



**MINUTES**  
**BOARD OF ANIMAL SERVICES COMMISSIONERS**  
**CITY OF LOS ANGELES**

Monday, April 24, 2006  
10:00 A.M.  
CITY HALL  
200 N. Spring St.  
Room 1060  
Los Angeles, CA 90012



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

**COMMISSION MEETING**

Commission President Riordan called the Commission meeting to order at 10:20 A.M. Present were Commissioners Riordan and Atake. Commissioners Khero, Brown, and Knaan were absent. There was no quorum at this time.

Commissioner Khero joined the meeting at 10:45 A.M. and a quorum was established. The Commission Meeting was officially called to order at 10:45 A.M.

**2. OLD BUSINESS**

**A. Board Report: Assistant General Manager Position Description**

Ms. Raelynn Napper, Sr. Personnel Analyst I, and Ms. Shelly De Rosario, Sr. Personnel Analyst I, reported on the recruitment process for the Department's Assistant General Manager position. Presently, the Personnel Department's Classification Division is working with the Department in developing the duties and minimum requirements to facilitate the search for individuals who would best serve the Department. The recommended changes submitted by the Board are under consideration. There are two AGM positions, one pending Budget approval, and would not be effective until July 1. This position would be advertised as planned, pending approval, and candidates would be ready to interview beginning July 1. Ms. Napper informed the Board that she had created a tentative recruitment plan so that advertisements could be set in place upon finalizing the job descriptions. To address the issue of objectivity, the Executive Recruitment staff would serve as the screening committee. The staff would receive and screen the resumes into three tiers: Highly Qualified, Qualified, and Minimally Qualified, and forward them to the Department. The Department, in conjunction with the Deputy Mayor and Personnel Department, would establish an interview board. The Board may consist of any combination of 2-3 to include an Animal Services executive, an Animal Services commissioner, the General Manager of the Personnel Department or designee, a general manager or designee from another department, and a technical expert from within or outside of the City. The board would interview 6-10 candidates from Highly Qualified and Qualified, with 3 candidates being recommended to the General Manager for another round of interviewing and final selection.

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

### **3. NEW BUSINESS**

#### A. Commission Recommendation For New Agenda Items

- Commissioner Atake wanted a discussion on animal handling training both in the field and in the shelters to be placed on the agenda for the May 22 Commission Meeting.
- Commissioner Riordan announced that the Department is looking into putting something in place to assist veterinarians on obtaining medical information for animals in regards to previous treatments. If needed, an update would be placed on a future agenda.
- Commissioner Riordan asked for a follow-up on the unsterilized animals that had been adopted.

#### Public Comments

Phyllis Daugherty: Requested for a report on grants given to support the Department's programs. Also requested for a report on employee statistics.

### **4. COMMISSION BUSINESS**

#### A. Approval of the Minutes for March 13, 2006

Commissioner Khero motioned to approve the March 13 minutes. The motion was seconded by Commissioner Atake and passed on a vote of 3-0.

Commissioner Atake motioned to approve the March 28 minutes. The motion was seconded by Commissioner Khero and passed on a vote of 3-0.

#### Public Comments

Phyllis Daugherty: On page 2, said that her comment should reflect that the Department "check the resident's premises for other animals." On page 3, she wanted it noted that she felt that no animal should be given away for free.

Commissioner Atake motioned to approve the April 10 minutes with the recommended changes from Ms Daugherty. The motion was seconded by Commissioner Khero and passed on a vote of 3-0.

#### B. Meetings/Events Attended

Commissioner Atake volunteered at dog adoption events on April 15 and April 22. Commissioners Riordan and Khero had nothing to report.

