BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES
Monday November 13, 2006
10:00 A.M.
LOS ANGELES CITY HALL
200 N. Spring St.
Room 1060
Los Angeles, CA  90012

Commissioners:
Tariq Khero, President
Kathleen Riordan, Vice-President
Marie Atake
Glenn Brown
Deborah A. Knaan

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.

REGULAR COMMISSION MEETING WILL COMMENCE IMMEDIATELY FOLLOWING THE APPEAL HEARINGS SCHEDULED FOR 10:00 A.M.

COMMISSION MEETING

1. ORAL REPORT OF THE GENERAL MANAGER

2. OLD BUSINESS INCLUDING MATTERS FOR BOARD ACTION
   A. Fiscal Year 2007-08 Draft Budget Packages:
      Presentation by staff on proposed requests on Fiscal Year 2007-08 Budget and direction to staff.

3. NEW BUSINESS
   A. Requests from Commissioners for future Agenda Items.
4. **COMMISSION BUSINESS**
   A. Approval of the Commission Meeting Minutes:
      Commission Approval of Minutes for the Meeting of October 23, 2006.
   
   B. Oral Report by the Commission on Meetings and Events attended.

5. **GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**
   A. Board Report: Amending LAMC 53.69, Fee Exemptions for Trap Rental
      Commission consideration of request for ordinance change to allow fee
      exemptions for certain groups and residents who qualify when renting wild
      animal traps and direction to staff.
   
   B. Pet Shops: Letter to Owner Encouraging Vendors to Place Shelter
      Animals
      Draft letter to pet shop owners for consideration of the Board, and direction
      to staff.

6. **REGULAR AGENDA DISCUSSION ITEM**
   A. Review of Animal Cruelty Task force (To be held to December 11,
      2006)
      Report on accomplishments with assistance of Los Angeles Police
      Department or City Attorney Staff.
   
   B. Request for Devising and Distributing a List for Animals Pending
      Euthanasia (To be held over to December 11, 2006)
      Report by staff on finalizing of Standard Operating Procedures relative to
      both the Red Alert and the New Hope Adoption Programs, which include
      processes for notifying the public and New Hope partners about animals
      at high risk for euthanasia.
   
   C. Status Report on Animal Transfer Program
      Distribution of report by staff showing numbers of animals transferred
      among shelters.
   
   D. Final Project at North Central
      Oral overview of final project in comparison with early plans by Proposition
      F Program Manager.
   
   E. Hearing Process Overview
      Summary of the steps, in accordance with relevant provisions in the
      Municipal Code, in the complaint and administrative hearing process on
      barking dog complaints.

7. **PUBLIC COMMENT PERIOD - (Comments from the public on items of public**
interest within the Board's subject matter jurisdiction.)

8. **ADJOURNMENT:**

   A. Next regular Commission Meeting is scheduled for November 27, 2006.

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Monday 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. 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, 5th Floor, 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, 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](http://www.laanimalservices.com/CommissionAgendas.htm)

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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.

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California Government Code Section 54954.3.

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**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.

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

COMMISSION MEETING DATE: November 13, 2006
SUBJECT: Amendment to Los Angeles Municipal Code 53.69 Establishing Exemption from Fees for Trap Rental
REPORT DATE: November 8, 2006

BOARD ACTION RECOMMENDED:

That the Board approve the staff recommendations to provide a fee exemption for seniors, disabled, and persons of low income, and for certain non-profit organizations and request that the City Council direct the City Attorney to draft an ordinance and submit the ordinance to City Council amending Los Angeles Municipal Code (LAMC) Section 53.69 accordingly.

SUMMARY:

The Department is moving away from animal trapping as a method for dealing with animal issues. However, there are times when it becomes a necessity. Community members contact the Department about animal problems in their neighborhoods; these may be wildlife or companion animal concerns. In some cases, when a patron is seeking to catch an animal that is sick, injured, or has attacked someone, use of a trap may be appropriate. The Department then refers to LAMC Section 53.69, which sets fees for the rentals of animal traps, specifically:

(a) **The Department of Animal Services is hereby authorized to rent traps to the public for the trapping of nuisance animals. The Department shall charge and collect $3.00 per day for small traps and $5.00 per day for large traps, except as provided in subsection (b) hereof.**
(b) **The Department shall collect a trap deposit fee of $100.00 upon issuance of a permit to trap a coyote. This $100.00 fee shall be refunded upon return of the trap in working condition to the Department.**
Historically however, Department staff has collaborated with community members and organizations who request fee waivers for trap rentals, to ease the financial burden of using them in those instances when trap use is appropriate. The perspective of the Department is that the person or organization is assisting the City to safely capture an animal for its own health or for public safety reasons. Staff therefore proposes an amendment to LAMC Section 53.69 providing shelter managers authority to exempt persons who would qualify for certificates under the free spay/neuter program (currently, City residents making no more than $38,500 per year per household, persons 55 years of age or older, and those individuals who are permanently disabled). The proposed amendment would also allow staff to exempt from fees rescue organizations which have received tax-exempt status under Internal Revenue Service code 501(c)(3) and participate in early age spay/neuter of animals, comply with all State and local laws regarding the humane care and treatment of animals, and in addition, whose mission is wholly or in part the rescue and placement of companion animals including but not limited to dogs, cats, rabbits, gerbils, hamsters, birds, equine animals or reptiles, and/or the trapping, neutering and returning of feral cats. Authority to grant such exemptions must be amended into Section 53.69.

FISCAL IMPACT:

Safe capture of a hurt or dangerous animal is a manifestation of our mission in protecting the health, safety, and welfare of animal and people in the City., and having the discretion to make the traps available at no cost to seniors, disabled, low income persons, and rescue groups will likely have a nominal impact on revenues as in practice shelter staff rarely charge the established fees to non-profit partners.

Approved:

Edward A. Boks, General Manager

BOARD ACTION:

Passed  Disapproved

Passed with noted modifications  Continued

Tabled  New Date  

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APPEAL AGENDA

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ADMINISTRATIVE APPEAL HEARING 10:00A.M.

1. Appeal of the General Manager’s Decision in License Revocation Case –BD-005511 EV
   Appellant: Tom and Lynn Mitchell
   Complaining Witness: Ami Saffron
   District Manager, East Valley Animal Care and Control, Wendell Bowers, Captain
   Hearing Coordinator, Department of Animal Services, Helen Brakemeier, Captain

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LOS ANGELES DEPARTMENT OF ANIMAL SERVICES

BARKING DOG COMPLAINT FLOW CHART

Complaining Party
1st Written complaint

Department Letter to Dog Owner
requesting abatement of excessive noise

Complaining Party
2nd Complaint

Mediation Scheduled
(Informal Meeting scheduled with Department Staff)

Administrative hearing requested. Shelter forwards hearing package to Hearing Examiner

Hearing examiner notifies parties and holds hearing

In Compliance - No Further Action

Yes

Mediation Successful
- No Further Action

Yes

Hearing Examiner's Report

License Reissue or License Revoked or Case Dismissed

15 Days

General Manager Review and Decision Final Report

Request for Appeal
By Dog Owner within 15 days of receipt of GM decision

Commission Hearing
within 75 days or 90 days with continuance

Commission Decison

Uphold or Modify the General Manager's Decision

90 Days

Writ of Mandate Filed
By Dog Owner with the Superior Court

Dog Owner Agrees With General Manager's Decision - Upheld

Yes

File Name:\C\Hearings\111306 - Barking Dog Flow chart 2.xls 11/9/2006 2:25 PM
Dear Pet Shop Owner,

The City of Los Angeles, Department of Animal Services, is seeking new methods that would increase animal adoption, and at the same time build a positive relationship with the business owners in the City. At this time, the Department of Animal Services is looking for pet shop owners who will team up with the Department and assist us in the adoption of shelter animals.

Animal Services would like to display a few shelter animals in your store for adoption. Pet shops showing shelter animals will receive free notice as a partner on the Department’s website, and be reimbursed for any expenses incurred in housing and caring for shelter animals while they are at the store.

If you would like to discuss participation in this new program, or have further ideas for partnerships that increase animal adoptions and your outreach into the community, please contact Officer Clarence Clegg in the Permit Division, at 323-276-5022.

We look forward to working with you.

Sincerely,

EDWARD A. BOKS,
General Manager

EAD/LB:cc

Cc: Officer Clegg