize for other types of fees and charges in the Department. The fee setting process could include establishing waivers for special circumstances or timeframes, for example, to conduct a licensing drive featuring an amnesty program.
53.15 (new)	Add a provision authorizing charge of late fees to motivate compliance with payment of licenses due.
53.15 (new)	Add a provision expressly exempting from any license tax or any license payment the New Hope partners or any enterprises partnering with the Department to adopt dogs. Other provisions expressly require that the new owner information must be provided to the Department for follow up.
53.15.2(c)(4)(G), 53.15.2(e)(1), 53.15.4	Expand the responsibility of veterinarians and others to distribute license information or applications to allow the Department to authorize veterinarians and commercial entities to take applications and sell licenses, remitting fees with the information to the Department, in exchange for a service fee to be set by the Board and approved by the Mayor and Council.
53.15.4	Provision inserted and updated to allow a contractor to sell licenses but then be paid a fee after remitting license revenue collected.



<b>TECHNICAL CHANGES</b>	
<b>LAMC Sections</b>	<b>Summary of Changes</b>
53.00, 53.11(f), 53.11(l), 53.13, 53.15, 53.15.3, 53.26	Revise language to indicate that dog licensing where mentioned, such as when a dog is adopted, shall be in conformance with provisions in 53.15 and other revised sections as appropriate, rather than giving specific terms, fees, or rules within various sections that may then turn into conflicts. Remove specific references to one-year licenses.
53.15	Streamline and unify language so that all waivers provided to low income seniors and disabled persons, whether for a dog license, spay/neuter, or other reduced fees, use the low income definitions set forth by HUD.
53.15.2(b)	Modify language so that licenses can be applied for (and fees paid) pending a delayed spay/neuter surgery or pending receipt of proof of exemption from spay/neuter, but not be valid until such proof of surgery or exemption is received, so that the owner of a dog being adopted or redeemed, for example, can purchase the unaltered license even though there may be a delay in getting surgery for the dog.
53.16, 53.24, 53.25, 53.27, 53.28, 53.54, 53.57	Old provisions to be deleted or merged with existing licensing and vaccination sections.
53.53	Allows that proof of rabies vaccination (certificate) may be another form of documentation other than being restricted to a printed triplicate form, such as electronic documents or computer-generated certifications (as the Department currently provides).

General Manager Boks stated that this recommendation is the most important that he has submitted to the Board in his three year tenure. He is asking the Board to approve a request to modernize the Department's rabies control and dog licensing in Los Angeles by allowing the City Council to replace a decade's old patchwork of confusing and conflicting ordinances with an easy to understand law that is more effective in the control of dogs and rabies. In addition, the new ordinance would be more user friendly to the public and to the Department which must implement it. The recommendations have been considered and validated by the Controller's 2008 audit on licensing and by the recent work of a Joint Labor Management Taskforce convened by the Mayor to evaluate the City's current dog licensing program and to recommend cost effective ways to raise \$1 Million through enhancement of the licensing program and to help restore 31 ACT positions scheduled for lay-off this Fiscal Year.

To underline the sense of urgency of the situation, Mr. Boks told the Board that the Department met with the Mayor's office and the CAO on February 20, 2008 and was asked to come up with a 30% cut to the budget and to have that prepared and delivered by tomorrow (February 24, 2008). He thanked Julie Butcher from the SEIU, Paul Girard from the Mayor's office, Controller Laura Chick, Nate Kaplan from Councilmember Rosendahl's Office, and Aimee Gilbreath ED of the Found Animal's Foundation for attending the meeting.

City Controller, Laura Chick: She stated that she was before the Commission to speak with great support and enthusiasm for helping to bring the Department of Animal Services into the 21<sup>st</sup> Century and to support the very logical and rational recommended changes in the Admin code that are before the Commission. She feels that this is not just about collecting money, but it is about being more humane, reducing pet overpopulation, being able to be a no-kill city,

about giving people a way to give proper care to their animals and becoming a partner with them through licensing, and it is the doorway to becoming a City whose pet owners S/N their dogs and cats. She expressed her support for the current leadership of LAAS to bring the Department into the 21<sup>st</sup> Century. The Department and the Controller's office have looked at best practices in creating these recommendations and she asked that the Commission thoughtfully review them.

Commissioner Riordan personally thanked the Controller for her service to the City and empowering women in business and politics.

Aimee Gilbreath, ED Found Animals Foundation: She stated that LA has a wonderful policy structure that sends a portion of licensing fees to the S/N Trust Fund. They view this as an opportunity to increase funding for S/N into perpetuity. They feel that licensing works best when it is made easy for the dog owner through on-line licensing and license renewal. They would like to see the process be more user friendly for the dog owner and more efficient for the Department and once that happens, they will put their resources and funding into an advocacy and campaign to get more dog owners into the system.

Nate Kaplan, Communications Director for Councilmember Rosendahl: He expressed Councilmember Rosendahl's support to streamline licensing and modernize the process in order to step up their efforts to license more dogs in the City and bring in more revenue. Their office will do whatever they can in their power to make this happen.

Paul Girard, Mayor's Office: Here to represent the collaborative process between the Mayor's office, SEIU, and Animal Services. He is pleased and proud of everyone that worked on the recommendations before the Commission.

Julie Butcher, SEIU: The union will continue to oppose any efforts to privatize jobs within the Department. City workers are committed to figuring out how we do what we do, generating the greatest amount of legitimate revenue, and protecting the animals of LA and the people who live here. We can agree that working together makes sense to figure out creative ways to generate revenue for the City to make life better for the animals and residents.

Commissioner Riordan thanked the speakers. She suggested that, following initial comments and questions, they review each proposed code change. The other Commissioners agreed. She remarked that on-line licensing and credit card issue was brought to the Commission 5 years ago and there were many meetings and motions at the time. She acknowledged that the Department is doing on-line licenses and renewals, and felt the number one priority to licensing should be to have first time on-line licenses, that this should be launched as soon as possible. In her opinion, on-line licensing is the #1 priority to launch as soon as possible. She questioned if the Department is set up to do first time online licensing. The General Manager responded that the Department is moving in that direction and that online license renewal is already in place and running. The Department has a target date of July 1, 2009 to launch on-line licensing once the recommendations have been approved by City Council.

Commissioner Riordan asked the City Attorney if the revisions to the codes conform to State law. The City Attorney has not had a chance to review. General Manager Boks stated that there is precedence for these changes in other city councils around the state, such as San Francisco, which is a local model.