### **5. GENERAL MANAGER RECOMMENDS FOR NEW BOARD ACTION**

#### A. Board Report: Memorandum of Understanding Between DWP and LAAS

Ms. Linda Gordon, Sr. Management Analyst II, reported on the Memorandum of Understanding, providing the terms and conditions for DWP to install the solar photovoltaic panels for a roof structure over the kennels and walkways at the North Central Center. Such a system would provide all the electricity for the entire

center, as well as put electricity back into the grid. DWP would be responsible for the procurement, installation, and maintenance of the photovoltaic panels at no cost. They would own the electric power generated by the system and pay the Department a hosting fee of approximately \$5,000.00 per year, or proportional to the size of the system. Deputy City Attorney Dov Lesel added that there is a flat fee of \$50.00 per kilowatt-hour, but that the total number of units to be put back into the grid is currently unknown. The main concern was that if the electrical costs increased over the years, the value of the Department's electricity would decrease due to the agreed upon terms of the \$50.00 per kilowatt-hour. Ms. Gordon mentioned that the Memorandum of Understanding was what was agreed upon by their Board of Commissioners and their City Attorney, and would not be changed for any reason. The new animal care facility is targeted to be LEED gold certified, and stands to be the new standard for animal shelters.

#### Public Comments

Curt Steindler: Against the deal with DWP because he felt it was not based upon a business case. Believed that energy would not be valued at the same price in the future, and that the Department should have the right to sell the energy back at market value.

Mr. Lesel mentioned that if there were issues with future costs being borne by either DWP or the Department, it would go to dispute resolution to be heard by a neutral organization. The neutral organization would be the Board of Commissioners of DWP.

Curt Steindler: Concerned that the deal with DWP would be used by other City Departments. Doubted that the Board of Commissioners for DWP could remain neutral. DWP is receiving money for the project from a State grant, and reserves the right to take the panels back if they desire to do so.

Commissioner Khero motioned to adopt the attached Memorandum of Understanding, approved as to form and legality by the City Attorney with the Department of Water and Power and the Department of Water and Power Commission; to Direct the General Manager, Department of Animal Services to sign the Memorandum of Understanding to enter into an agreement with the Department of Water and Power for the procurement, installation and maintenance of the photovoltaic electricity generating system at the LA Animal Services North Central Animal Care Center with the request that the Department of Water and Power adjust upward the rates per energy unit consistent with the market value for the rates of those units throughout the course of that contract. The motion was seconded by Commissioner Atake and passed on a vote of 3-0.

#### B. Board Report: License Fee Increase for Dog Licenses

In the past, dog owners have been required to pay an altered dog license fee of \$6.50, with a tax of \$3.50. During last year's Budget hearings, the City Council approved a motion to increase the altered dog license fee by \$5.00, with the additional money deposited in the Animal Spay and Neuter Trust Fund. When the ordinance was under review by the Office of the City Attorney, it was determined that the Commission had not approved the increase. The Department recommended that the Board approve the increase of the altered dog license by \$5.00, from \$10.00 to \$15.00, and further recommended that the unaltered dog license fee also be studied for an increase.

#### Public Comments

Phyllis Daugherty: Favored the increase. Said that there were many factors left out of the report, and that

there would actually be a recommendation to decrease the \$100.00 unaltered license fee. Suggested that the Department move forward with a multi-year license.

Mary Catalano: Agreed with increasing the unaltered dog license fee. Believed that senior citizens and disabled individuals should also be made to pay for license fees, especially on unaltered animals.

Jane Garcia: Mentioned that the County has a 60% compliance with licensing. Felt that there needs to be an emphasis on enforcement.

Zsuzsa Blakely: Believed that the money from licensing should go to pay for medical costs. Against increasing the fees on unaltered licenses because it will act as a deterrent.

Commissioner Khero motioned to concur with the recommendation of the City Administrative Officer, Public Safety and Budget and Finance Committees, to increase the altered dog license fee by \$5.00, from \$10.00 to \$15.00, and to further require the Department to review the potential to increase the unaltered dog license fee commensurate with current code requirements. The motion was seconded by Commissioner Atake and passed on a vote of 3-0.

