



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, June 11, 2019
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. WRIT OF MANDATE – BOARD DELIBERATION

1. **Dangerous Animal Case: DA 181136 EV**
Appellant(s): Kristina Yasmin Miller
East Valley Animal Services Center: Lt. Jose Gonzalez
Complaining Witness: Ileana Melania Gasman and Eugeniu Gasman

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)

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 May 28, 2019. (Action Item)

4. ORAL REPORT OF THE GENERAL MANAGER

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

6. BOARD REPORTS

None.

7. ADJOURNMENT

Next Regular Meeting is scheduled for 7:00 P.M., June 25, 2019 at the Harbor Animal Services Center, 957 N. Gaffey Street, San Pedro, CA 90731.

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.



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES



MINUTES

TUESDAY, May 28, 2019 at 9:00 AM

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

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 9:06 a.m. Commissioners present were García, Gross, Finsten, Sandoval and Wolfson (9:15 a.m.). Also present from Los Angeles Animal Services (LAAS) was General Manager (GM) Brenda Barnette, Assistant General Manager (AGM) McLissa Webber, Board Secretary, LaTonya Dean and Senior Assistant City Attorney (ACA) Valerie Flores.

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

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 191035 WV

Appellant(s): Edgar and Pavel Mnatsakanyan
West Valley Animal Services Center: Captain Lorna Esparza
Complaining Witness: Kimon Rethis

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination. The Board found that the evidence supports the decision of the General Manager's determination.

Commissioner Gross made a motion to uphold the decision of the General Manager. **Commissioner Finsten** seconded and the motion was approved by a vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

Public Comment:
None.

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Lisa Edmonson spoke about how rabbits shouldn't be given away for free, the house rabbit society and a book that she recommended be given to all rabbit adopters.

Sharon Tydell stated that rabbits should not be given out for free or cheap because it is dangerous for them and could be used for things such as snake food. She also believed that rabbit fostering should only be done through rescues.

Michelle Kelly has seen progress with the rabbit program under the most recent administration, but has concerns about recent proposed changes and ideas concerning the program.

Lisa Holtzman spoke about the work she does with rabbits and about some things occurring with the rabbits in the shelters that cause her concern such as the separation of bonded pairs and the idea that they can be given away or sold at a low cost.

Barbara Trelease questioned the purpose of the foster program and expressed her concern for a lack of details in the foster program materials that are online.

Phyllis Daugherty thanked the Board for the vote they took on the administrative appeal hearing. She also stated that there have been missed opportunities to advise the public on licensing and spay/neutering.

Kim Carlson stated that she fosters and does volunteer work with rabbits and they need a strong voice to protect them. She implored the Board to not allow the shelters to foster them.

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 the Minutes for Meeting of May 14, 2019.

Public Comment:

Michelle Kelly thanked Commissioner Sandoval for advocating for the spaying and neutering of rabbits, but had concerns about requiring a certain number of surgeries by contractors.

Commissioner Wolfson moved to approve the minutes of May 14, 2019. **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

4. ORAL REPORT OF THE GENERAL MANAGER

GM Barnette discussed the following:

- There is a newly formed Volunteer Committee with representatives from each of the six shelters. They are meeting regularly to give the volunteers more voice in the shelters. This Committee will be used as a better communication tool for volunteers and staff
- This week the Chesterfield Square Animal Services Center representatives presented at the Dogs! A Science Tail Exhibit at the California Science Center.
- The West Los Angeles Animal Services Center hosted a Girl Scouts Troop this week who decorated bags that contained starter supplies for new adoptors.
- The SMART Team has been responding to a number of rescues, including a kitten in a storm drain and un-weaned kittens trapped in a pipe.
- There were a number of media request relative to the RV police chase that involved two dogs. The Department tried to make contact with the dogs' owner, but so far had not been able to, due to outdated microchip information. The Department used this opportunity to remind the public the importance of keeping animals' microchip information updated.
- Dogs Playing for Life completed their in-house residency training at Chesterfield Square.
- The Department is supporting the motion regarding an ordinance change to require rabbits to be spayed and neutered. Also, the Department is not fostering rabbits.
- All six of the Department's shelters participated in the NKLA events on May 18th and 19th. The Department had approximately 90 adoptions over the two days.
- A version of the Mayor's Report that excludes personnel information will be provided to the Board, and staff will work on putting the report online for public access.