Commissioner Riordan expressed concern about any consideration to withhold business permits to veterinarians who do not comply with LAMC 53.53, as was suggested on page 4 of the Board Report. She stated that she spoke with Doctor Grant of the CVMA. He mentioned a law suit in Ontario that vets were mandated to turn over owner information and that information was sold for mailing lists. This compromised the doctor patient confidentiality standard. She suggested incentive such as raising the financial rewards that result in new licenses per LAMC 53.15.4. The Commission then proceeded to review the code changes item by item. Commissioner Riordan expressed concerns about recommendations in the licensing report. AGM Barth reminded the Commission that the licensing report is a note in file and it is not included in the Board Report being considered by the Commission today.

Commissioner Riordan expressed concern about sending code changes to the City Council that may not be in confirmation with State law. The City Attorney confirmed that the City Council will not direct the City Attorney to draft any ordinance that is contrary to State law and suggested that the Board may request that the City Attorney come back in the course of this process and report back to the Board to satisfy the Commission that the City Attorney has reviewed all of the issues as the process moves forward.

A lengthy discussion ensued regarding authorizing a fee setting process through the Board with approval of the Mayor and Council the same as the new Fee Ordinance will authorize for other types of fees and changes in the Department. Commissioner Riordan is opposed to anything that would change the differential between the altered and unaltered fee and/or any possibility that the unaltered fee could be lowered now or in the future. AGM Barth explained that the Department is not interested in changing the fees in the near future, but we might be interested in having an amnesty program for the forgiveness of penalties or waiving a first time redemption fee for an animal if it has a license, etc.

Commissioner Khoro asked for clarification on how the process, if enacted, and the current process differ. AGM Barth explained that both processes begin with a recommendation to the Board based on research, facts, and analysis. The Board considers and takes public debate and makes a final decision. The decision is conveyed to the Mayor. The Mayor's office, depending on the nature of the report, may have the CAO do a study or they may make their own approval or analysis and then send it to City Council. The City Council schedules it for the relevant committee and then it is heard in that committee/s. There is public hearing again and a Chief Legislative Analyst report and/or the City Administrative Officer's report would be given, as well as information from our Department. It then would be conveyed by the committee/s to City Council for a vote and more public hearing and the relevant City agencies and Department staff would testify. The Council then takes a vote. This process can take anywhere from 6 months to 1 year.

This is where the two processes diverge. Under the proposed new process, where the Council votes, they would vote on an effective date. Currently, if it is an ordinance, the Council would ask the City Attorney to write up the words of the law which they would publish. The City Attorney conveys the information into an ordinance and then sends it back to the City Council where it is agendaized, either through committee/s or directly to Council, and then it is published, approved by the Mayor, and then published again for 30 days. In the best case scenario, this adds an additional 6 months to one year to the process.

Commissioner Riordan is concerned that by revising this fee setting process the differential could be compromised if it is included with other fee changes as opposed to going through an ordinance change process. John Forland stated that currently in the code, the Department does

not have any penalties, fees, fines, codes, interest charges, etc and this will allow the Department to add these things. Commissioner Riordan stated that she is not opposed to changing the code to add penalties, but that she wants to protect the large differential in the ordinance. She also likes the idea of an amnesty program for forgiving past penalties.

The City Attorney suggested that keeping just the license differential fee in the code would not affect the entire streamlining process if all the other matters can be moved forward.

Commissioner Riordan stated she was opposed to adding into the codes that rescue partners be required to turn over owner information, because it is covered in the contract as allowed in LAMC 53.11. Further discussion of the remaining codes ensued.

#### Public Comment

Sue Taylor-She thought there were many good ideas. She wants to keep the differential in the ordinance. She suggested getting the rescue community to help with sending out license reminder letters to dog owners.

Phyllis Daugharty\_– She has concerns about paying people to sell licenses for the Department. She believes that if there is amnesty, it has to be for everyone. Wants to keep the differential.

Ruthanne Secunda – New LAAS Commissioner. Spoke about the importance of not making New Hope groups pay the license tax. Do breeders require a kennel license?

Jim Bickhart – He suggested codifying the New Hope's requirements to provide information is valuable. Leaving licensing in ordinance form makes it more vulnerable to last minute legislation by the City Council than the proposal set before the Commission that is mandated to come before the Board before being sent to the City Council.

Commissioner Riordan made a motion to adopt the General Manager's recommendation with the modification that the specific fees for altered and unaltered dog licenses and the process for setting them, in contrast to the recommendation, remains specifically an ordinance process. Commissioner Quincey seconded the motion. The motion passed 4-0.

## **2. ORAL REPORT OF THE GENERAL MANAGER**

**Critical Incident:** On Sunday, February 22, 2009, four people were shot during a private party at the loft apartments across the street from the North Central Animal Care Center. One person confirmed dead, 3 others critically injured. The active crime scene includes the Center which may affect operations due to both driveways being blocked. It is unknown at this time how long the crime scene will be active. ACT Carl White rendered comfort to one of the victims until paramedics arrived. No other city employee or volunteers involved, no animals involved.

**Budget Meetings:** On Friday, February 20<sup>th</sup>, the Department met with the Mayor's Office and City Administrative Officer to discuss a 30% cut to the 09/10 budget. All City Departments are being asked to come back with a revised budget. Ours is due tomorrow. We of course continue to argue that because of the cuts taken in the current fiscal year, the on-going partial use of Mission Animal Care Center and the existing 8% vacancy rate in the Department that cuts for Animal Services should be less extreme. However, with the State and City's fiscal crisis looming over us all, the CAO continues to look for deeper savings in the current year and next

year.

**Spay/Neuter Coupons:** Despite a \$100,000 cut so far this fiscal year to our spay/neuter funding, the demand for both the low income Free and the \$30 discount coupons continues to rise. This is probably in response to both the economic downtown and the new spay/neuter law.

The Department receives funding each month from the City's General Fund for coupons and to pay for the spay/neuter van services. Since passage of the spay/neuter ordinance the demand for spay/neuter has been so great that our animal care centers routinely run out of coupons before the month end. This has forced us to limit the number of \$30 coupon books we distribute to the public through our rescue partners so we have enough at our animal care centers to make it to the end of each month. We are in the process of implementing criteria for distribution of the Free Spay/Neuter Coupons (value \$70) to ensure they are indeed going to seniors, disabled, and other residents whose income is under the HUD low income ceiling of \$30,300. The CAO's request for a 30% cut to next year's budget will likely see further reductions to the S/N fund.

**Be My Furry Valentine:** LA Animal Services thanks the Pet Care Foundation, Dionne Warwick, the Found Animals Foundation, and our many volunteers and employees for another very successful ADOPTATHON!

LA Animal Services placed 343 pets into loving homes during this two day event. That is over a 100% increase when compared to the same weekend in 2008 when 171 pets were adopted. A Daily News article on Dionne Warwick's Valentine's Day visit to our East Valley Animal Care Center to help promote adoptions through our A House is Not a Home without a Pet program ran on Sunday, February 15th.

