



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday August 10, 2009  
10:00 A.M.  
**LOS ANGELES CITY HALL**  
**200 N. Spring St.**  
**Room 1060**  
**Los Angeles, CA 90012**

---

Tariq Khero, President  
Kathleen Riordan, Vice-President  
Irene Ponce  
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 traduccion, favor de notificar la oficina con 24 horas por anticipado.

**COMMISSION MEETING**

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

**2. COMMISSION BUSINESS**

- A. Approval of the Commission Meeting Minutes for April 27, May 11, May 26 and June 22, 2009.
- B. Oral Report by the Commission on Meetings and Events attended.
- C. Election of Officers.

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

- A. Development and Implementation of Administrative Citation Program

That the Board recommend to the Mayor and City Council that the City Administrative Officer and Chief Legislative Analyst, or other City agencies as

appropriate, undertake the development and implementation of an Administrative Citation Program for the Department of Animal Services or other City Departments.

#### **4. DISCUSSION ITEMS**

- A. Log of clarifications and modifications to the design for the new south Los Angeles Animal Care Center.
- B. Budget and Workload Priorities for 2009-2010 and 2010-2011.

**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**

- A. Special Meeting for Appeals.
- B. Requests from Commissioners for future Agenda Items.

#### **7. ADJOURNMENT**

Next Commission Meeting is scheduled for 7:00 P.M., August 27, 2009, North Central Animal Shelter, 3201 Lacy Street, Los Angeles, California 90031

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) 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> Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at **<http://www.laanimalservices.com/CommissionAgendas.htm>**

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the

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

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  
ANIMAL SERVICES  
COMMISSIONERS**

TARIQ A. KHERO  
PRESIDENT

KATHLEEN RIORDAN  
VICE PRESIDENT

IRENE G. PONCE  
RUTHANNE SECUNDA

**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
MAYOR

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

KATHLEEN J. DAVIS  
Interim General Manager

**Report to the Board of Animal Services Commissioners**  
**Kathleen J. Davis, Interim General Manager**

---

**COMMISSION MEETING DATE:** August 10, 2009    **PREPARED BY:** Linda Barth

**REPORT DATE:** July 31, 2009

**TITLE:** Assistant General  
Manager

**SUBJECT:** Development and Implementation of Administrative Citation Program

---

**BOARD ACTION RECOMMENDED:**

That the Board recommend to the Mayor and City Council that the City Administrative Officer and Chief Legislative Analyst, or other City agencies as appropriate, undertake the development and implementation of an Administrative Citation Program for the Department of Animal Services or other City Departments.

---

**SUMMARY:**

At the meeting of June 22, 2009, staff presented to the Board information about the potential for implementation of an Administrative Citation Program. A number of jurisdictions nationally and in California use Administrative Citations to assist in effective enforcement of public ordinances, including animal-related laws. Based on suggestions made by the public at previous Board and City Council meetings, Department staff initiated a review of the use of such an Administrative Citation program for LA Animal Services. The preliminary conclusion presented to the Board was that the program would be an excellent method for reinforcing the seriousness of complying with laws relating to humane treatment of animals and human-animal safety. It would provide our Animal Control Officers with a vigorous tool to motivate changes in behavior and afford the Department a mechanism by which the persons drawing on the resources of the Department to respond to violations are the same persons underwriting the cost of the enforcement through payment of administrative penalties.

**AN EQUAL OPPORTUNITY EMPLOYER**

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

**Subject:** Development and Implementation of an Administrative Citation Program

---

In presenting this information, staff also provided a chart with the phases of a project to develop and implement Administrative Citations, along with an estimated timetable. In discussion the Board concurred that such an Administrative Citation Program should be comprehensively researched and developed in the City for consideration of the Mayor and City Council, but further contemplated earlier participation of other City agencies to facilitate development and speed implementation.

To achieve this efficiency and economy, the Mayor and City Council could act to direct the City Administrative Officer and the Chief Legislative Analyst, or others as appropriate, to immediately begin working with the Department and other Departments such as Building and Safety or Planning, to develop and implement Administrative Citations. Department staff will work concurrently to develop the program and bring to the Board any necessary actions as the process goes along. As previously mentioned, the Department staff will also be collaborating with Los Angeles County Animal Control on a companion effort they expect to be making in the future.

---

**FISCAL IMPACT:**

Other jurisdictions assess administrative fines of \$100 to \$300 for first and recurrent offenses such as leash law violations, tethering, and failure to provide care.

In the fiscal year 2008-2009, the Department's officers issued 1,435 Notices to Comply for Distance and 1,141 Notices to Comply for Leash Law violations. If those were first-time Administrative Citations at \$100, that could have yielded \$257,600 if all were valid and could be collected. From a more aggressive perspective, if all 19,351 Notices to Comply issued in 2008-2009 for barking, cruelty, distance, leash law, and permits were translated to first-time Administrative Citations that were valid and collectible, revenue could be nearly \$2 million annually.

Approved:

---

**Kathleen J. Davis, Interim General Manager**

---

**BOARD ACTION:**

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

**PROPOSITION F ANIMAL FACILITIES BOND PROGRAM – DESIGN REVISIONS FOR THE  
SOUTH LOS ANGELES ANIMAL CARE CENTER**

**RECOMMENDATION**

Note and File.

**FISCAL IMPACT STATEMENT**

The Department of Animal Services (DAS), through their comments during progress of the design, has requested changes that add, reduce, or have no impact on the project costs. The net impact of all the changes is estimated to be less than \$100,000 and is included in the construction budget contingency.

**TRANSMITTAL**

1. Changes requested by the DAS, listed by impacts to the project construction costs.

**DISCUSSION**

To streamline progress of the South Los Angeles Animal Care Facility project and to clarify and document changes to the original design guidelines and design direction earlier provided by the DAS, a number of meetings were held during July-August 2008 at the Mayor's office with the Bureau of Engineering (BOE), the DAS, and the Architect prior to starting the design. The original guidelines were modified to include the changes agreed to in those meetings, to form basis of the design of the project.

Subsequently, during review of the progress of the design, by the DAS personnel from management to kennel workers, further comments for design changes were received.

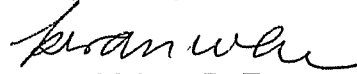
A number of design change requests received from DAS were for clarification of the original design requirements while others had an impact on construction costs. For example, the comments for additional cages for the dogs and cats for the holding area and modifying all doors in spay & neuter clinics to be swinging types with a vision glass window increased the project costs. The comments such as removing cot rooms and reducing the size of small animal holding room resulted in lower project costs. A number of comments were cost neutral, such as to modify the cage layout and electrical outlets on walls to be mounted at 30"-32" above finished floor.

July 2009

Attached provides lists of the design changes requested through July 1, 2009, categorized by their cost impacts. The overall net impact of the changes resulting from comments received from the DAS is estimated to be less than \$100,000.

Report reviewed by:

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kiran Vohra", written in a cursive style.

