



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Tuesday, October 11, 2011  
10:00 A.M.

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

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Melanie Ramsayer, President  
Ruthanne Secunda, Vice-President  
Tariq Khero  
Terri Macellaro  
Kathleen Riordan

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

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

### **COMMISSION MEETING**

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

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

### **2. COMMISSION BUSINESS**

A. Approval of the Commission Meeting Minutes for September 13, 2011.

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

**3. DISCUSSION ITEMS**

- A. Discussion of Citations issued by the Department

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

- A. None

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

**6. FUTURE AGENDA ITEMS**

**7. ADJOURNMENT**

Next Commission Meeting is scheduled for 10:00 A.M October 25, 2011, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012.

every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 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, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

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

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

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.**

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

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

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

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except in public comment which is limited to three (3) minutes. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

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

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

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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.



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Tuesday October 11, 2011  
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**200 N. Spring St.**  
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**1. ADMINISTRATIVE APPEAL HEARING**

- A. Dangerous Animal Case Number: DA 10397 EV  
Appellant: Melanie Leist and Henry Ford  
Complaining Witness: Judy Cantebury  
Field Operations Supervisor, East Valley Animal Care Center, Lt. Troy Boswell  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst II
- B. Barking Dog Revocation Case Number: BR 11312 EV  
Appellant: Henry and Majorie Lipson  
Complaining Witness: Stephen Susco  
Field Operations Supervisor, East Valley Animal Care Center, Lt. Troy Boswell  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst II

- C. Barking Dog Revocation Case Number: BR 11327 EV  
Appellant: Alejandro Lopez  
Complaining Witness: Rubin Ramirez  
Field Operations Supervisor, North Central Animal Care Center, Lt. William Tranzow  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst II
  
- D. Barking Dog Revocation Case Number: BR 11341 EV  
Appellant: Michael Monfrared  
Complaining Witness: Pamela Brogdon-Wynne  
Field Operations Supervisor, East Valley Animal Care Center, Lt. Troy Boswell  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst II

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

MELANIE RAMSAYER  
PRESIDENT

RUTHANNE SECUNDA  
VICE PRESIDENT

COMMISSIONERS  
TARIQ A. KHERO  
TERRI MACELLARO  
KATHLEEN RIORDAN

**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

BRENDA F. BARNETTE  
GENERAL MANAGER

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

**Brenda F. Barnette, General Manager**

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**COMMISSION MEETING DATE:** October 11, 2011

**PREPARED BY:** Brenda Barnette, General Manager

**DISCUSSION DATE:** October 6, 2011

**SUBJECT: CITATION PROCESS REPORT**

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**BACKGROUND**

There has been recent interest on the part of the Board of Animal Services regarding citation issuance. Citations, or the equivalent of getting a "ticket," are a way for Animal Control Officers to enforce over 60 citations, ranging from dog licenses, to breeding, to having vicious animals. The Board requested that this Department provide a brief description of that process.

Citations are a two-step process. The first step is under the control of this Department; the second involves the court system. The following is a summary of the Department's process:

1. A *Notice to Appear* (see attached), or "citation," is completed in the field by an Animal Control Officer.
  - a. The citation date (the date for the subject to go to court to pay or contest the citation) is 45 working days and is entered on the bottom of the citation. The subject may go to court and get extensions; however, this is at the court's discretion.
2. The Animal Control Officer submits the citation to a lieutenant or officer-in-charge on the same day.

**Subject:** Citation Process

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3. The citation is entered that day into the Department's information system, "Chameleon," by the Animal Control or the officer-in-charge.
4. The citation is batched with others and is hand-delivered to the court by the officer-in-charge or a lieutenant. These deliveries are done two or three times per week.
5. The court house logs the citations and their process is implemented.

### **COURT SYSTEM ISSUES**

We recognize that there has been much confusion about our citations once they enter the court system. These problems include citations not taken to the court on time; lost citations; a citation's relatively low priority (and increased likelihood for dismissal as a result); among others. This Department has also been questioned about the effectiveness of our Department in tracking these citations as they wind their way through the judicial system and our ability to collect on related citation penalties.

Many of these issues are beyond our level of expertise and knowledge. Therefore, a representative of the City Attorney's office will be present to address court-related questions.

Attachment

**Approved:**

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**Brenda F. Barnette, General Manager**



City of Los Angeles - Dept of Animal Services

CITE #

102650

## NOTICE TO APPEAR

DATE		TIME	am	pm	DAY OF WEEK	UNIT#
NAME (FIRST, MIDDLE, LAST)						
PHONE #						
ADDRESS						
CITY						
STATE		ZIP CODE				
DRIVERS LICENSE #						
STATE		CLASS		BIRTHDATE		SEX <input type="checkbox"/> M <input type="checkbox"/> F
HAIR		EYES		HEIGHT		WEIGHT
DESCRIPTIVE MARKINGS						
LOCATION OF VIOLATION						
ZIP CODE						
People of the State of California vs the Defendant named above. You are hereby charged with a violation in the below section(s) on the above date.						
LAMC DEF LAMC DEF						
53.06.2(a) LEASH LAW 53.50 PERMITS						
53.15.3(a) LICENSE 53.51 RABIES						
53.15.2(b) SPAY/NEUTER 53.34 VICIOUS - PUBLIC						
53.15.2(c)(1) BREEDING 53.59 DISTANCE						
Description of Violation						
Subject Claimed - <input type="checkbox"/> Ownership <input type="checkbox"/> Custodianship of the above described animals.						
Executed at Los Angeles County on the above date						
ID#						
DIVISION						
DISTRICT						
Without admitting guilt, I promise to appear at the date and place checked below						
SIGNATURE						
X						
Before a Judge or Deputy Clerk of the Municipal Court						
DIV#						
On						