**Strategic Planning Process:** On Thursday, February 19<sup>th</sup>, 25 employees met at our East Valley Animal Care Center to help develop the Department's Strategic Plan. A total of thirty-two employees are directly participating in this process, however, input will be sought from many more. These 32 employees form four teams of eight employees. Over the next couple of months these teams will be working together to develop Departmental Goals for the next fiscal year and beyond and plans for accomplishing those Goals.

**Orange Bone Partnership:** On Wednesday evening, February 11<sup>th</sup> Last Chance for Animals and the Orange Bone Pet Store hosted a star studded celebration of the partnership formed with LA Animal Services and other rescues to provide shelter dogs instead of puppy mill dogs for sale. The event was very successful and garnered some very positive press.

**In House Spay/Neuter:** Initiated in-house Spay/Neuters at Harbor and North Central. We are now performing s/n at our other Centers which allows our pets to go home as soon as they are adopted.

**Special Enforcement Event:** Our Enforcement Division has initiated Special Enforcement efforts in parts of the City with chronic dogs-at-large complaints. Since its inception several weeks ago, Enforcement has focused on neighborhoods in South LA, West LA, and West Valley.

**Pet Cam:** Following the success of the recent puppy and kitty cam efforts, (provided by the Found Animals Foundation), the Department has decided to initiate our own in-house Pet Cam. The Pet Cam is expected to be operational within a week or two. The cam will provide the Department another marketing tool to encourage traffic into our Centers in the hopes of further

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increasing adoptions.

**Low Cost Vaccination Clinic:** Our first Vaccination Clinic with our new vendor, the Southern California Veterinary Vaccination Clinic was at West LA on February 19. It was very successful and well attended.

**Western University Partnership:** In his ongoing dialogue with Western University, Dr. Prupas successfully recruited 30 vet students to participate in this year's Baby Bottle Foster Parent Program. The thirty new participants are signed up for orientation.

**Emergency Preparedness:** The Department established an Emergency Preparedness Steering Committee to focus on four primary areas: Training, Equipment, Human Resources (including succession planning) and Emergency Facilities (identifying all potential possibilities and drafting MOUs). Also, refresher training was provided to 9 employees on how to deploy our Mighty Mover.

**Training:** The City Attorney's Office and the District Attorney's Office have begun providing our ACOs with additional training and consulting opportunities by spending time weekly in our Centers. The attorneys are splitting the Centers between them and are establishing regular days and times when they are available at our Centers to discuss cases, investigation techniques and writing reports. This closer working relationship should provide our officers with the ability to better prepare cases, file cases quicker and track the status of pending cases.

**Upcoming Events:** February 28 - **We Spay LA**, free Spay/Neuter Clinic for CD 6 and 7 pets. LA Animal Services is partnering with the two City Council Offices in hosting this event. Clinico, Sam Simon, and The Amanda Foundation are participating and we have a goal to perform 165 spay/neuters surgeries in this one day.

**Animal Cruelty Task Force (ACTF):** LA Animal Services and LAPD determined that the effectiveness and efficiency of the Animal Cruelty Task Force in achieving its vision and meeting expectations for its mission would be enhanced if we defined our respective scopes of responsibility in a MOU. We hope to finalize this MOU within the next week or so.

**Wachovia Bank Changeover:** all our banking and lock box activities continues to be a major focus of our Administration, Accounting, Licensing, and Systems groups. We are optimistic that many of the changes required by Wachovia's 100% on-line reporting will lead to efficiencies in the coming year, but that will only come after significant efforts on our end to accommodate all the new procedures. At this time we anticipate the changeover will be complete by early April.

**Controller Audit:** On December 4, 2008, the Controller released an audit of the Prop F Animal Facilities Bond Program. Most of the 17 recommendations were directed at the Bureau of Engineering, with only six directed to Animal Services. The joint response of our two Departments to the audit was submitted to the Controller on February 5th.

In large measure the audit, which was performed by outside experts, lauded the Program. In particular, they made recommendations to assist BOE with being more on target with cost estimating. For Animal Services, the audit recommended better communication between staff assigned to the Program and Department Management (including the Board) and community stakeholders. Often, value engineering decisions necessary to keep the projects on budget were not discussed or even reported to Department Management, the Board or stakeholders, creating a gap between expectations and the final product. They also recommended more and

**Please join us at our website: [www.LAAnimalservices.com](http://www.LAAnimalservices.com)**

better training for staff moving into the new facilities.

**New South LA project:** a meeting was held with the staff of the current South LA animal care center to accept feedback on the new center design elements from employees who have worked in the local area. A number of suggestions and design tweaks came out of that discussion, such as re-assigning some office locations and improving the flow of the receiving area with a few targeted changes. Most of the recommended modifications can be integrated without a significant extra cost or slowdown in the schedule, according to BOE. Please remember that the new South LA facility will be an additional facility in SLA, not a replacement of the current animal care center.

### **3. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes for January 26 and February 9, 2009

Commissioner's Riordan and Ponce had changes to the minutes. Approval held over.

B. Oral Report by the Commission on Meetings and Events attended.

Commissioner Ponce promoted "My Furry Valentine" adoption event. Commissioner Quincey listened to a program on AM1150 about the Puppy Store and LAAS. Commissioners Khoro and Riordan had nothing to report.

### **4. DISCUSSION ITEMS**

A) Oral Report by the City Attorney in regard to the status of Dangerous Dog Case DR 05329 NC ("Maeve"),

Todd Leung, Deputy City Attorney gave an overview of the Maeve case. It was decided that the Commission should agendaize a motion to formally set aside the General Managers decision based on a court order, that the Department is not required to have a new hearing, that a new hearing is up to management.

CLOSED SESSION: The Board of Animal Services Commissioners will meet in closed session with the City Attorney as its legal counsel pursuant to Government Code section 54956.9(a) to discuss pending litigation in Jeffrey Peter De La Rosa v. Animal Control Board of the City of Los Angeles, et al.; LASC case # BS104836; Ct of App. Case # B202071.

No Action Taken

B) Information Report from the Volunteer Coordinator

Tabled for a later date.

Discussion of an Assessment of the Volunteer Program, the Erica Meadows Report and the plans for the future.

**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.)



Phyllis Daugharty – She discussed the history of the S/N differential. She does not want licenses issued without proof of rabies. Expressed concerns about the new Commissioner recusing herself on all issues regarding New Hope.

## **6. FUTURE AGENDA ITEMS**

Commissioner Riordan suggested that the Department do some PR around “Beverly Hills Chihuahua” as a follow-up to the movie and the DVD release.

Commissioner Riordan made a motion to adjourn. Commissioner Khoro seconded the motion. Motion passed 4-0. Meeting ended at 2:34 pm.