Kiran Vohra, P. E.  
Department of Public Works



## South Los Angeles Animal Care Center July 2009

### Design Changes - Additional Costs

Item	Location	Description	Add	Note	Attachment
1	Holding area of the Spay & Neuter Clinic	Add additional cages (16 dog and 20 cat cages) in holding room. Also add work/chart area.	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
2	Spay & Neuter clinic	Modify all doors to be swinging and include glass window in all doors.	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
3	Cat quarantine room	Add 6 quarantine cages and 24 isolation cages	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
4	Create new Cat Nursery Room by reducing Cat quarantine room	Add 12 cages and Add new Cat Nursery Room & Glaze wall to gallery	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
5	Cubby area	Raised pad to 2" above aisle	X	E-mail from Linda Gordon: 11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
6	Kennel Aisle way	Add door to aisle way near restroom from kennel area and volunteer room	X	E-mail from Linda Gordon: 11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
7	Gallery & small animal	Add glazing wall between Gallery & small animal room	X	Memo from ED Boks: 12-11-2008	Attachment No. 03
8	Small animal room	Add counter & storage space	X	Memo from ED Boks: 12-11-2008	Attachment No. 03
9	X-ray room	Add exam table	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
10	South wall of animal receiving	Provide millwork	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
11	Medical area	Provide eyewash	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
12	Dog and cat isolation room	Provide vision panel in doors	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
13	Dog and cat quarantine room	Provide vision panel in doors	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
14	District Manager office	Provide Carpet	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
15	Field supervisor office and Field enforcement area 114	Provide glazing between these two room	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
16	Receiving Lobby	Provide ten cat and dog cages on east side wall	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
17	Public receiving	lengthen the public counter in animal receiving	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06

## South Los Angeles Animal Care Center July 2009

### Design Changes - Additional Costs

Item	Location	Description	Add	Note	Attachment
18	Outside area of ACO holding room no.162	Provide an area on the exterior to photograph animal in garden like setting, Provide lighting, Provide I-bolt with sufficient anchoring capabilities.	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
19	Room. No. 114 Field Enforcement Work Area	Provide data and telephone for the workstations in the center of the room.	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
20	Volunteer Room	Provide Storage	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
21	Animal Care Tech. Supervisor office 119 and Receiving area	Provide glazing between these two room	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
22	Clerical counter	Provide glazing between customer and clerical, with side through passage for paperwork	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
23	Exam room No. 153	Increase size of the room by 63 sq. ft.	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
24	Exam room No. 153	Provide five cages	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
25	District manager's office	Provide one more door in this office	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
26	Kennel supply room	Provide plumbing for hot water in this room	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
27	Doors	Provide 18" stainless steel kick plate	X	Memo from Ed Boks: 03-19-2009	Attachment No. 07
28	Puppy kennels	Change height from 2'6" to 3'6"	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
29	Bird Aviary	Add shade or awing cover to close bird cage	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
30	Bird aviary	Provide area radiant heating with a thermostatic control	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
31	Wild and Exotic Animal area	Add radiant heating	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08

## South Los Angeles Animal Care Center July 2009

### Design Changes - Additional Costs

Item	Location	Description	Add	Note	Attachment
32	Minor procedure room & Prep room	These doors D126-1, D127-1 and D128-1 should be double swing.	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 8
33	Men's shower Room. No. 139	Change flooring from Sealed concrete to Tile Flooring	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
34	Men's restroom Room. No. 138	Change flooring from Sealed concrete to Tile Flooring	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
35	Women's restroom Room. No. 142	Change flooring from Sealed concrete to Tile Flooring	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
36	women's shower Room. No. 143	Change flooring from Sealed concrete to Tile Flooring	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
37	Women's restroom Room. No. 180	Change flooring from Sealed concrete to linoleum	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
38	Men's restroom Room. No. 181	Change flooring from Sealed concrete to linoleum	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
39	Aisle alongside behavioural assessment kennels	Replace DG (Decomposite Grantele) paving to concrete with drain, vent.	X	Memo from Kathleen Davis: 7-1-2009	Attachment No. 10
40	Reptile Room	Separate electrical outlets for each of the reptile cages	X	Memo from Kathleen Davis: 7-1-2009	Attachment No. 10
41	Outside perimeter of the facility	Conduit and wiring from the security camers to be installed at the perimeter of the facility	X	Memo from Kathleen Davis: 7-1-2009	Attachment No. 10
42	Squad Room	Additional telephone and data lines	X	Memo from Kathleen Davis: 7-1-2009	Attachment No. 10
43	Rabbit Room	FRP (Fiberglass Reinforced Plastic panles) behind rabbit cages.	X	Memo from Kathleen Davis: 7-1-2009	Attachment No. 10

## South Los Angeles Animal Care Center July 2009 Design Changes - Cost Reduction

Item	Location	Description	Delete	Note	Attachment
1	Small animal holding room	Reduce size of the room by 80 Sq. Ft.	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
2	Parking	Delete roofing over city vehicle	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
3	Minor Procedure Room No. 127	Remove Drain	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
4	Cot room	Remove this room from men's and women's restroom	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
5	Receiving room and Holding room No. 121	Remove the wall and door	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
6	Kennel area	Remove kennel Hose Reels	X	Memo from Ed Boks: 03-19-2009	Attachment No. 07
7	Chart staff area in SN clinic	Remove floor drain	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
8	Exam rooms No. 109,110,125,153	Remove floor drain	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
9	Get Acquainted rooms 154 and 147	Remove floor drain	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
10	Vehicle Wash Area	Modify height from 12' to 10'	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No. 08
11	Exam Room. No. 153	Change flooring from Mondo to Sealed concrete	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
12	Get Acquainted Room. No. 154	Change flooring from Mondo to Sealed concrete	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
13	Get Acquainted Room. No. 147	Change flooring from Mondo to Sealed concrete	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
14	Vet Assist. Office Room. No. 133	Change flooring from linoleum to Sealed concrete	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
15	Holding Room No. 103	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
16	Cat recovery Room 104	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
17	Dog recovery Room 105	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
18	Public Animal Receiving room 120	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
19	Holding room 121	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09

**South Los Angeles Animal Care Center July 2009  
Design Changes - Cost Reduction**

Item	Location	Description	Delete	Note	Attachment
20	Cat recovery Room 132	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
21	Dog recovery Room 131	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
22	Dog isolation 144	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
23	Dog Quarantine 145	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
24	Cat Isolation 150	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
25	Cat Quarantine 151	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09
26	Holding room 162	Delete Cabinet from this room	X	Memo from Linda Barth : 05-28-09	Attachment No. 09



## South Los Angeles Animal Care Center July 2009

### Clarifications of Original Requirements, No Cost Design Changes

Item	Location	Description	Modify	Note	Attachment
1	Community room & Training Yard	Modify floor plan layout.	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
2	Exam room	Relocate Exam room near ACO holding	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
3	Cat room	Modify cage layout	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
4	Vet Assistant area	Remove workstation and add work counter/cabinet	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
5	Medical Area Recovery	Move medical area recovery	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
6	Cat Holding	Modify Cat Holding room	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
7	Restroom adjacent to Staff lounge area	Delete restroom & add kitchenette	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
8	Near ACO Animal Transfer/Holding	Modify hallway wall to glass wall	X	Memo from Ed Boks: 10-31-2008	Attachment No. 01
9	Perimeter wall and gate	All perimeter wall and gates should be 8ft in height.	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
10	Surgery room no. 107, prep room no. 108, minor procedure no. 127, prep room no. 126, and food storage room 136	Gypsum ceiling	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
11	Holding room no.147	Concrete	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
12	Exotic reptile room no. 142	Concrete	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
13	public animal receiving room no. 122	Concrete	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
14	Cat lobby room no. 101	Change from tile flooring to Vinyl Composition Tile	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02