Commissioner Sandoval asked if any information on the budget was available to report. GM Barnette responded that she believed that the Department may get eight (8) Targeted Local Hire candidates to be Licensed Canvassers.

Public Comment:

Phyllis Daugherty suggested that the Board request a redacted version of the Mayor's Report that contained personnel information, including staff promotions.

GM Barnette reported that staff promotions are not included in the Mayor's Report.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Sandoval: Requested a report on the number of rabbits in the Centers. He also thanked Michelle Kelly for providing recommendations regarding rabbit adoptions. **GM Barnette** clarified that a large number of the veterinarians that do spay/neuter surgeries are at outside vendors. **Commissioner Sandoval** also requested a report on rabbit fostering. **AGM Webber** reported that as of May 26th the Department had 205 rabbits in its care.

Commissioner Finsten: Commented that she has noticed that some of the hearing examiners' reports contain some typos with regards to the dogs' names. **GM Barnette** stated that this is something that the reviewers will look into.

Commissioner García: Requested information on the amount of difficulty involved with posting signage on Department vehicles related to licensing and spay and neuter. **GM Barnette** responded that she didn't think it would be that difficult and would have staff look at designing some signage that could be placed on the vehicles. **Commissioner Sandoval** asked how often the vehicles were in the field and **GM Barnette** responded that they were there every day.

Commissioner Wolfson: Requested a report on the uniform care of bunnies. Also, he would like staff to explore the idea of free bunnies and fostering. **Commissioner García** suggested having the rescues put together a certificate program for fostering bunnies. **AGM Webber** reported that there would be a bunny meeting scheduled in the near future and **Commissioner Sandoval** indicated that he would like to participate.

Commissioner Gross: Reported that he attended the NKLA super adoption event and it was great to see the Department's staff and volunteers at the event. He also thanked staff for following up on his previous request for follow-ups and reports.

Public Comment:
None.

6. Board Reports

A. Recommendation to Support Senate Bill No. 202 (Wilk) – Animal Blood Donors.

Commissioner Gross asked what the difference is between this bill and a previous bill that was approved by the Board relative to animal blood donations. **Board Secretary Dean** responded that this bill would redefine the definition of animal blood banks to include community donation facilities, would create more transparency with blood donation information and improve the guidelines relative to testing animal donor blood. **GM Barnette** asked for clarification as to if the two bills had been combined into one. **Board Secretary Dean** responded that it had not, and that they were separate.

Public Comment:
None.

Commissioner Wolfson moved to support Senate Bill No. 202 (Wilk). **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

B. Recommendation to Support Assembly No. 1260 (Maienschein) – Endangered Wildlife.

Public Comment:
None.

Commissioner García moved to support Assembly No. 1260 (Maienschein). **Commissioner Sandoval** seconded and the motion was approved by a unanimous vote of 5-0.

Ayes: Finsten, García, Gross, Sandoval and Wolfson

Noes: None.

Absent: None.

C. Discussion on the Department of Animal Services License Renewal Process.

Miguel Manahan, Principal Clerk began by describing the in-house process for license renewals which includes mass printing of about 25,000 pieces of mail for altered renewals, intact renewals, equine renewals, second notices and initial licensing. **Principal Clerk Manahan** reported on the approximate amount of daily revenues that are received from the licensing. **GM Barnette** asked if the license renewals were sent out 30 or 60 days prior to expiration. **Principal Clerk Manahan** responded that the altered and intact renewal notices were sent out about 60 days prior to expiration. After processing by the Department's administration section and the Department of General Services (GSD) for mailing, the recipients should receive their notices at least 45 days prior to the expiration, with a second notice going out in the event the fee is not paid. **GM Barnette** inquired if a late fee was accessed for those who do not pay within that time period. **Principal Clerk Manahan** responded that a \$5.00 late fee was accessed. **GM Barnette** asked what happens after the second notices are issued to which **Principal Clerk Manahan** responded that it would then lie with the field office for enforcement, however the Department does not have the personnel to do the enforcement from a report that could be run. **Commissioner Gross** asked what the percentage was of renewals for existing licenses. **Principal Clerk Manahan** responded that he did not have that information. **GM Barnette** then noted that this had been a challenge for the Department and that staff wanted to mail out ACE citations but was unable to do so for a reason she could not recall. **Annette Ramirez, Director of Field Operations (DFO)** stated that the Department