Next Commission Meeting is scheduled for 10:00 A.M, March 9, 2009, Los Angeles, City Hall, Room 1060, 200 North Spring Street, Los Angeles, CA 90012

**MINUTES  
(No Tape Back-up)**



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday, February 9, 2009  
6:00 pm  
East Valley Animal Care Center  
14409 Vanowen St.  
Van Nuys, CA 91405



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Vacant, President  
Kathleen Riordan, Vice-President  
Tariq Khero  
Irene Ponce  
Archie J. Quincey, Jr.

**ADMINISTRATIVE APPEAL HEARING 6:00 P.M.**

The meeting was called to order at 6:25 pm. In attendance were Commissioners Riordan, Quincey, Khero, and Ponce.

Commissioner Riordan recused herself from the appeal hearings stating she had not received and reviewed the appeal hearing documentation.

**1. Barking Dog Revocation Case - BD 08356WL**

Appellant: Georgette Skolnick

Complaining Witness: Ms. Barbara Reuben

Field Operations Supervisor, West Los Angeles Shelter, Jesse Castillo

Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Public Comment:

Jeffrey de LaRosa- Stated he felt that this appeal should not be before the Commission.

Commissioner Ponce made a motion to uphold the General Manager's decision with the following Terms and Conditions given to the Appellant by the Commission: (1) dog must wear a bark collar, (2) dog must attend training to stop barking, (3) dog must be maintained inside the home between the hours of 7 am – 9 am, and (4) front gate must be altered to conceal dog's view of the street and sidewalk areas in front of the Appellant's home. Commissioner Quincey seconded the motion. The motion passed 3-0.

**Determination: General Manager's Upheld with Terms and Conditions.**

**2. Barking Dog Revocation - BR 083105 WV**

Appellant: Philip Minton

Complaining Witness: Najib Saadeh

Field Operations Supervisor, West Valley Shelter, Val Angeles

Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Public Comment:

Jeffrey de LaRosa- Questioned the absence of the Commission VP at this appeal hearing.

Fran Einberg- Stated that an 11-year old dog sleeps all day.

Commissioner Quincey made a motion to uphold the General Manager's decision.  
Commissioner Khoro seconded the motion. The motion failed with a vote of 2-1.

Commissioner Ponce made a motion to uphold the General Manager's decision with the addition of the Terms and Conditions that the Appellant relocate his back gate and move his dog run to the other side of the house. Motion failed for a second.

Appeal held over until March 9, 2009

## **COMMISSION MEETING**

### **1. ORAL REPORT OF THE GENERAL MANAGER**

AGM Barth presented the following report:

#### **Statistics**

January 2009 brought some relief to our Intake Rate. In Calendar Year 2008 the Department averaged a 20% increase over 2007. However, in January 2009 our Intake Rate (3,321) was only 1.7% above January 2008 (3,265) - but that is still a 21% increase over 2006 (2,744). This may suggest a leveling off. We will of course continue to watch our Intake Rate to see if the worst is behind us or if this is just a momentary reprieve from the influx of animals unequaled since 2002 (3,365).

The Department's Adoption Rate for January 2009 (1,747) is up 18% compared to January 2008 (1,472). This is the highest January Adoption Rate in the Department's history.

January 2009 New Hope Placements (332) is down 13% compared to January 2008 (385).

The January 2009 Euthanasia Rate (680) is down 17% compared to January 2008 (820); this is the lowest January Euthanasia Rate in the Department's history.

#### **Enforcement Activities**

Field calls generated by ACOs decreased 3.3% for January 2009 as compared to January 2008 (2,318 vs. 2,396). However, Unable to Make (UTMs) were down 37% from 4,087 in January 2008 to 2,574 in January 2009.

**Beverly Hills** The contract with Beverly Hills went into effect on February 1, 2009. To date, the transition has been smooth.

#### **Marketing**

*The LA Times* is considering running the following ad whenever they have available space:

*The City of Los Angeles enacted a new law that requires all cats and dogs to be spayed or neutered, with some exemptions allowed. Spay/Neuter is a humane life affirming means to end*

**Please join us at our website: [www.LAAnimalServices.com](http://www.LAAnimalServices.com)**

*pet euthanasia. For more information please contact LA Animal Services or visit [www.laanimalservices.com](http://www.laanimalservices.com).*

This ad ran yesterday and today and we are monitoring to see if the Department experiences an increase in the number of inquiries coming into our Call Center and Care Centers. We are doing our best to make sure all our employees are well equipped to respond to ANY spay/neuter questions they encounter. We are also offering training to any employee who does not feel completely comfortable explaining the City's spay/neuter law.

### **On-Line Licensing T**

The Department met with the City Controller, IT Dept, and the City Attorney to develop a plan to overcome the challenges to on-line licensing. The initial meeting was very productive and I will keep the Commission posted as this initiative moves forward. We have set a target date to have this service on-line by July 1<sup>st</sup>.

### **Kitty Cam**

Following our success in promoting the Puppy Mill Survivors through the use of an on-line Puppy Cam, we recently completed 3 weeks of promoting a litter of kittens on a web cam streaming live on our website. This was made possible through the generosity of The Found Animal Foundation. The kittens will be up for adoption on February 9 at the West LA Animal Care Center. We are hoping for a crowd of potential adopters based on the volume of traffic visiting the web cam (800,000).

### **East Valley**

**Cats:** The new awnings have been installed over the windows for the Community Cat Rooms at East Valley. The awnings are meant to reduce the heat in the rooms. The air conditioning units will be installed shortly to complete the requested work.

**Rabbits:** We moved the rabbits to a more prominent area in the kennels. New cages have been ordered to complete the renovation.

### **SMART (Small Animal Rescue Team)**

The Department formalized The Small Animal Rescue Team and we are in the process of finalizing a written policy and procedure protocol supported by a training regimen. This Team will be activated when the Department is called upon to rescue animals in trees, in the LA River, wash basins, under buildings, man made lakes, storm drains, sewer systems, animals stranded on a beach jetty, beached marine mammals and birds, animals stranded on rooftops, animals fallen over cliffs or ravines, animals trapped in walls. This Team is receiving specialized training and equipment and will have the expertise to safely and successfully rescue animals from these precarious situations. Last week this team was activated to extract a cat trapped atop a 30 foot tree. The rescue was covered by the media. This Team will soon have a presence on our website alongside the Department's Air Rescue Team (DART Team), which is our large animal rescue team that partners with the Fire Department to use their helicopter when necessary and has been so successful over the years rescuing hundreds of horses from canyon fires and other predicaments.