## South Los Angeles Animal Care Center July 2009

### Clarifications of Original Requirements, No Cost Design Changes

Item	Location	Description	Modify	Note	Attachment
15	Cat lobby room no. 100	Change from tile flooring to Vinyl Composition Tile	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
16	Behavior assessment	Change from epoxy floor to mondo floor	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
17	Grooming	Change from epoxy to concrete	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
18	Dog and cat recovery	Concrete	X	E-mail from Linda Gordon:11-05-2008 forwarding DAS approved design changes.	Attachment No. 02
19	Small animal room	Electrical outlets on walls to be mounted 30"-32" AFF	X	Memo from ED Boks:12-11-2008	Attachment No. 03
20	Small animal room	Drain in center of room instead of trench drain below cages	X	Memo from ED Boks:12-11-2008	Attachment No. 03
21	Behavioral assessment Area	Remove concrete kennel and replace with pre-fabricated kennel.	X	Memo from Ed Boks: 12-31-2008	Attachment No. 04
22	Clerical office and cat room	Modify the layout	X	E-mail from Linda Gordon:01-09-2009 forwarding DAS approved design changes.	Attachment No. 05
23	Men's and women's restroom	Reconfigure lockers to provide full size lockers	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
23	Room No. 119	Reconfigure furniture layout	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
24	Room No. 117	Reconfigure furniture layout	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
25	Room No. 173	Reconfigure furniture layout	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
27	Room 121 Receiving	Replace the door between the first wall of cages and west side cages	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06
28	Public receiving	raise the height of the counter	X	Memo from Ed Boks: 02-18-2009	Attachment No. 06

**South Los Angeles Animal Care Center July 2009**  
**Clarifications of Original Requirements, No Cost Design Changes**

Item	Location	Description	Modify	Note	Attachment
29	Prep and surgery room of shelter and Spay & Neuter Clinic	Replace old surgical light model with new specification	X	Memo from Ed Boks: 03-19-2009	Attachment No. 7
30	Spay & Neuter Clinic	Modify Speaker in SN clinic so it can be turned Off	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No.8
31	Public Animal Receiving and Holding room	D120-2 and D121-1 must be secured door.	X	Emails from Linda G: 03-25-2009, 4-17-2009 forwarding DAS approved design changes.	Attachment No.8




**City of Los Angeles**  
**DEPARTMENT OF ANIMAL SERVICES**

FACILITIES  
HOLD PROGRAM  
2008 OCT 31 PM 3:44

Date: October 31, 2008

To: Kiran Vohra, P.E., Program Manager  
Bureau of Engineering

From: Ed Boks, General Manager  
Department of Animal Services 

Subject: South Los Angeles Animal Care Center Design

Please proceed with the design of the South Los Angeles Animal Care Center at 6100 S. St Andrews Place as presented at the meeting of October 21, 2008, with the following modifications:

1. Modify connection between Community Room and Training Yard.
2. Modify the holding area of the Spay and Neuter Clinic to provide an equal number of holding cages to recovery cages in the center island of the work/chart area.
3. Modify all doors in the Spay and Neuter Clinic to be swinging and include windows.
4. Modify the cage arrangement in the Dog and Cat recovery rooms of the Spay and Neuter Clinic to place them along the walls of those rooms.
5. Modify each animal holding room to provide a sink and drain.
6. Relocate the Exam Room at ACO receiving to an area near the gallery.
7. Reduce the size of the Small Animal Holding Room by 33%, while maintaining the same amount of cages. Consider modifying orientation of cages to east/west in islands rather than north/south along walls
8. Modify Cat quarantine room (adjacent to dog quarantine) to accommodate 6 quarantine cages and 24 isolation cages.
9. Modify Cat quarantine room (adjacent to gallery) to accommodate 12 cages for cat nursery. Glaze wall to gallery.
10. Modify Cat cage room to separate cage banks.
11. Remove the workstation cubicle in the Vet Assistant area of Shelter Medical and replace with work counter and cabinets.
12. Move Medical Area Recovery, to Vet Assistant area and Vet Assistant area near the Veterinary office and both to area where Medical Area Recovery.
13. Modify Cat Holding by dividing into 2 rooms. Consider modifying orientation of cages to east/west in islands rather than north/south along walls
14. Eliminate Restroom adjacent to staff lounge area. Provide a kitchenette in restroom area.
15. Modify hallway wall near ACO Animal Transfer /Holding, to glass.

**General Notes:**

Surgical Rooms need to have provided a scavenger system, (specifications forthcoming).

Surgical and Surgical Preparation Rooms hard ceiling is required.


All Kennels need to have protection from the rain in addition to shading.

Thank you.

**City of Los Angeles**  
**DEPARTMENT OF ANIMAL SERVICES**

Date: November 5, 2008

To: Alan Espiratu  
Bureau of Engineering

From: Linda A. Gordon   
Department of Animal Services

Subject: South Los Angeles Schematic Design Comments

In accordance with instruction from General Manager, Ed Boks and Assistant General Manager Linda Barth, these are the notes of comments from the presentation of the Schematic Design Presentation by RA-DA.

1. All kennels should have a slope of 2%.
2. The cubby pad should be raised 2" above the service aisle.
3. Add doors from kennel area to restroom aisle way and from volunteer room to restroom aisle way or office service center
4. Ensure that a solid gypsum ceiling is provided in Spay and Neuter Surgery room 107 and Minor procedure room 127, prep room 126 and food storage room 136.
5. Floor finishes – please do not specify or use resinous epoxy flooring
  - a. Holding room 147 ep -1 → con 1
  - b. Exotic/reptile room 142 ep-1 → con 1
  - c. Public animal receiving 122 t-2 → con 1
  - d. Cat lobby 101 t-2 → vt 1
  - e. Dog lobby 101 t-2 → vt 1
  - f. All remaining areas of the clinic to be Mondo floor except dog and cat recovery to be either con 1 or epoxy paing
  - g. Community Room 163 t-2 → bamboo or Mondo
  - h. Behavioral assessment ep-1 → Mondo
  - i. Grooming ep-1 → con 1

LAG

ATTACHMENT NO. 2

**City of Los Angeles  
DEPARTMENT OF ANIMAL SERVICES**

Date: December 11, 2008

To: Kiran Vohra P.E., Program Manager  
Animal Facilities Bond Program

From: Ed Boks, General Manager *Ed Boks*

Subject: Layout, Small Animal Room, South Los Angeles Animal Shelter

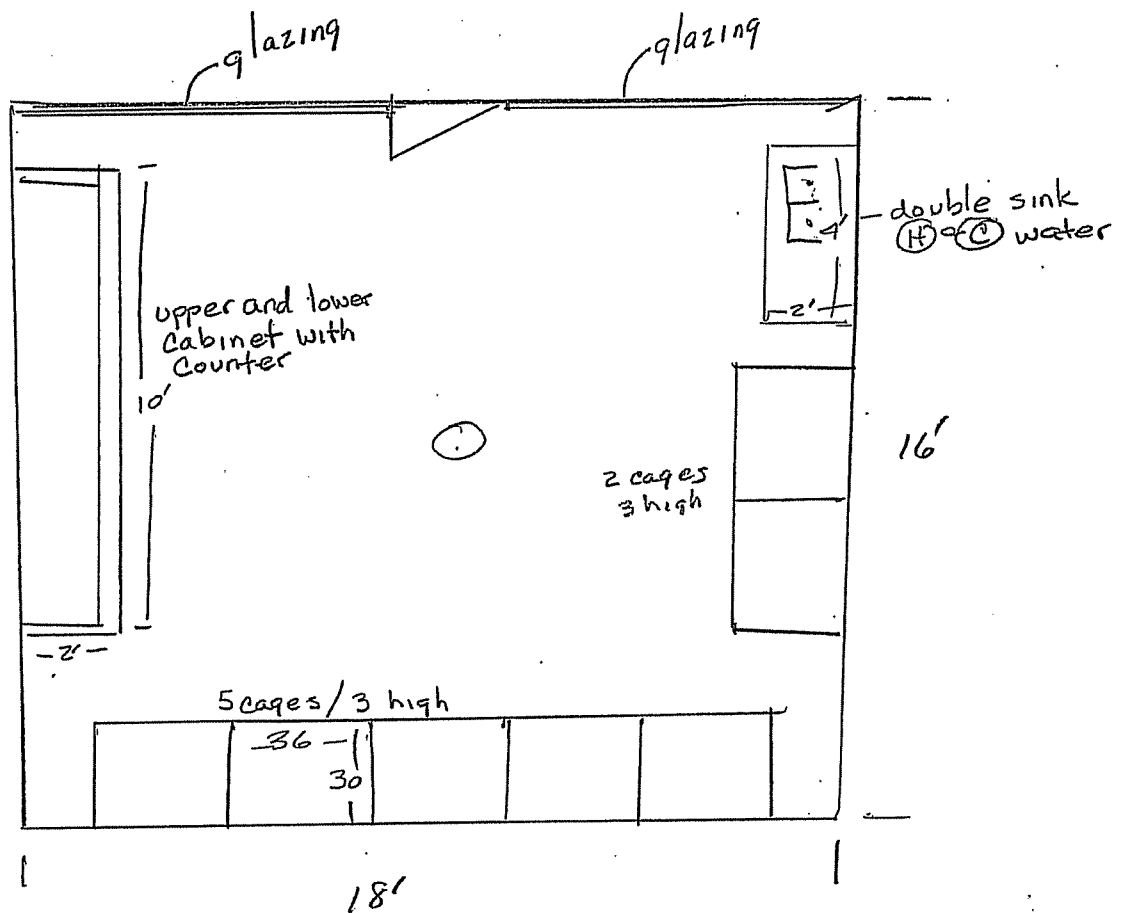
In order to ensure that the small animal (rabbit) room in the new South Los Angeles Animal Shelter will meet all the needs and requirements desired for housing these animals, please modify the architectural program to accommodate:

- ✓ Glazing wall between the gallery and small animal holding room,
- ✓ Sink with hot and cold water supply,
- ✓ Electrical outlets on walls (# per code) to be mounted 30"-32" AFF,
- ✓ Drain in center of room rather than trench drain below caging
- ✓ As much counter and storage space as possible.

The Department desires that rabbit caging be stacked 3 high rather than the current requirement of single stack. Please refer to attached sketch for possible layout.

Thank you for your attention to this matter.

# SMALL ANIMAL HOLDING

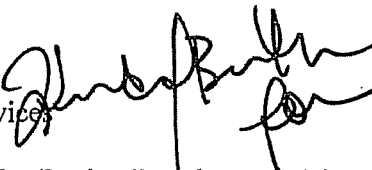


7/1 114

**City of Los Angeles**  
**DEPARTMENT OF ANIMAL SERVICES**

Date: December 31, 2008

To: Kiran Vohra, P.E. Program Manager  
Bureau of Engineering

From: Ed Boks, General Manager  
Department of Animal Services 

Subject: Review of South Los Angeles Design Development Plans

The Department of Animal Services provides the following comments on the design development drawings for the South Los Angeles Animal Shelter.

1. Roofing over City vehicle parking can be eliminated.
2. Please provide an exam table in the x-ray room.
3. Concrete behavioral assessment kennels can be eliminated and replaced with prefabricated kennels similar to those found at West Valley.
4. Remove drain in Minor Procedures Room 127.
5. Provide millwork on the south wall of animal receiving.
6. Provide sink, millwork and exam table for exam room 153.
7. Provide built-in seating in get acquainted rooms.
8. Ensure that doors to laundry and food storage rooms are of adequate size to accommodate the washing machine and food pallets, +/-48"
9. Increase the size of the 'den' for isolation and quarantine kennels to 3'6". This will decrease the kennel run to 4'6" in length.
10. Specify curved wrought iron on top of perimeter CMU walls.
11. Specify shelving in general storage room 170.
12. Provide sink in dog isolation, room 144.
13. Do not specify *Expanko Reztec* flooring as a replacement option for *Mondo* Flooring.
14. Propose workstation location for behavioral assessment, volunteer room and office room 117 to allow for siting of telephone and data ports.
15. Ensure HVAC zone for Kitten Nursery can be controlled separately from other rooms supplied by same unit.
16. Provide additional eyewash station in shelter medical area.
17. Provide vision panels for doors into dog and cat isolation and quarantine.
18. Ensure glazing into interior spaces of the animal shelter can obscure body profiles.
19. Lighting in kennels should be sufficient to enable the examination of animals in that area.
20. Carpeting may be provided in the office of the District Manager.

EB:LAG

CC: Linda Barth  
Kathy Davis

**From:** Linda Gordon  
**To:** Espiritu, Alan  
**CC:** Alomar, Rania; Espiritu, Alan; Vohra, Kiran  
**Date:** 1/9/09 2:18 PM  
**Subject:** Re: Fwd: Layout for clerical office

The layout with the slanted front counter has been approved by DAS Admin.  
Thanks

>>> "Alan Espiritu" <[ajespirit@gmail.com](mailto:ajespirit@gmail.com)> 1/8/2009 7:01 AM >>>  
Hi Linda,

Pls see attached layout for the clerical area. Due to sq.ft. issue,  
this might be the best solution. Pls let me know if this is approved.

Thanks  
Alan

----- Forwarded message -----  
From: Rania Alomar <[rania@ra-da.com](mailto:rania@ra-da.com)>  
Date: Jan 7, 2009 10:02 AM  
Subject: Layout for clerical office  
To: Alan Espiritu <[ajespirit@gmail.com](mailto:ajespirit@gmail.com)>  
Cc: Sofia Ames <[sofia@ra-da.com](mailto:sofia@ra-da.com)>

Alan,  
We updated the clerical per your instruction and found that it creates a  
bottleneck at the last desk (plan A), so we are proposing a slightly angled  
counter that still achieves the large lobby but gives the clerical staff  
room to sit at the last desk (plan B).  
See PDF attached.  
We will move forward with this unless there is any objection.  
Please let me know if there is any.

Rania Alomar, AIA  
T. 323 851-4040  
F. 810 821-0449  
[rania@ra-da.com](mailto:rania@ra-da.com)

-----Original Message-----  
From: Alan Espiritu [<mailto:ajespirit@gmail.com>]  
Sent: Wednesday, January 07, 2009 7:35 AM  
To: Rania Alomar  
Subject: Fwd: Re: Layout for clerical office and cat rooms

Hi Rania,

FYI in regards to the clerical layout and cages layout.

Thanks  
Alan

----- Forwarded message -----  
From: Alan Espiritu <[Alan.Espiritu@lacity.org](mailto:Alan.Espiritu@lacity.org)>  
Date: Wed, Jan 7, 2009 at 7:33 AM  
Subject: Fwd: Re: Layout for clerical office and cat rooms  
To: [ajespirit@gmail.com](mailto:ajespirit@gmail.com)

