



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, November 13, 2018
9:00 A.M.

LOS ANGELES CITY HALL, ROOM 1060
200 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90012

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

ALISA FINSTEN
JOSE SANDOVAL
ROGER WOLFSON

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) 482-9558.

Si requiere servicios de traducción, favor de hacer pedido con 24 horas de anticipo al (213) 482-9558.

I. ADMINISTRATIVE APPEALS

1. **Dangerous Animal Case: DA 181301 EV**
Appellant(s): Lindsey Mallon & Ammanda Belcich
East Valley Animal Services Center: Lieutenant Jose Gonzalez
Complaining Witness: Ana Rankin-Keyes & Dennis Keyes
2. **Dangerous Animal Case: DA 183501 NC**
Appellant(s): Kasey Brown
North Central Animal Services Center: Lieutenant Angela Hooks
Complaining Witness: Eulalia Mateo

II. REGULAR COMMISSION MEETING

- 1. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction that are not on the Agenda; two minutes per speaker.)

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. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

3. COMMISSION BUSINESS

A. Approval of Minutes for the Meeting of October 23, 2018 (Action Item; Public comment limited to one minute per speaker).

B. Approval of 2019 Board Meeting Schedule (Action Item; Public comment limited to one minute per speaker).

- 4. ORAL REPORT OF THE GENERAL MANAGER** (Public comment limited to one minute per speaker).

- 5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS** (Public comment limited to one minute per speaker).

6. BOARD REPORTS

A. Proposed Modifications to the Los Angeles Municipal Code (LAMC) Sections 53.15.2 and 53.17 – Address Requirements Relative to the Issuance of Licenses (Action Item; Public comment limited to two minutes per speaker).

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:00 A.M. November 27, 2018, at City Hall 200 North Spring Street, Room 1060, Los Angeles, California 90012. (Enter on Main Street).

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. 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, 6th Floor, Suite 600, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA

90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, 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. (For certain agenda items, speakers will have two (2) minutes.)

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 during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). 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.

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.

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NOTIFICATION OF ADMINISTRATIVE APPEAL HEARINGS

To Be Held:

Tuesday, November 13, 2018, at 9:00 A.M.

City Hall

200 North Spring Street, 10th Floor, Room 1060

Los Angeles, CA 90012

(Entrance on Main Street)

This serves as formal notice pursuant to Section § 53.18(q) 4 of the Los Angeles Municipal Code (LAMC) to the following parties and witnesses in the appeal(s) listed below:

- 1. Dangerous Animal Case: DA 181301 EV**
Appellant(s): Lindsey Mallon & Ammanda Belcich
East Valley Animal Services Center: Lieutenant Jose Gonzalez
Complaining Witness: Ana Rankin-Keyes & Dennis Keyes
- 2. Dangerous Animal Case: DA 183501 NC**
Appellant(s): Kasey Brown
North Central Animal Services Center: Lieutenant Angela Hooks
Complaining Witness: Eulalia Mateo

These hearings will not be rescheduled, except for good cause.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. 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 additional information, please refer to the Board's "Rules and Procedures for Appeals", or contact the Department of Animal Services at (213) 482-9558, or visit the Department's website: <http://www.laanimalservices.com/>. Written statements are to be submitted to the Commission seven days prior and, if in excess of 50 pages, seven hard copies must be provided. You may submit your statement (50 pages or less) via email to: ani.commission@lacity.org.

Para información en español, llame al (213) 482-9558.

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BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES



MINUTES

TUESDAY, October 23, 2018 at 7:00 PM

WEST LOS ANGELES ANIMAL SERVICES CENTER
11361 W. PICO BOULEVARD
LOS ANGELES, CALIFORNIA 91405

Audio MP-3 Recording is available at www.laanimalservices.com

Larry Gross, President
Olivia E. García, Vice President
Alisa Finsten
Jose Sandoval
Roger Wolfson

Meeting called to order at 7:02 p.m. Commissioners present were Gross, García, Finsten and Sandoval. Also present from Los Angeles Animal Services (LAAS) were Assistant General Manager (AGM) MeLissa Webber, General Manager (GM) Brenda Barnette, Commission Executive Assistant, LaTonya Dean and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Gross opened the meeting, introduced staff, and provided an overview of the meeting agenda.

I. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Phyllis Daugherty commented that the Department should put information on reporting animal cruelty and spay and neuter law information on the website.

Barbara Trelease, volunteer at the West Los Angeles Animal Shelter, did not support the fostering of rabbits, noted there was a problem with rabbits being given away and liked the idea of a spay and neuter ordinance for rabbits.

Lisa Edmondson asked if the Department could put information on the website about the Los Angeles Municipal Code sections relative to animal cruelty and spay and neuter requirements.

Michelle Kelly, volunteer at the West Los Angeles Animal Shelter, thanked the new head of the volunteer program and requested that a emergency plan be put in place for shelters for heat waves or power outages and talked about providing training for the care of rabbits.

Andrew S. Brown spoke about a chicken at the East Valley Animal Shelter whose nails were too long and requested that something be done to correct it. He stated that animals brought into the shelter should be cared for to the degree allowed by law.

David Moskowitz stated that if a foster program is implemented at animal shelters it should go through a group like the LA Rabbit Foundation because they know how to care for rabbits.

Junko Elwell stated the he had concerns about the rabbit fostering program, because people don't know how to properly take care of rabbits.

Susann Dillon, volunteer at the West Los Angeles Animal Shelter, complimented the staff and volunteers at the shelter and stated that rabbits should not be fostered without proper education.

Debbie Diederich commended GM Barnette on the job she has done with the Department and recommended that the Department work with rabbit rescue groups when it comes to fostering.

2. NEIGHBORHOOD COUNCIL COMMENTS - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

Public Comment:
None.

3. COMMISSION BUSINESS

A. Approval of Minutes for the Meeting of October 9, 2018.

Public Comment:
None.

Commissioner García moved to approve the minutes of October 9, 2018. **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 4-0.

Ayes: García, Gross, Finsten and Sandoval

Noes: None.

Absent: Wolfson

4. ORAL REPORT OF THE GENERAL MANAGER

GM Barnette discussed the following:

- As noted in the newspapers, there was a Typhus outbreak in the downtown area. In response, the Department put information front and center on its website with links directing people to information on Typhus. The Los Angeles County, Public Health Department made LAAS aware of the outbreak before it was made public, at which time protocols were set up to protect staff in charge of handling animals with fleas. When animals came in from one of the zip codes we knew were challenged, extra flea treatments were administered. Additionally, every animal that came in from a challenged area was put on a chart so that the area could be tracked and live fleas were sent to the Health Department for testing. The outbreak appears to be diminishing, but LAAS are continuing to do weekly clinics in the area where Typhus was centered to pass out flea preparations and flea medication to the pet owners in the area.

- A spay and neuter ordinance for rabbits that Councilmember Koretz recommended was transmitted to the Personnel and Animal Welfare Committee. LAAS spays and neuters the rabbits before they leave the Department, but our number of rabbits has reached 299. This is a strain on the rabbits and the shelter centers.

GM Barnette recommended that the rabbit advocates meet with the AGM of Lifesaving to brainstorm about how we can reduce our rabbit population short of having to euthanize them.

- There is a motion that is being worked on that will require LAAS to work with the General Services Department to examine all of our facilities, including the age of all the heating, ventilation and air conditioning systems.
- The Department is working on the budget process. The public is encouraged to attend the Council meetings and speak about what they feel LAAS needs for the new budget cycle. We are looking at comparative numbers and at least want to find out how we compare to other agencies.

GM Barnette further described the budget process and the confidential process as it relates to the Commission.

- The Department's website, specifically the center column, has information and links about available spay and neuter resources in English and Spanish, micro-chipping, licensing, wildlife, emergency preparation, how to report animal cruelty, what to do with deceased animals and laws (chained dog laws, barking, permits and the spay and neuter ordinance).

Public Comment:

Phyllis Daugherty stated that it was too many clicks to get to information on the website about animal cruelty and spay and neuter. She also noted that bunnies are barnyard animals and they cannot be regulated the same way as pets.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner García: Congratulated Commissioner Gross on his recent award.

She also stated she went to the Last Chance for Animals Gala over the weekend and it was a great event.

Commissioner Finsten: Passed

Commissioner Sandoval: Stated he would like to be on the committee regarding rabbits. Also, he would like to know if we can add a big button for spay and neuter on the website.