### **ACTF (Animal Cruelty Task Force)**

A reminder that the ACTF has not been disbanded, it has been decentralized. We now have an ACTF Officer in each Center ready to respond to any cruelty or neglect complaint that comes into their respective Centers. We are still partnering with LAPD and the City Attorney's Office on this Task Force and, in fact, we are very close to formalizing the partnership with LAPD

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through an interdepartmental MOU. The MOU reinforces both Departments' commitment to the Task Force and it is designed to clarify each Department's roles on the Task Force, something that has been missing until now.

### **Legal Training**

The Department formalized a training partnership with both the County's District Attorney's Office and the City Attorney's Office. Attorneys from both offices will circulate through all our Centers on a weekly basis providing specific training on animal control ordinances and enforcement as well as offering our employees advice and answering ordinance and enforcement questions. Training begins this week and the key topics will be tethering and how to deal with abandonments resulting from the foreclosure crisis. In fact, we are finalizing a policy and procedure statement on this issue this week.

### **Western University Update**

Dr. Prupas met with Second Year students at Western University to discuss finalizing the terms of a formal relationship. Items discussed included a possible fourth year rotation at LAAS, recruitment of 100 volunteers to foster neonates and spay/neuter opportunities.

### **In House S/N Update**

Three Centers are now performing in-house spay/neuters (West LA, West Valley and Northeast). Next month, we hope to begin doing some spay/neuters at Harbor and North Central.

### **Special Enforcement Actions**

These are scheduled every Thursday and are rotated through each of our Centers. During the past three weeks, an ACO from each Center has joined forces to review problematic areas in the City to pick up and rescue stray animals and issue notices for violations found at large. North Central hosted the first event and picked up 7 dogs. South LA hosted the second event and picked up 11 stray dogs. East Valley picked up 14 dogs; seven were returned to their owners with citations issued (7).

### **Furry Valentine Adopt-a-thon**

LA Animal Services, in partnership with the Found Animals Foundation and the Pet Care Foundation, is announcing the *My Furry Valentine* adoption event at all six Animal Care Centers on Saturday/Sunday, February 14/15. Animals will be available for adoption at a special low price of \$43 for a dog, \$28 for a cat (second cat is free!) and \$25 for a rabbit. This is a 60% to 80% savings off regular adoption fees. These low adoption fees include spay/neuter surgery, microchip, vaccinations and in the case of dogs a license.

On Saturday, Feb. 14<sup>th</sup> at the West LA the Found Animals Foundation and at the East Valley Care Center the Pet Care Foundation will host the *My Furry Valentine* event and will provide face painting, valentine-making and volunteer "Pet Matchmakers" to help adopters find the perfect pet.

### **Low Cost Vaccination Clinic**

Will be held at West LA February 19 – – this will be our new provider's first clinic (Southern California Veterinary Vaccine Clinic).

### **Spay Day II**

The Department, partnering with Clinico, Sam Simon, and Council Members Alarcon and Cardenas, is hosting another Spay Day event on Saturday, February 28<sup>th</sup> at the Mission Animal

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Care Center.

### **Press Conference**

With the Mayor, Last Chance for Animals, and the guest of honor, Clark Duval the owner of the Orange Bone Pet Store. The purpose of the Press Conference is to announce and celebrate Mr. Duval's decision to stop selling puppy mill dogs and instead partner with LA Animal Services to help place shelter dogs. It is our hope that Mr. Duval will become a role model for other pet stores in the City. The Press Conference is scheduled for this Friday at 9:45 AM at THE ORANGE BONE PET STORE at 7574 MELROSE AVE, LOS ANGELES, CA 90046

### **Changeover to Wachovia Bank**

The changeover for all our banking and lock box activities continues to be a major focus of our Administration, Accounting, Licensing, and Systems groups. We are optimistic that many of the changes required by Wachovia's 100% on-line reporting will lead to efficiencies in the coming year. But that will be because of significant efforts on our end. Early April is the targeted changeover completion date.

### **Budget**

Meetings with the Mayor and City Administrative Officer will be held later this month to discuss potential cuts for 2009-2010. We continue to argue that because of cuts taken in the current fiscal year, including the on-going partial use of Northeast Center and the existing 8% vacancy that cuts next year should be less extreme. With the State's fiscal crisis looming over us all, however, the CAO projections are not optimistic.

### **Spay/Neuter Vouchers**

Despite a \$100,000 cut so far this fiscal year to spay/neuter funding, demand for both the low income Free spay/neuter and the \$30 discount coupons continues to rise. This is probably the results of both the economic downtown and the new spay/neuter law. We receive funding each month from the City's General Fund for coupons and the spay/neuter vans. The increase in demand is forcing us to more effectively control monthly coupon distribution. Our animal care centers are running out of coupons before the month ends on a regular basis. For that reason, we are limiting the number of \$30 coupon books distributed to the public through our rescue partners, so we can increase the number available at our own animal care centers to make it to the end of the month. We are instituting procedures for distribution of the Free Spay/Neuter Coupons (value \$70) to ensure that they are going to seniors, disabled, and other residents whose income is under the HUD very low income ceiling of \$30,300, by requiring DWP Lifeline and Low Income bills to be presented.

### **Controller Audit**

On December 4, 2008, the Controller released an audit of the Prop F Animal Facilities Bond Program. Most of the 17 recommendations were directed at the Bureau of Engineering, with only six directed to Animal Services. The joint response of our two Departments to the audit was submitted to the Controller on February 5th. In large measure the audit, which was performed by outside experts, lauded the Program. In particular, they made recommendations to assist BOE with being more on target with cost estimating. For Animal Services, the audit recommended better communication between staff assigned to the Program and the Department Management (including the Board) and community stakeholders. Often, value engineering decisions necessary to keep the projects on budget were not discussed or even reported to the Board or stakeholders, creating a gap between expectations and the final product. They also recommended more and better training for staff moving into the new facilities.

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### **The new South LA project**

A meeting was held with the staff of the current South LA animal care center to accept feedback on the new center design elements from employees who have worked in the local area. A number of suggestions and design tweaks came out of that discussion, such as re-assigning some office locations and improving the flow of the receiving area with a few targeted changes.

Most of the recommended modifications can be integrated without a significant increase in cost or a slowdown in the schedule, according to BOE. Please remember that the new South LA facility will be ADDITIONAL to that area, not a replacement of the current animal care center.

### **Public Comment**

Phyllis Daugherty- Concerned that the terminology, “no-kill” leads to an influx of animals in the shelters. Asked to bring back the terminology of “life affirming” shelters.

Commissioner Riordan asked questions about the Beverly Hills contract and whether mobile adoptions in Beverly Hills have increased.

Commissioner Riordan stated she thought the Department would benefit from having a heat-seeking monitor to find animals that could be stuck in drainage pipes or structures that might be sealed shut. She asked the Department to price them out and if not too expensive she might donate one to the SMART team, similar to what is used by the Fire Department.