----- Forwarded message -----

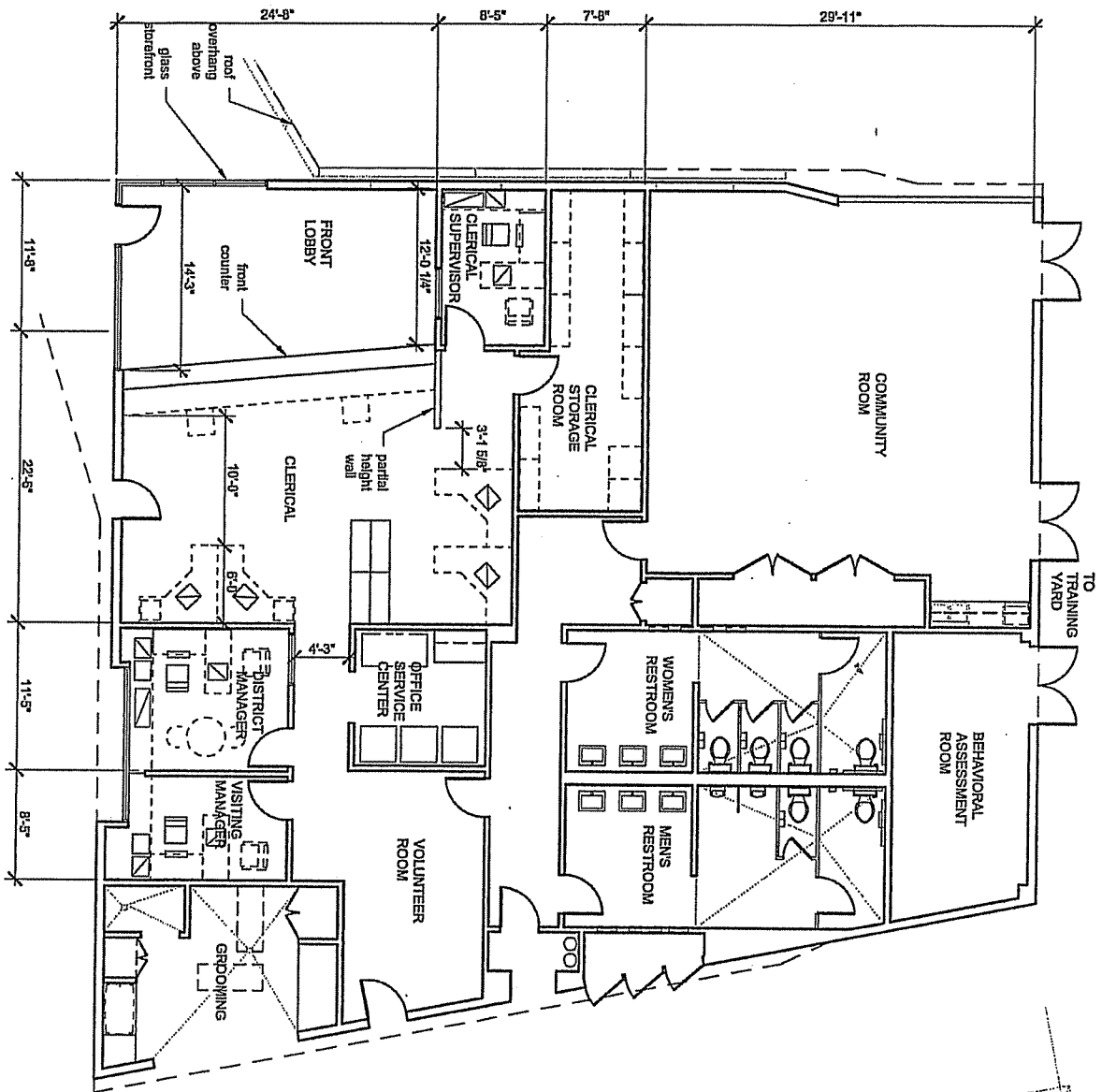
From: "Linda Gordon" <[Linda.A.Gordon@lacity.org](mailto:Linda.A.Gordon@lacity.org)>  
To: "Alan Espiritu" <[Alan.Espiritu@lacity.org](mailto:Alan.Espiritu@lacity.org)>  
Date: Wed, 07 Jan 2009 07:33:33 -0800  
Subject: Fwd: Re: Layout for clerical office and cat rooms  
Please see attached

----- Forwarded message -----

From: "Linda Barth" <[Linda.Barth@lacity.org](mailto:Linda.Barth@lacity.org)>  
To: "Linda Gordon" <[Linda.A.Gordon@lacity.org](mailto:Linda.A.Gordon@lacity.org)>  
Date: Tue, 06 Jan 2009 17:09:43 -0800  
Subject: Re: Layout for clerical office and cat rooms  
Cat rooms are A-Okay. As for the lobby and counter for adoption transactions, lets go back to a counter, without the desk returns, in order to gain an additional 3 feet or so in lobby depth.

>>> Linda Gordon 1/6/2009 1:41 PM >>>

Any word on the status for approval of the layout for clerical office and cat rooms?



COMMUNITY BUILDING  
FLOOR PLAN - B  
SCALE 1/8" = 1'-0"  
RA-DA 01/07/09



**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

DATE: February 18, 2009

TO: Deborah Weintraub, Chief Deputy City Engineer  
Bureau of Engineering

FROM: Edward A. Boks, General Manager  
Department of Animal Services *E. Boks*

SUBJECT: South LA (New) Animal Care Center - Final Request for Modifications

Thank you again for the participation of your staff and RA-DA architect Rania Alomar on January 28, 2009, to review the new South LA plans with various staff members who work or have worked in the South Los Angeles District. We have also received feedback from your staff about the feasibility and impacts of the suggested changes, and based on that, we request that you integrate the following modifications to the design for the new South LA Animal Care Center.

1. Reconfigure the animal Receiving and Holding areas:

- Remove the wall and door separating Receiving from Holding (Room 121)
- Provide a mix of cages for cats and small dogs on the East side, facing Receiving lobby and becoming part of the area.
- Replace the door between the first wall of cages and the West side cages, to be the reduced Room 121 and have cages for dogs only. The door will reduce barking noise into the Receiving lobby. We realize that the placement of the door and its swing must be coordinated with the existing door from Holding into Medical.

2. Lengthen the public counter in animal receiving to give room for three computer workstations and raise the height of the counter so that staff and public utilize it at standing height (with accommodations as needed to meet code).

3. Provide millwork for a computer station in ACO Holding room 162.

4. Provide an area on the exterior of ACO Holding Room 162 to photograph animals in a garden-like setting. The area should be covered and have sufficient lighting to photograph during evening hours. Additionally, provide an I-bolt or similar device on the exterior wall with sufficient anchoring capabilities to hold large dogs in place while being photographed.

5. Reconfigure furniture layouts in several rooms (as needed) which are to have swapped assignments:

- Room 119: from Interview room to Animal Care Technician Supervisor Office
- Room 117: from [Supervisor] office to Visiting Manager Office
- Room 173: from Visiting Manager Office to Interview Room

6. In Field Enforcement Work Area 114, please eliminate the millwork for a corner workstation. Provide electrical and data in the center of the room for later furnishing of a table for multi-workstations.

7. Provide storage in Volunteer Room, may be relocated from Grooming Room.
8. Provide scrub sink in Prep Room 126. Ensure that a sink is provided in Small Animal Holding Room 155.
9. Provide glazing in a wall in each of two supervisor offices: field supervisor office 116 into Field Enforcement Work Area 114, and from new Animal Care Technician Supervisor Office 119 (see #5 above) into the Receiving area.
10. Provide glass (not bullet-proof) at the clerical counter between customer and clerk, with slide-through passage for paperwork.
11. Reduce size of Get Acquainted Room 154 and increase size of Exam Room 153 and provide caging in the increased area of the Exam Room.
12. Remove cot room from locker room and reconfigure lockers to provide as many full size lockers as possible (we are aware that lockers are a furnishing to be supplied outside the Bond funding).
13. Provide for exterior doors for both District Manager Office 174 and new Interview Room 173 (see #5 above).
14. Add plumbing for hot water in the Kennel Supply Room (where chemical cleaners are mixed).

Again, thank you and your staff for your assistance and expert advice in this process.

EB/la

cc: Kathy Davis  
Linda Barth  
Kiran Vohra, Program Manager - BOE  
Linda Gordon

**City of Los Angeles**  
**DEPARTMENT OF ANIMAL SERVICES**

Date: March 19, 2009

To: Kiran Vohra, P.E. Program Manager  
Bureau of Engineering

Via: Ed Boks, General Manager  
Department of Animal Services *Ed Boks*

From: Linda A. Gordon, Senior Management Analyst II *L.A. Gordon*

Subject: Review of South Los Angeles Preliminary Specifications

The Department of Animal Services provides the following comments on the Project Manual (specifications) for the South Los Angeles Animal Shelter.

01612 – Year 2000 Warranty – is this section needed?