Commissioner Gross: On Sunday, attended the Sherman Oaks Street Fair where LAAS had a booth adoption event. He thanked staff and volunteers for their work at the event and suggested that we have a checklist with all the items needed for future events. He recommended that a banner with the LAAS name, leaflets listing pet

laws and water for the volunteers be made available for all events.

Public Comment:
None.

6. Board Reports

- A. Authorize Spay4LA Contract Amendment to Expand Services, Extend the Term of the Contract and Revise the Scope of Work.

GM Barnette stated that staff was seeking to lift the operational restrictions of zip codes for Spay4LA to align with other contracts with similar services.

Public Comment:

Diana Mendoza, PETA's Let's Fix LA Program, stated they were excited about this program and wanted the Department to do more to get the message out to the public.

David Moskowitz noted that a lower engagement in the zip codes may be due to immigration issues or where participants don't want their data in the system making them vulnerable. He encouraged the Commission to publicly make it safe for people to approach anonymously to have their animals spayed and neutered.

GM Barnette also highlighted some of the other changes proposed to the contract including the ability for participants to self-identify.

Commissioner Finsten moved to authorize that the Spay4LA contract amendment include expanded services, extend the term of the contract and revise the scope of work. **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 4-0.

Ayes: García, Gross, Finsten and Sandoval

Noes: None.

Absent: Wolfson

- B. Discussion on Dog Limits in the City of Los Angeles; Reference Council File No. 17-1237-S1.

Commissioner Gross explained that a motion by Council Member Koretz was put forth to amend a zoning code to increase the number of cats and dogs per household. This Commission was instructed to gather public input.

Public Comment:

Phyllis Daugherty wanted to make sure we are on the record as opposing any change to the animal limits.

C. Presentation by the Director of Volunteer Services on the Los Angeles Animal Services Volunteer Program.

Carolyn Almos, Director of Volunteer Programs, provided an overview of what changes the volunteer program had undergone since March 2018 and what other updates would be next. In May 2018, there were 1,422 active volunteers and the number of volunteers had increased by 44% to 2,051. There had also been a number of improvements to efficiency including the ability to access the volunteer application form online, quicker response times of typically the same day or the next business day after submission of the applications, the addition of four more volunteer orientations, moving of the North Central orientation to its own neighborhood during the building construction and the creation of a volunteer portal. In an effort to provide volunteers additional support and engagement, there are now volunteer liaisons at each of the animal shelters. Also staff is working to address some topics that were brought to the attention of staff as a result of a volunteer survey that was administered, including discussing ways to provide volunteers the tools they need (e.g. t-shirts, leashes, gloves), providing extra kennel keys at each location, the creation of a Google Docs log for volunteers to record notes about the animals and placement of kennel maps at each shelter. Ms. Almos further described upcoming training opportunities for the volunteers and the desire to boost communication with volunteers using such methods as the recently launched volunteer newsletter.

Commissioner Gross asked if retention of the volunteers was tracked. **Ms. Almos** responded that it was tracked but she did not have the average number of years volunteers stay active on hand. She did, however share numbers regarding the number of volunteers having more than one, five and ten years of service. **Commissioner Gross** suggested that LAAS provide an exit survey to volunteers when they leave the program. **Commissioner Finsten** asked about the screening process and if volunteers were mandated to use the Google Docs log. **Ms. Almos** replied that LAAS did not have the resources to do criminal background checks. **GM Barnette** noted that new volunteers were scrutinized carefully and when behavior problems arose they were addressed. **Commissioner Finsten** asked if new volunteers were monitored to which **Ms. Almos** responded that they were monitored. **Commissioner Sandoval** asked about the process that new volunteers undergo when they arrive at the shelters. **Ms. Almos** explained the process and the interactions with the volunteer liaisons. **Commissioner García** inquired about the type of behavior issues the Department has had to address. **GM Barnette** described some scenarios which had taken place and how the issues were addressed. **Ms. Almos** stated that volunteers were asked to log notes on the animals using the paper log in the volunteer offices or the Google Docs log. This is done because the system used by staff, Chameleon, contained sensitive information. **GM Barnette** noted that staff was working on the technology gap to allow volunteers to use the system, while blocking access to the sensitive information. **Commissioner Finsten** noted that one of the most vital things volunteers can do is record notes on the animals and recommended that sample logs be put into the training to show how notes positively and negatively made a difference. **Commissioner Gross** asked if there was one obstacle or challenge with the program. **Ms. Almos** responded that we were exploring new software to keep things organized so that we spend more time enriching the animals.