## **2. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes for January 12, 2009

Held over until February 23, 2009

B. Oral Report by the Commission on Meetings and Events attended.

Commissioner Ponce held meetings with staff.

Commissioner Riordan discussed the tethering law, pets left behind on foreclosed properties and the abandonment law with employees. She also discussed the pets left behind on foreclosed properties with some bankers.

Commissioners Khoro and Quincey had nothing to report.

## **3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

A. None

## **4. DISCUSSION ITEMS**

### **A. Proposed Agreement with PSC., Inc. to Obtain Hazardous Materials Disposal Services**

AGM Barth reminded the Commission that they had asked to be informed of contracts over \$5,000. The Commission agreed that no further discussion was necessary.

### **B. Pets in City Subsidized Housing Units**



AGM Barth gave a recap of the original motion presented by Commissioner Ponce. She then presented the Department's research on the feasibility of the motion. She concluded with the Department's recommendation that the proposal that pets be permitted in new subsidized housing units as a prerequisite to receive public funds may alternatively be explored in the meantime by the Commissioners advocating with peers in the City departments that deal with housing and housing legislation, and with support from the Office of the Mayor.

A discussion of the motion ensued.

#### Public Comment

Phyllis Daugherty-Commented that HUD does not allow animals in rentals due to fighting. Concerned about liability issues.

### **C. Oral Report on Spay and Neuter Ordinance**

AGM Barth stated that she did not have a formal report and would be ready to present one by the meeting on February 23rd or March 9, 2009.

Commissioner Riordan gave a list of questions she would like the formal report to address:

1. How many permits and \$100 licenses have been issued since the ordinance was enacted?
2. Can the Canvassers issue breeder's permits?

Commissioner Riordan asked the Chair of the S/N Advisory Committee to inject her questions to be included:

1. What is the RFP?
2. Where was the RFP issued?
3. What was the text of the RFP?
4. How long was the RFP process?
5. What was the coverage? Did vets have to be on a LAAS list to receive notice?
6. Why were so few bids received?
7. What are the S/N clinics charging to s/n public animals and shelter animals? What are the "out the door" charges?

#### Public Comment

Jeff de LaRosa- Stated that there is a problem with the S/N ordinance because it can not be enforced and anti-price gouging should be included in the law.

Commissioner Riordan discussed compliance issues with the S/N law.

**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.)

Phyllis Daugherty – Mentioned a recent LA Times article about an animal cruelty conviction in cock-fighting. Commented on pets in housing. Suggested that "water cops" also license dogs.

Jeff de LaRosa – Commented on Maeve's on-going case. Stated that he wants the Commission to re-hear the case.

Kim Carnochen – Read a letter from Marie Atake regarding Stu.

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## **6. FUTURE AGENDA ITEMS**

Commissioner Ponce would like to revisit the pet in housing motion in one month.

Commissioner Riordan would like to:

1. Discuss the S/N Clinic RFP and the possibility of re-issuing the RFP. How was the RFP was advertised and the number of bidders - due at next meeting.
2. A Board report on the receipts for s/n of the public's animals from the S/N clinics located at our shelters. Copies of the actual receipts with personal information redacted.
3. Discuss the Vaccination Clinics at our shelters and those in City parks. How are the vets chosen? Do we need an RFP process? (I think there was something about the number of clinics held in the parks?)
4. Commissioner Riordan asked if the Board has rendered a decision on an appeal, and then discovers errors, what actions can be taken to correct the errors? If, after the city loses a writ, is the department legally required to file a case again?

AGM Barth suggested a closed session. Commissioner Riordan stated the questions were in general, but is not opposed to a closed session to determine if the board can settle the Stu/Maeve cases. Commissioner Khero and Quincey agreed.

5. Meet with AGM Barth to discuss what Board items can come off of the list and present those items at a future Board meeting for approval.

## **7. ADJOURNMENT**

Commissioner Quincey made a motion to adjourn. The motion was seconded by Commissioner Ponce and passed 4-0. Meeting ended at 9:00 pm.

Next Commission Meeting is scheduled for 10:00 A.M, February 23, 2009, Los Angeles, City Hall, Room 1060, 200 North Spring Street, Los Angeles, CA 90012

## MINUTES



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday, March 9, 2009  
10:00 am  
Los Angeles City Hall  
200 N. Spring Street  
Room 1060  
Los Angeles, CA 90012



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Vacant, President  
Kathleen Riordan, Vice-President  
Tariq Khero  
Irene Ponce  
Archie J. Quincey, Jr.  
Ruthanne Secunda

### ADMINISTRATIVE APPEAL HEARING 10:00 A.M.

The meeting was called to order at 10:13 am. In attendance were Commissioners Riordan, Quincey, and Secunda.

#### 1. Barking Dog Revocation - **BR 08387 NC**

Appellant: Shui Hang Tam

Complaining Witness: Jack Chludzinski

Field Operations Supervisor, North Central Shelter, Lt. William Tranzow

Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Commissioner Quincey made a motion to uphold the General Manager's decision. The motion failed for lack of a second.

Commissioner Secunda made a motion to hold the appeal to the next meeting. Commissioner Riordan seconded the motion. The motion failed with a vote of 2-1.

Commissioner Secunda made a motion to modify the General Manager's decision and to add terms and conditions. Commissioner Riordan seconded the motion. The motion failed with a vote of 2-1.

Failure to overturn the General Manager's decision

**Determination: General Manager's Barking Dog Revocation Decision Upheld**

### COMMISSION MEETING

Meeting began at 11:00 am. Commissioners Quincey, Riordan, and Secunda were present. Commissioner Ponce arrived at 11:33 pm.

## **COMMISSION MEETING**

### **1. ORAL REPORT OF THE GENERAL MANAGER**

Welcome to our newest Commissioner, Ruthanne Secunda. The Department looks forward to working with this new Board.

**Intakes/Rescues:** February 09 Intakes were up over 7% (from 3,010 to 3,225). This is the highest February Intake since collecting data electronically began in 2001. February 2001 Intake was 3,079. Year to Date (YTD) Intakes are up over 4% (from 6,275 to 6,542). This is the highest January/February Intake since 2001 when 7,034 animals were taken in. This is a disturbing trend continuing from 2008.

**Adoptions:** February 09 Adoptions are up nearly 18% (1,607) compared to February 08 (1,377). YTD Adoptions are up 17.6% (from 2,848 to 3,351).

**New Hope:** February New Hope Placements are down nearly 7% (from 329 to 306). YTD New Hope Placements are down just over 10% (from 714 to 638).

**Return to Owners (RTO):** February RTOs are down 2% (from 376 to 368). YTD RTOs are down 6.5% (from 793 to 741).

**Euthanasia:** February Euthanasia is down 11% (from 748 to 665). YTD Euthanasia is down 14% (from 1,568 to 1,345). This is nearly 3% lower than the historic 2007 low of 1,384).