01630 1.1A conflicts with 01630 1.1G.2.

01722 8 Chief Surveyor – Tony Pratt name to be deleted title only is sufficient

02220 Demolition Section missing

02871 Provide specifications for bicycle racks

03100 3 3.2F – Chamfered Corners  $\frac{3}{4}$ " unless otherwise indicated – Please indicate that top of kennel cubbies are not to be chamfered

033000 – concrete mix – Please provide specifications for concrete PSI, vapor retarder, finishes, mock-up of finishes, mock-up of kennel, curing compound, curing method, testing of concrete, flow drainage test and testing, and fabrication tolerances – NOTE: in no case shall there be ponding water.

05082 3.1 B 6 & D conflict with 05082 3.2

07190 – Water Repellent – Please Specify Trojan Masonry Sealer

07210 2.1 – R11 minimum is that sufficient for title 24?

07920 1.5 E provides for a mock-up – this requirement should be stated at the beginning of the section.

08110 2.3 – Please provide for 18" stainless steel kick plates.

09554 3.2 B – remove reference to handball court wall construction.

09650 Resilient Flooring – please include thresholds where appropriate

09900 Specification for painting ferrous metals – All ferrous metal should be galvanized prior to painting

09900 1.2 G – Refinish – "As used in this Section implies a new finish...." Improper word usage leaves section open to subjective or discretionary interpretation.

10350 – Flagpole – Needs to be lockable and hold 2 flags.

10990 – Acoustical Panel Fencing – is this required?

11700 2.4 Surgical lights – replace with new specification – attached – Additionally find specifications for other equipment: Lockers; gun lockers; projection screen; gas scavenger system; commercial dishwasher; walk-on scale; exam table; surgical table; preparation table; key cabinet.

11880 Dog feeding pan – Remove specification

13030 2.6 Accessories – Please provide a stainless steel shelf 48" long, 66" a.f.f. in cooler as per drawing, and provide the outside door the ability to be locked.

## Review of South Los Angeles Preliminary Specifications

15056 I-1 PF-6 – Pipe, solder and flux shall be “lead free” for drinking water – Please include this for water flowing into automatic waterer.

15440 2.6 Kennel hose reel – Remove specification

15885.4 – Clean Filter states “IF” what “IF NOT” too discretionary.

15950 – Controls – Please provide for computer monitoring of HVAC systems.

EB:LAG

CC: Linda Barth  
Kathy Davis

**From:** Nikita Dave  
**To:** rania@ra-da.com  
**CC:** Alan Espiritu; Kiran Vohra; Nancy Giron; sofia@ra-da.com  
**Date:** 3/25/2009 3:26 PM  
**Subject:** Fwd: RE: SLA - program questions  
**Attachments:** Fwd: RE: SLA - program questions

Hi Rania,

Please find enclosed email from Linda G with response in blue color. Please let me know if you have any questions.  
Thank you.

Nikita Dave, LEED AP  
Project Engineer  
Swinerton Management & Consulting  
Animal Facilities Bond Program  
Bureau of Engineering  
City of Los Angeles  
(213)820-0113  
(213)580-3702

**From:** Linda Gordon  
**To:** Espiritu, Alan; Nikita Dave  
**Date:** 3/25/2009 3:23 PM  
**Subject:** Fwd: RE: SLA - program questions

They ok'd all my recommendations

>>> Linda Gordon 3/18/2009 3:05 PM >>>

These are questions from the architect that need to be answered by 3/25. My recommendations are in blue.

Thank you  
Linda

>>> "Rania Alomar" <[rania@ra-da.com](mailto:rania@ra-da.com)> 3/18/2009 2:50 PM >>>

> 1. Floor Drains:

> We would like to eliminate the floor drains in the following rooms (please  
> refer to attache PDF)

> \_chart/staff area with holding cages (room 103) ~~yes~~

> \_Isolation and quarantine rooms 145 and 144. (we still have trench  
> drains in these and also a floor drain where the cages are) ~~no~~

> \_medical corridor and vet assisitant area in medical 187 & 133 ~~no~~

> Can we eliminate floor drains in exam rooms 109; 110; 125; 153 ~~yes~~

> Can we eliminate floor drains in get acquainted rooms 154 & 147 ~~yes~~

>

> 2. Cabinetry above cages:

> Per our discussion, we would like to eliminate a portion of the cabinetry

> typically included above cages and replace with a millwork plastic

> laminate shelf with a lip edge. There is currently a very large amount of

> cabinetry in the project. Please confirm. ~~yes, will specify by room~~

>

> 3. Equipment:

> Please provide us with Equipment specs to include in our drawings asap -

> such as scrub sinks, surgical tables, etc.

> Also: any special requirements for Xray room?

> Also: scavenger system spec

> Also: laundry equipment (so we can verify that door width is adequate) ~~Done~~

>

> 4. Aviary Design:

> Do we need to include shade/awning cover to close bird cage?

> Are radiant heaters required in the aviary?

>

> 5. Puppy Kennels:

> Please confirm whether or not we should increase height of cubbies to

} responded  
to on 4/17/2009

> match the general outdoor kennels (i.e. increase from 2'-6" to 3'-6" in  
> height) ~~yes, increase to 3'6"~~

>

> Thank you

>

>

> Rania Alomar, AIA

> -

> RA-DA

> 7523 Norton Avenue

> West Hollywood

> CA 90046

> -

> T. 323 851-4040

> F. 810 821-0449

> -

> [rania@ra-da.com](mailto:rania@ra-da.com)

> -

> skype: raniaalomar

> -

>

> CONFIDENTIALITY NOTE: This e-mail message, including any attachments,  
> contains information that may be confidential and/or proprietary  
> non-public information. If you are not the intended recipient of this  
> message or an authorized assistant to an intended recipient, please notify  
> the sender by replying to this message and then delete it from your  
> system. Use, Dissemination, distribution, or reproduction of this message  
> and/or any of its attachments by unintended recipients is not authorized  
> and may be unlawful.

>

>

>

>

(4/30/2009) Nikita Dave - Re: SLA - couple of questions

**From:** Linda Gordon  
**To:** Alan Espiritu  
**CC:** Nikita Dave  
**Date:** 4/17/2009 8:46 AM  
**Subject:** Re: SLA - couple of questions

FYI>

Can you please forward this to Rania.

>>> "Rania Alomar" <[rania@ra-da.com](mailto:rania@ra-da.com)> 4/14/2009 11:20 AM >>>

Linda, Alan,

In our meeting we had discussed the possibility of reducing the number of euthanasia cages from 14 to 12 and having a stainless steel top over the two that are directly in front of the door. You were going to check if that was acceptable - could you let us know as soon as possible so we can update the drawings.

Another couple of small things:

1. the height of the roof over the vehicle wash station: we are showing it at 12'-0" - is this too high? If so what height would we make it. 10' high is sufficient
2. We are assuming we need radiant heating in the wild and exotic animal pens (I think we'd discussed this at some point). Is this correct? yes
3. We will have standard full height lockers for the outdoor equipment lockers. Is this acceptable? yes, same dimensions as inside Or is there something else you want out there?
4. We need the spec for the Xray table. sent separately.

Thank you

Rania Alomar, AIA

-

RA-DA  
7523 Norton Avenue  
West Hollywood  
CA 90046

-

T. 323 851-4040  
F. 810 821-0449

-

[rania@ra-da.com](mailto:rania@ra-da.com)

-

skype: raniaalomar

-

CONFIDENTIALITY NOTE: This e-mail message, including any attachments,



contains information that may be confidential and/or proprietary non-public information. If you are not the intended recipient of this message or an authorized assistant to an intended recipient, please notify the sender by replying to this message and then delete it from your system. Use, Dissemination, distribution, or reproduction of this message and/or any of its attachments by unintended recipients is not authorized and may be unlawful.