explored issuing ACE citations by mail for those individuals who failed to renew their licenses, but the Administrative Citation Enforcement ordinance requires an attempt at personal service. **Commissioner Gross** asked if there was a reason for that or if the ordinance could be amended to allow for mailed citations. **GM Barnette** responded that she believed a Councilmember could request a change to the ordinance. **DFO Ramirez** reported that the Department was pushing for eight positions for the licensing canvassers through the Local Targeted Hiring (LTH) program. Currently there are only two part-time canvassers for the entire City. **Commissioner Sandoval** stated he could vouch that the licensing canvasser program works and could bring revenue to the City. **GM Barnette** stated that the people who could potentially come on board would be filling full-time positions which was an advantage for the Department. **Karen Knipscheer-Cox, DFO** reported that the field staff received voucher machines so the officers were now able to issue vouchers in the field. **DFO Knipscheer-Cox** also described the ACE program and the process by which the officers issue citations and about the officers role in the hearing process. **Commissioner Gross** pointed out that two things that would be helpful is being able to track what the Department success rate is for renewals (percentage) and finding out whether or not the ordinance should be amended relative to issuing ACE citations by mail. Also a focus on how to get general awareness out to the public that licensing is required and about general animal laws. Further, **Commissioner Gross** stated that in addition to putting information on the trucks, the Department should explore what other mechanisms could be used to provide information to the public. **GM Barnette** spoke about some of the methods currently used to get the word out about licensing and animal laws. **DFO Knipscheer-Cox** added that the Department vehicles have the spay and neuter ordinance in English and Spanish on the back of the vehicles, with exception to 17 new vehicles for which signs have been ordered. **Commissioner Sandoval** stated that there needs to be more money invested in outreach because he didn't feel that families knew what to do or where to go for licensing their animals and asked about the level of difficulty to license using online services. **GM Barnette** said that it could be performed by those with basic computer knowledge or skills. **Commissioner Finsten** asked if the licensing could be done from phones and tablets. **GM Barnette** said that she would follow up with the IT Department to check on the capabilities. **Commissioner Gross** asked about how expired rabies vaccinations were handled, and **Principal Clerk Manahan** responded that he runs a monthly "no vaccination" report which indicates when citizens' vaccinations are going to expire within 90 days. Also, his team captures information from vet hospitals of all the rabies vaccinations they have done and they also provide information on animals that do not have licenses. **Commissioner Sandoval** asked how the Department handles responses from individuals whose pets have passed away. **Principal Clerk Manahan** responded that the license notice has a place for people to indicate if their animal is deceased. He also noted that some people also provide a disposal receipt for their animal or a euthanized report. **Commissioner Gross** asked if there was some information available for cat licensing. **Principal Clerk Manahan** responded that cats do not get a license. **GM Barnette** stated that the cities that she has spoken to suggested that it was such a low compliance with cat licensing that it was not enforceable. Once the injunction is lifted and we are able to increase the cat limits, we may be moving towards a cat license. **Commissioner Wolfson** stated that he had suggested that prominent signs, listing licensing requirements and fine amounts be posted in dog parks and at dog