It is the highest impound rate in nearly a decade AND the lowest euthanasia rate in recorded history. All of this has been done while addressing overcrowding issues in the Animal Care Centers. This is a tribute AGM Kathy Davis, as well as every employee, supervisor, manager, volunteer and partner. Thank you for all your efforts!

**Shelter Population Control Strategies:** As the Department has moved into our new or expanded Care Centers over the past two years, we have encountered a learning curve for effectively managing our shelter populations. In 2007 we saw the lowest euthanasia rate in the department's long recorded history of statistics (1960). This was the result of having more space to hold animals. In 2008, we experienced a 20% increase in intakes complicated by our inexperience managing so many animals in all this new space. Consequently, the shelters quickly filled up, animals got sick more often and we found ourselves forced to resort to euthanasia to bring populations under control again.

Having gone through this experience, our Center Managers are now promoting their adoptable animals more effectively, pursuing more and better off-site adoption partners and events, exploring partnerships with Pet Stores (such as Orange Bone), having our Veterinarians spay or neuter animals in-house, allowing adopters to take them home the day of the adoption, transferring animals to another shelter to enhance adoption options, transferring animals to other municipal and private shelters, strictly adhering to a Population Assessment Management program (maintain the population at least 10% below maximum capacity to allow sufficient space for incoming animals and the 7-day Red Alert requirement), utilize the Heart-to-Heart program regarding any animal in the Center over two weeks, and, finally, implementing an enhanced cleaning protocol to help maintain a healthy shelter population.

**New Statistic to Watch:** With the current economic downturn and the recent discussion concerning implementation of a tax on veterinary services, we took a look at how many pets are being relinquished due to the cost of medical services. Comparing the first two months of 2009 to the same two months in 2008 we saw a 306% increase in the number of pets relinquished for medical reasons, from 47 to 191.

**Licensing Code Changes:** We have had good news from the Mayor's Office in regard to the recommended Municipal Code changes in dog licensing that were approved by the Board at the last meeting. The Mayor's office has expedited approval and we expect the City Clerk to receive it soon.

**Banking Changeover:** The changeover from Bank of America to Wachovia is set for the beginning of April; in coordination with this transition, the Department is working directly with the new bank's credit card agency to process our on-line donations and on-line dog licensing renewals through our own website, in place of using the on-line applications provided by HLP (Chameleon). This will save us \$2800 a year in user fees to Chameleon, will allow us to update and customize our on-line donations page, and represents a test for a future expanded on-line modules that we will directly manage which will allow application for new dog licenses.

**Guardian Angel Program:** New Hope partner Bound Angels is partnering with the Department to implement "The Guardian Angel Program" The program is an adoption incentive contest for all employees at the North Central Center. The program was initiated at NC as a pilot. If successful, we eventually hope to expand the program to all the Centers. This is an exciting contest that was well received by staff and will involve everyone who works at the Center. The concept is simple: the person who helps the most pets get adopted gets the a \$100 American Express Gift Card that can be used anywhere to purchase anything. I want to thank Robert Cabral for the program concept and for donating the prize.

**Spay Day Press Conference and Event:** On Friday, February 27<sup>th</sup>, Councilmembers Alarcón and Cárdenas introduced a resolution declaring Saturday, February 28, "**LA Spay Day 2009.**" In celebration of this wonderful event, the two Council Offices partnered with the Department, Social Compassion, Clinico, The Sam Simon Foundation and The Amanda Foundation to host a free spay and neuter event for residents of the Northeast San Fernando Valley. Local residents were encouraged to bring their unaltered dogs and cats to the **Mission Hills Animal Care Center.**

The event's goal to alter 165 dogs and cats was achieved and dozens more are scheduled for surgery in the coming weeks. Local residents were very grateful for this free service. The event was made possible through the donations of many who are dedicated to ending euthanasia by providing free spay and neuter as the preferred method for controlling pet overpopulation. I want to thank all our donors along with the organizations mentioned above and the employees and volunteers of LA Animal Services and the two Council Offices for making this such a successful event.

It is our hope to provide a Big Fix Spay Day every quarter in a different part of the City. We encourage anyone wanting to help make that possible please consider making a donation to Social Compassion and indicate that it is to be used for the LA Big Fix program.

**Strategic Planning Process:** Four teams of 8 employees are working on Departmental goals for the next fiscal year and beyond. On Monday, March 2<sup>nd</sup>, project management and team building training was provided to the team leaders and/or their alternatives. They are on track to

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submit their goals on March 17<sup>th</sup>. A special feature on our Intranet allows Strategic Team Leaders and their alternates to communicate in a fashion that allows all employees to stay informed of their progress.

**Volunteer Bulletin Board:** The Department's IT team also developed a Volunteer Bulletin Board that can be accessed by the public on our Internet, under the Volunteer tab. Only staff members can add information, but the general public can read it. This feature will be a great tool for informing volunteers on a regular and consistent basis. The feature also allows us to publicly recognize volunteers, staff and others. The feature keeps all staff informed of all volunteer supported events or important volunteer information. The bulletin board will also be an excellent tool to update volunteers on departmental protocol, procedures and operations.

**Medical Program:**

- Medical Staff aided with the logistics of Spay Day at Mission Center
- Met with Foster Baby Program Coordinators to discuss more efficient handling of the Program
- Met with ValuVet at West LA Center to discuss better communications between the Center staff and the S/N clinic staff.
- Met with Laura Beth Heisen to discuss Low Cost S/N Issues pertaining to the Low Cost S/N Committee.
- Met with members of Strategic Planning Team to discuss ideas and goals.
- Continued to perform some S/N surgeries at our Centers.

**Budget Update:** As you will note in the discussion of the update on our Spay/Neuter programs, funding in the current fiscal year is being cut as part of the budget-balancing efforts in the City. In December, the City Council acted to cut spay/neuter funding for the coupon and van programs by \$100,000. In another action last week, the City Council further directed the Department to make up any deficit in the Salaries account through our own expense and spay/neuter funds. As you may recall, every Department had a budget cut at the beginning of the year because employees were going to have to take six mandatory furlough days. For Animal Services, that was \$414,000. When mandatory furlough days were dropped, Departments were not given the funding back. So far, we have made up over \$100,000 of this shortfall. Since we cannot lay off employees and our attrition rate is very low, we can only make up the remaining \$300,000 through a combination of savings in expense accounts and spay/neuter funding. The spay/neuter funding level that we can expect for next year is unknown at this time.

Commissioner Riordan questioned if any licenses were issued during Spay Day and Mr. Boks responded that 75 licenses were issued by the Canvassers.

Commissioner Riordan asked if it was a management decision to take the \$300,000 from the Spay/Neuter trust fund and Mr. Boks responded that the Department offered several alternatives, with the cutting S/N funding as a last resort. However, that option appears to be the one that was accepted.