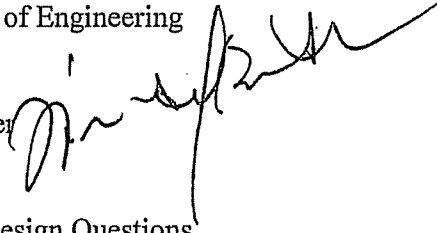
**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 28, 2009

TO: Kiran Vohra, Program Manager  
Animal Facilities Bond Program, Bureau of Engineering  
ATTN: Alan Espiritu

FROM: Linda J. Barth, Assistant General Manager  
Department of Animal Services

SUBJECT: South LA (New) Animal Care Center - Design Questions



On May 26, 2009, Animal Services was informed that some design decisions were still pending on the South LA program, even as the architect is finishing or has finished 100% construction drawings. The topics addressed in e-mail from Alan Esiritu were brought to the Department's Operations Assistant General Manager and myself by the Animal Services Prop F liaison; they were discussed at length and resolved several weeks ago, and I apologize that they were not conveyed or confirmed to you.

**1. Flooring has been changed in some of the rooms and we would like to have final decision in writing to incorporate this change.**

All flooring changes indicated in the Meeting Minutes dated May 1, 2009, are appropriate and are approved and requested for South LA.

**2. Keying schedule for the facility has some issues with the type of hardware based on the selected door type.**

My best interpretation of the notes:

- D120-2 and D121-1 are listed as double-acting swing doors, but there is a question about Full Master/Card Reader (same as "Perimeter/Card Reader" on the colored plans?). Both D120-2 and D121-1 must be secured doors; if they can remain double-acting swing and both have card reader activation of some sort, that is acceptable. If they cannot be secured, the door style must change so that they can be secured and accessed through card reader and key.
- D126-1, D127-1, and D128-1 are double swing and should remain so, we understand that there will not be a lock.

And a side note:

- D186-1 (door from inside to Community Room) should have been changed to Perimeter/Card Reader so that all staff has access, not supervisor key only.

**3. Cabinets have been removed from the facility and we need this in writing for documentation.**

We determined that cabinets with doors over cages were necessary and appropriate to retain in a few rooms that are heavily trafficked by the public, where reasonable need for cupboard space exists, and neatness and security would be appropriate

Please restore or retain cabinets with doors over cages in the following rooms

148 Cat Cages  
149 Cat Cages  
152 Cat Nursery

Approved for deletion of cabinets with doors over cages

103 Holding Cages (Spay & Neuter Clinic)  
104 Cat Recovery (Spay & Neuter Clinic)  
105 Dog Recovery (Spay & Neuter Clinic)  
120 Public Animal Receiving Lobby  
121 Holding Room (Public Animal Receiving)  
132 Cat Recovery Room (Medical)  
131 Dog Recovery (Medical)  
144 Dog Isolation  
145 Dog Quarantine  
150 Cat Isolation  
151 Cat Quarantine  
162 Holding Room (Animal Receiving)

**4. I don't have direction for the kennel door mesh modification. Currently, I'm following the design guidelines in which the mesh are 3" x 7".**

We require that the kennel door mesh match the mesh gauge and spacing that exists at the current South LA Animal Care Center on 11<sup>th</sup> Avenue, which appears to be approximately 1 ½" wide by 3" high, consistently on the entire door. That facility has proven good visibility for customers and staff seeing the dogs, and yet does not have the same vulnerability for animal bites as we have experienced in the 3" x 7" installation. Using the successful South LA kennel door mesh gauge and spacing is the best approach.

Thank you as always for your excellent work and patience with us.

LB/la

cc: Deborah Weintraub  
Kathy Davis  
Linda Barth  
Linda Gordon

**City of Los Angeles**  
**DEPARTMENT OF ANIMAL SERVICES**

SERVICES  
BOND PROGRAM

172940

2009 JUL -9 AM 9:41

Date: July 1, 2009

To: Gary Lee Moore, City Engineer  
Bureau of Engineering

From: Kathleen Davis, Interim General Manager  
Department of Animal Services

Subject: Comments on South Los Angeles 100% Construction Documents and Specifications

The Department of Animal Services provides the following comments on the 100% CD's and specifications for the design of the new South Los Angeles Animal Shelter.

1. Provide for a depressed slab for the service aisle areas for isolation and quarantine kennels ref. A1.06. Depressed area to be 4" below cubby area not 18" as shown on A1.06, A11
2. Plans show decomposed granite for the aisle alongside the behavioral assessment kennels, please provide for a concrete aisle ref. A1.11.
3. Eliminate pass through doors from surgical equipment room to surgery A5.54 H5 replace with p.lam base cabinet in equipment room and ceramic tile in surgery room.
4. Plans show site partition walls to be CMU A4.10,G1, it was previously indicated that for budget purposes a concrete panel wall would be specified.
5. Location of scrub sink in elevation on A4.54 A5, conflicts with location in A1.14
6. For vehicular gates that are 10-12' please provide protective bollards to protect walls at ingress and egress A1.01 and A5.04 A7 GT1&GT3
7. Fixture schedule does not show equipment lockers. A8.01
8. Plumbing fixture schedule does not show grooming tub, but does show a grease interceptor. Animal shelters have had an exemption for previously built facilities. Is it required for this facility? P1.1 Surgical lights are not included in Equipment schedule
9. No pressure reducer is shown, please verify if a pressure booster is required to operated multiple outlets simultaneously. P1.1
10. Provide a detail for a hose mount in main kennels and isolation and quarantine kennels.
11. Provide drawing showing location of hose bibs in main kennels and isolation and quarantine kennels.
12. Indicate an additional scavenger line in surgery rooms 127 and 107. P4.0
13. Remove reference to "Michael" in specific note 2. E3.1
14. Provide multiple electrical outlets for reptile room. E3.0 An electrical source is required for each reptile cage.
15. Electrical outlets are shown behind cages in in cat cage rooms 149 and 148. E3.0
16. There is no communication site plan to show telephone locations in kennel.
17. There is no conduit for security cameras shown.
18. There is no indication in drawings or specifications concerning a radio base station with roof antennae.
19. Drawing does not show HVAC vent locations in lobby or isolation and quarantine kennels.M4.0

Comments on South Los Angeles 100%  
Construction Documents and Specifications

June 29, 2009

20. Please include X-Ray machine and shelving in rooms 113, 170, and 179 in equipment list.
21. There are no specifications for faucets.
22. There are no environmental graphics.
23. Provide an additional telephone/data and electrical receptacle in the northwest corner of squad-room work area, room 114.
24. Provide an additional telephone/data and electrical receptacle in the southwest corner of exam room 125.
25. Modify public address speaker locations as indicated on E2.1
26. Provide for 180 day landscape maintenance agreement rather than 90 day.
27. Provide for 20 equipment lockers.
28. Provide FRP on walls behind rabbit cages.

KD:LAG

cc: Linda Barth  
Linda Gordon  
Kiran Vohra

RECEIVED BUREAU OF ENGINEERING  
ADMINISTRATIVE SERVICES  
LETTER FILES

JUL 06 2009

F.Y.I. Kiran Vohra

cc: Gary Lee Moore

Deborah Weintraub



CITY OF LOS ANGELES  
**L A ANIMAL SERVICES**



Date: August 10, 2009

To: Board of Animal Services Commissioners

From: Kathleen J. Davis, Interim General Manager

Subject: LOG OF CLARIFICATIONS AND MODIFICATIONS TO THE DESIGN  
FOR THE NEW SOUTH LOS ANGELES ANIMAL CARE CENTER

Attached for the Board's review is a digest of the many additions, deletions, and clarifications made to the design of the new South Los Angeles Animal Care Center by the Bureau of Engineering at the request of the Department. The information is expressed through three logs: requests that resulted in additional costs, requests that resulted in reduced costs, and items that were for clarification only. Most of the requests and questions arose directly from further discussion with front line staff and volunteers, such as rabbit rescuers, which occurred subsequent to presentation of the schematic design to the Board, because of the Board's request that additional reviews be conducted.