Public Comment:

Phyllis Daugherty stated that the volunteers should have training on the spay and neuter process so that they can use it in their role as a volunteer.

Silve Remme, a volunteer, suggested having designated volunteer mentors, creating a sense of community with the volunteer program and potentially conducting volunteer meetings.

Andrew S. Brown stated that although volunteers can be restricted from doing what they shouldn't do, they should not be told what to do and also spoke about issues with writing notes on the animals.

7. ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

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CHIEF VETERINARIAN

Date: November 13, 2018

To: Board of Animal Services Commissioners

From: LaTonya Dean, Commission Executive Assistant

Subject: CALENDAR YEAR 2019 BOARD MEETING SCHEDULE

MONTH	MEETING DATE	MEETING LOCATION	TIME	ADDRESS
January	8	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	22	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
February	12	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	26	West Valley	7:00 PM	20655 Plummer St., Chatsworth
March	12	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	26	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
April	9	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	23	East Valley	7:00 PM	14409 Vanowen St., Van Nuys
May	14	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	28	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
June	11	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	25	Harbor	7:00 PM	957 N. Gaffey St., San Pedro
July	9	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	23	South LA	7:00 PM	1850 West 60 th St., L.A.
August	13	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	27	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
September	10	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	24	Mission Hills	7:00 PM	15321 Brand Blvd., Mission Hills
October	8	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	22	West LA	7:00 PM	11361 W. Pico Bl., L.A.
November	12	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
	26	City Hall	9:00 AM	200 N. Spring St., Rm. 1060
December	10	North Central	7:00 PM	TBD
	24	No Meeting		

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Report to the Board of Animal Services Commissioners

MEETING DATE: November 13, 2018

PREPARED BY: LaTonya Dean

REPORT DATE: November 8, 2018

TITLE: Commission Executive Assistant

**SUBJECT: PROPOSED MODIFICATIONS TO THE LOS ANGELES MUNICIPAL CODE
(LAMC) SECTIONS 53.15.2 AND 53.17 – ADDRESS REQUIREMENTS RELATIVE
TO THE ISSUANCE OF LICENSES**

BOARD ACTION RECOMMENDED:

APPROVE proposed modifications to Sections 53.15.2 and 53.17 of the LAMC that would allow homeless individuals the opportunity to meet alternative contact information requirements to obtain an animal license; and

AUTHORIZE staff to submit proposed modifications to LAMC Sections 53.15.2 and 53.17 to the City Council for consideration.

BACKGROUND:

In an effort to serve the homeless community of Los Angeles, staff is recommending that portions of the LAMC be modified to allow animal ownership without the need of a permanent home address. These modifications to the LAMC could be beneficial to the homeless community and the Department as it may increase the live save rates and decrease the impounding of animals for lack of proper licensing.

SUMMARY:

Section 53.15.2 of the LAMC defines ownership of an animal as a person who provides care for an animal on property which he or she owns, rents or leases. Additionally, Section 53.17 prescribes that each animal license issued to owners should state the residence of the person to whom the license is issued. Staff requests that the Board approve proposed modifications to the LAMC which would allow individuals that do not have a permanent address to own dogs in the City of Los Angeles while still allowing the enforcement of animal control laws. Upon approval, by the City Council, staff would like to work with the Office of the City Attorney to modify Sections 53.15.2 and 53.17 of the

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Report to the Board of Animal Services Commissioners

SUBJECT: PROPOSED MODIFICATIONS TO THE LOS ANGELES MUNICIPAL CODE (LAMC)
SECTIONS 53.15.2 AND 53.17 – ADDRESS REQUIREMENTS RELATIVE TO THE ISSUANCE OF
LICENSES

LAMC to allow homeless individuals the opportunity to meet alternative contact information requirements in lieu of a physical address.

The proposed modifications to the LAMC will help to better serve the homeless community by providing a method of pet ownership that is in compliance with City laws without the need of a physical address.

FISCAL IMPACT:

There is no fiscal impact on the General Fund.

Approved:


Brenda Barnette, General Manager

BOARD ACTION:

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