Commissioner Secunda asked about how adoption statistics were broken down. GM Boks told her that they are broken down into several categories and available on the LAAS website.

Commissioner Riordan also questioned if the \$100 gift certificates were only available for the ACTs and GM Boks clarified that they were available to all employees. We may look at adoption “teams” in the future. This is a pilot program and the staff is very excited about it.

Public Comment:

Teri Austin- Spay/Neuter funding should not be touched. The Department should seek donations from other sources. Do not cut the mobile S/N budget.

Phyllis Daugharty-She had questions about the increase in adoptions. She feels the reward program will be problematic and night employees will be left out.

**2. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes

January 12, January 26, February 9, and February 23, 2009

Approval held to end of meeting for approval. Commissioner Riordan made a motion to hold over approval of the minutes to the next meeting and Commissioner Ponce seconded the motion. The motion was approved 4 – 0.

**Break at 11:22 am. Meeting resumed at 11:29 pm.**

B. Oral Report by the Commission on Meetings and Events attended

Commissioner Riordan attended the Voice for the Animals event at the Comedy Store.

Commissioner Secunda attended the North Central training of the Strategic Planning leaders.

Commissioner Quincey had nothing to report.

**3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

A) None

**4. DISCUSSION ITEMS**

A) Information Report from the Volunteer Coordinator

Discussion of an Assessment of the Volunteer Program, the Erica Meadows Report and the plans for the future.

Jaren Sorkow , Volunteer Coordinator, gave a general assessment of the Volunteer Program and review of the Erica Meadows report.

He stated that the issues at LAAS are no different from other organizations.

His suggestions included:

- Increasing volunteer retention;
- Diversifying the volunteer base to reflect the community where each Care Center is located;
- Increasing communication through group meetings and the internet bulletin board;
- Increasing the public's awareness of LA Animal Services;

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- Increasing non-traditional partnerships, i.e. the medical staff attending volunteer meetings to answer questions;
- Taking advantage of the skill base of the volunteers, i.e. marketing and PR;
- Regular volunteer meetings at each Care Center;
- Holding volunteer appreciation events; and
- Increasing customer services through the volunteers.

Commissioner Ponce suggested that the volunteer meetings be run with an agenda and that there be more outreach to the Hispanic, Chinese and Korean communities. She also suggested that there be a volunteer sign-up sheet at each shelter and that Jaren contact the Kaiser Permanente and Rose Hills Foundations regarding funding for the program.

Commissioner Riordan questioned whether the volunteers could assist the Department in following up on D-300 compliance. She also asked Jaren to contact Erica Brunsen regarding her offer to help with Beverly Hills locations for MPAs. The Commissioner requested a copy of the Volunteer guidelines be submitted to the Board.

Commissioner Secunda suggested that the volunteers be put on committees to help with certain events/tasks and to help give them a sense of purpose.

#### Public Comment

Phyllis Daugharty- She suggested that the volunteers could be used to match missing animal ads with animals in the shelter and assist with adoption follow-ups.

#### B. Update on Spay and Neuter Programs and Clinics

##### Oral Report on the Various Spay and Neuter Programs and Clinics

AGM Barth presented a report in response to questions asked by Commissioner Riordan, which paints a picture of what is happening in the South LA Clinic operated by Dr. Eric Jones that has been in operation for almost 2 years. The West LA clinic operated by Value Vet has been in operation for one month, so we do not have their first month's report yet and Clinico has run into a snag at Harbor because there is a problem with the flooring and General Services has to make the repairs.

One of the challenges that the Department is facing is the City's desperate need to cut budgets, meaning that what they want to put on the table is either to cut jobs or S/N money. The Department is sensitive to the fact that every dollar lost in S/N funding will affect the program for years to come, and therefore the Department is looking at the S/N coupons and the S/N van program to assess how to spend the money that we have in order to get the greatest benefit. The Department is looking at ways to make billing more efficient with our vets and reformulation the programs to ensure that they are truly serving the people which they are intended to target.

Most of the complaints that the Department has received in regards to the clinic at SLA have been in regards to operating hours and customer service issues. Very few animal-related complaints have been received.

Commissioner Riordan stated that most of the complaints that have come her way have been in regards to unanticipated fees being charged in addition to the S/N. AGM Barth responded that the Department does not have a monitoring system of all of the vets throughout Los Angeles

that accept the City's coupons and vouchers, or a standard agreement with them except for the vets operating our S/N clinics and the van. The Department is looking into instituting a formal contract with the vets that take the City's coupons and vouchers (currently 67 vets) which includes a built in audit trail and an incentive of streamlined billing.

The Department is also planning to issue postcards with adopted animals that can be brought to the adopter's vet on the first visit and the vet can note health issues, ect. and be sent back to the Department as feedback.

Commissioner Riordan requested that the Department post price lists of public costs for each S/N clinic on the Department website.

Commissioner Ponce requested that the information about services on the Department website be bi-lingual.

Commissioner Riordan asked whether the Department's S/N clinic vets are helping the Department with licensing. AGM Barth replied that they are not, although they do make the applications available and they are located on the Animal Care Center grounds and can direct the public to the counter to purchase a license. With the S/N vans, the Department sends canvassers to issue licenses.

Commissioner Ponce asked when the award for the S/N mobile clinic will be presented and AGM Barth responded either March 23<sup>rd</sup> or the first meeting in April.

#### Public Comment

Teri Austin – The Amanda Foundation is offering pro bono services to treat additional illnesses and it offers discounted vet services to other charities.

Phyllis Daugharty – She cautioned against losing the relationships with outside vets.

**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.)

Phyllis Daugharty – The breeders are organizing again against the S/N ordinance. Her group trained 12 District Attorney's last week. Need more training with the ACTF on animal cruelty.

Teri Austin – Congratulated Phyllis and Debbie Knaan for their work with the ACTF trainings and to Helen Brakemeir and the staff at Mission Hills for the successful Spay Neuter Day. Commented on the fact that impounded animals that give birth at Mission Hills are remaining healthier.

#### **6. FUTURE AGENDA ITEMS**

Requests from Commissioners for future Agenda Items.

Commissioner Ponce is requesting a report on the pets in housing issue in one month.

Commissioner Riordan would like to explore the Fix-it ticket approach in issuing Notices to Comply.

#### **7. ADJOURNMENT**

**Please join us at our website: [www.LAAnimalservices.com](http://www.LAAnimalservices.com)**

Commissioner Secunda made a motion to adjourn and Commissioner Quincey seconded the motion. The motion passed 4-0.

Meeting ended at 1:05 pm

Next Commission Meeting is scheduled for 10:00 A.M., March 23, 2009, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012