## **REGULAR AGENDA DISCUSSION ITEM**

### **C. Report: New Shelter Isolation, Quarantine and Rabbit Areas**

- West Valley Renovation Animal Services Center: The existing kennels will become the new isolation and quarantine areas. The current central portion of the shelter will be renovated as the medical services area. The rabbit holding area will be closed off from the other animals and will be climate-controlled.
- North Central Renovation Animal Services Center: The existing back room will become the new isolation and quarantine areas. This room however, will not have windows to allow the public to view the animals from outside. There is an expanded outdoor area for the rabbits that will be covered and misted. When temperatures exceed 85°F, the rabbits will be brought indoors for air-conditioning.
- Harbor Replacement Animal Services Center: The building located in front will be the administration building. The building in located in the middle, the Bar building, will specifically house rabbits and provide them with an area that has heating, ventilation, and air-conditioning. The third building will be for animal receiving, veterinary medicine, isolation, and quarantine.
- West Los Angeles Replacement Animal Services Center: The medical rooms, isolation area, and quarantine area will all have windows for the public to view the animals. The rabbit area will be enclosed and air-conditioned. Two storefront glass doors will be installed at this room's entrance.
- East Valley Replacement Animal Services Center: The outer walls will be glass, allowing the public to view the kennels from the street. The medical area will allow for excellent visibility. The quarantine areas will have windows, but will not allow all of the animals to be seen. The rabbit area will be outdoors, covered, and misted. However, there not be air-conditioning or heating.
- Northeast Valley New Animal Services Center: The Center will be built in mission-style architecture. The cat isolation and quarantine areas will have glass windows, allowing for 100%

visibility. The dog isolation and quarantine areas will not allow for full visibility. The rabbit area will be enclosed with a misting system. There will be ventilation, but not air-conditioning.

Commissioner Atake asked why the rabbit areas were not designed to be the enclosure. Sr. Administrative Analyst II Linda Gordon indicated that she's 95% responsible, but her message was that the Commission and everybody else were given an opportunity to advise.

#### Public Comments

Lisa Edmundson: Felt there has not been any progress for the rabbits, and that the shelters are inadequate.

Phyllis Daugherty: Suggested that the shelter staff the disinfectant Rocal while washing their hands to prevent the spread of disease. Also suggested that an air purifier would be very helpful at the shelters.

Lisa Edmundson: Noted that at nights are cold for the rabbits at the West Los Angeles center. Questioned why the cages are bolted to the walls.

Zsuzsa Blakely: Commented that the renovated North Central facility has many outdoor cages facing the freeway and that the animals have no protection from potential derailed cars. The animals in quarantine are usually never seen and have difficulty getting adopted out.

#### 6. PUBLIC COMMENT PERIOD

Earnest D. Grant: Commented on his appeal hearing decision and complained that the Respondent has not complied with any of the amendments from the Notice of Order.

Phyllis Daugherty: Mentioned that the County was passing an ordinance to prohibit individuals from owning or keeping unaltered dogs without a valid license. Violators would be fined \$250.00. Pointed out that morale in the Department is very low, and that there would be officers and ACTs leaving soon. The General Manager's good news does not reach all employees.

Curt Steindler: Thanked the General Manager and staff for responding to his inquiry of feeding the large constrictors. Noticed that the Department has made additional materials available to the public on the Department Website.

Jane Garcia: Commended the General Manager for his availability for Mr. Jesse Kat's article. Concerned owners continue surrender their animals with the excuse of having too many and would like to see follow-ups made on these individuals. Felt that the public was not responsible in spay/neutering their animals and turning in the proper paperwork. Encouraged shelters to send regular email updates about their shelters.

Zsuzsa Blakely: Noted that there were no promotions about the Discount Weekend. Mentioned that the animals on the kill lists were those determined to have behavioral issues. Suggested that the Department make several changes with regards to their shelter supervisors.

Mary Catalano: Commented on an incident in which a cat was almost killed at the East Valley Center when staff almost failed to check for a microchip. Suggested that seniors pay for the microchips or that another individual be documented along with the senior for adoption. Agreed with the County's mandatory spay/neuter ordinance. Requested that more attention be given to address the rabbit issue.

**7. ADJOURNMENT**

Meeting was adjourned at 1:43 P.M.