friendly hiking places. He also suggested making it clear to vets, groomers and pet stores who could possibly sell these licenses. **Commissioner Wolfson** also suggested that the Department contact the media and have officers go to dog parks to check for licensing as a means of creating awareness. **GM Barnette** stated that there is an ordinance that allows certain venues to sell licenses where they would make \$2.00 off of the \$20.00 licensing fee, however most businesses did not find it worth their while and some did not want to necessarily be a part of enforcement of the law. She also stated that the more staffing the Department has the more enforcement that can be done and staff is doing some creative things to try to improve people's behavior at public parks with their animals. **GM Barnette** further reported that the Department did not control dog parks and staff only responded to major incidents reported to them. Also, in the past, the Department tried to install signage in the dog parks, but it had not always been welcome. **Commissioner Wolfson** stated that if every dog in the City was licensed the Department could run itself with the amount of revenue that would be brought in from licensing and didn't understand why a ticketing person or persons to issue citations were not included in budget requests. He then asked if this had been requested in the budget. **GM Barnette** responded that she thought that was why the Department may get eight license canvassers. She hoped that with these positions, the Department could show that with additional staff, it could bring in more revenue. **Commissioner Gross** asked if licensing revenues went to the General Fund to which **GM Barnette** responded that it did, but it would make a case that the Department was contributing to the General Fund and could ask for more staff next year. She discussed the decrease in staffing since 2008. **Commissioner Wolfson** asked if New Hope partners could assist with the licensing process and if they could benefit from the \$2.00. In regards to the vets, this is a service they are providing their clients. **Commissioner García** asked how long it would take to hire the eight canvassers. **DFO Ramirez** responded that the position didn't currently exist, but that staff was working with Personnel (and labor partners) to develop the position. **Commissioner García** noted that the Department may not have enough time to show the (success) of the program. **Commissioner Gross** stated that one of the issues with requesting vets to participate in the licensing program is they may not want to be in a position of discouraging clients and the money they may lose from them. **GM Barnette** stated that it may not be worth it for them, but we could go back to Council and suggest that the program be incentivized, but we may have to give up more of the money to do it. **Commissioner Gross** spoke about a previous request submitted to the City Attorney's Office requiring either through the business license or other means, that pet stores and vets post signage related to licensing, leash laws, or other general animal laws. **Senior ACA Flores** responded that it would most likely require an ordinance and explained the BTRC program features. As a legal manner, the program cannot be used to enforce things such as mandatory signage which has been suggested, but if the Department would like to make it a condition as operating businesses such as kennels, pet stores, groomers or vets in the City, it can be done through an ordinance. **Commissioner Wolfson** asked **GM Barnette** what she thought about the New Hope Partners licensing suggestion. **GM Barnette** said that it might work for the high volume partners. She further reported that there was a current ordinance that described how the licensing could be sold by other people and she needed to look at it to see if that would include New Hope Partners and if not it would require an amendment to the current ordinance to include them. **Commissioner Wolfson** offered suggestions on how

the New Hope Partners could be asked to participate in the licensing program and **GM Barnette** spoke about what information is captured from the New Hope Partners relative to adoptions. **Commissioner Wolfson** inquired as to the number of citations that are issued for non-licensed pets. **DFO Ramirez** said that a report would need to be ran to gather that information. **Commissioner Wolfson** asked when exactly these type of citations were issued. **DFO Knipscheer-Cox** responded that when any officer makes contact with homes with animals they check for licensing and if they are not in compliance they issue ACE citations and officers go to homes every day. **GM Barnette** noted that the ACE program can be confusing because the program has 'fix-it' tickets for animals that are non-licensed, have no rabies vaccination or are unaltered and those don't go immediately to the City Attorney's office. **Commissioner Sandoval** requested a follow up report on how many tickets were issued and what the revenue was for them. **GM Barnette** clarified that if those issued citations comply there is no fine, but if they don't comply then the citations are forwarded to the City Attorney's Office and that Office could generate a report. **Commissioner Sandoval** then requested Senior ACA Flores to provide the Commission with the report.

Public Comment:

Lisa Edmondson spoke about the issue with the flow of information to the public and to the Los Angeles Police Department about dog laws, and described a recent situation where a dog was being sold at a local convenience store.

Phyllis Daugherty stated that the rabies certificate is a State law and the State imposes it. She recommended that the City Attorney's Office issue letters when people do not pay license fees and did not believe any money had been collected from citations.

The Board and staff discussed breeder's license sign-up and business taxes and how they may affect licensing. **Commissioner Sandoval** asked about the number of breeder's in the City of Los Angeles. **Principal Clerk Manahan** responded that the Department has 389 breeder's licenses. Staff and the Board discussed the intact dog license fees and process. **Commissioner Gross** inquired about a way to identify breeders from individuals who request exemption from spaying and neutering their animals in order to report them for business tax requirements. He then asked staff to recap staff's report backs and asked when the reports could be made.

7. ADJOURNMENT

Meeting ended at 11:09 a.m.