This summary was presented to the Prop F Oversight Committee at their regular meeting on July 30, 2009, and accepted by the Committee to Note and File. Plans for the new South LA Animal Care Center are undergoing final plan check and are essentially 100% complete. Request for Bids for the construction of the new South LA Animal Care Center may be released in October.



CITY OF LOS ANGELES  
**L A ANIMAL SERVICES**



Date: August 10, 2009

To: Board of Animal Services Commissioners

From: Kathleen J. Davis, Interim General Manager

Subject: Budget and Workload Priorities for 2009-2010 and 2010-2011

On June 24, 2009, the Department of Animal Services submitted an operations plan that, if enacted, could have accomplished \$3.2 million in reductions to the 2009-2010 budget, in conformance with the assumptions given at that time: 26-day furloughs for all employees and seven-month salary savings for any necessary layoffs to reach a balanced budget.

The cuts in Animal Services which would have been necessary to accommodate these assumptions were severe, and estimated to result in euthanasia of up to 5,000 additional dogs and cats in the year. Additional layoffs would have been needed to fully balance the budget, causing further service cuts and the necessity of closing two of the six operating animal care centers, with euthanasia of thousands more dogs and cats inevitable if we had to grapple with absorbing the entire population of lost and stray pets in only four operating locations.

The parameters for managing the budget for 2009-2010 are not settled, however. On July 24, 2009, the Department was asked to provide a new operational plan based on changed assumptions that still leave a deficit of \$1 million or more. Assumptions for the revised plan are: a small portion of the staff are being furloughed for 26 days a year, the employees not furloughed have given up their Cost of Living Increases for this and next fiscal year, an early retirement program may result in loss of up to 10% of our existing staff, and any necessary layoffs still needed to balance our budget for the year can only be made among the furloughed employees (administrative staff and Registered Veterinary Technicians) represented by the Engineers and Architects Association (union) that is not part of the coalition that includes the other City employee unions which have negotiated the arrangement that includes early retirements.

In the June report, a balanced budget could only be achieved through cuts that, as described above, would have fundamentally impaired the Department from accomplishing our core mission and would have had long-term destructive effects to humane initiatives in the City. The July operational update creates a more complicated scenario because there is no way to accomplish a balanced budget within the stated assumptions, since the Department has relatively few employees within the only union whose members can be laid off, and those employees include RVTs without which the shelters cannot function. The parameters that will be finalized for the budget in the current 2009-2010 fiscal year as well as the coming 2010-2011 fiscal year continue to

evolve, however, and the steps which the Department may need to consider are not yet settled or confirmed.

Unchanged in any scenarios being contemplated are the fundamental purpose and core responsibilities of Los Angeles Animal Services, to which we continue to testify before the Mayor and City Council. Animal Services is a critical public safety agency, protecting the public from individual health dangers and collective threats in disasters. We are the sole agency charged with protecting people from animals and ensuring humane treatment for animals.

Each element of our approach to proposing operational adjustments that are deemed necessary for budget savings must be measured in terms of the impact on our core responsibilities to the people of Los Angeles. Every effort has been and will continue to be made to establish a budgetary level below which the Department cannot achieve our core mission, and therefore below which the Department cannot sustain further cuts.

The Board's guidance on setting priorities among the duties that fundamentally form the core operations of the Department will be essential as we continue to deal with budget issues in the current year, and also will assist in the preparation of the next year's budget. The chart below summarizes the four primary budget program areas of the Department, with listings of key duties in each area. They are broken out for clarity of discussion but operationally are all integrated for smooth functioning of the Department, and none of the work areas can be cut severely without impacting the others in a manner management considers unacceptable.

For the Board's additional information, a chart showing the distribution of funds among the areas is included, as well as current staffing information. The funding chart presumes all positions and expenses were fully funded. It does not include the \$1.11 million appropriated for spay/neuter programs for adopters and City residents.

Budget Program Name (Code) - High Level Goals	Fundamental Duties/Staffing Situation
<b>Animal Control and Law Enforcement (AA0601/603/604)</b>	106 Positions/95 filled - 10% vacancy <sup>1</sup>
<i>Enhance the human-animal bond through educational efforts and enforcement of laws that promote co-existence with animals and wildlife.</i>  <i>Ensure the health and safety of people from animal-borne disease and other animal threats.</i>  <i>Intercept mistreatment of animals and rescue animals from danger.</i>	Catch and impound strays
	Enforce Spay/Neuter and Breeding Laws
	Canvass for Licensing
	Respond to dangerous animal calls
	Pursue and resolve inhumane treatment
	Investigate and prosecute cruelty
	Stop and prosecute animal fighting
	Enforce permit requirements

<sup>1</sup> ACOs, 70 of 84 filled or 17% vacancy



<b>Animal Control Centers (AA0602)</b>		199 Positions/196 filled - 2% vacancy
<i>Raise the level of humane treatment of animals.</i>  <i>Improve responsible pet ownership within the City of Los Angeles.</i>  <i>Provide shelter and care for homeless or lost animals, manage animal adoption programs, and integrate volunteer and rescue organization efforts throughout all Centers.</i>		Care for and socialize pets taken in
		Promote adoptions
		Counsel owners surrendering animals
		Coordinate with volunteers
		Assist and teach customers about pets and laws
		Observe and report medical and behavior issues
		Collaborate with rescue organizations
		Take calls and dispatch officers (evening, wkends)

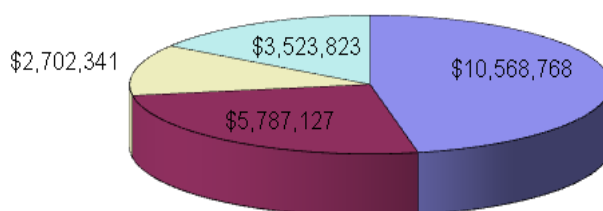
<b>Veterinary Medical (AA0607)</b>		36 Positions/34 filled - 5% vacancy <sup>2</sup>
<i>Set a standard for medical care of dogs, cats, and other animals that meets or exceeds any private care standard.</i>		Provide basic medical exams and treatment
		Treat pets for illness and injury
		Perform spay/neuter
		Perform euthanasia
		Prepare cruelty reports

<sup>2</sup>RVTs are furloughed, adding a 10% cut

<b>General Admin, Technology, Call Center (AA0606/649/650)</b>		47 Positions/39 filled - 17% vacancy <sup>3</sup>
<i>Direct, monitor, measure, and facilitate services to the public and to animals.</i>  <i>Manage and provide all data necessary for efficient function of the Department.</i>  <i>Promote humaneness to residents of the City (Public Relations, which has no dedicated resource at this time) and inform and assist the public about animal-related issues and complaints.</i>		Manage revenue and expenditures
		Administer spay/neuter programs
		Handle personnel matters and payroll
		Prepare and administer contracts
		Track and develop budget
		Develop and manage Internet and Intranet
		Administer Chameleon and extract reports
		Assist Commission
		Take calls and dispatch officers (40 hrs/wk)
		Process dog and equine licenses

<sup>3</sup>Admin, Acct, and Systems staff are furloughed, adding a 10% cut

### Breakdown of Core Responsibilities by Budget Allocation



■ Animal Care Centers

■ Veterinary Medical

■ Field Enforcement (inc. Canvassing, Permits)

■ General Admin, Technology, Call Center, PR