



**MEETING AGENDA**  
BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday July 10, 2006  
10:00 a.m.  
LOS ANGELES 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 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 traducción, favor de notificar la oficina con 24 horas por anticipado.

COMMISSION MEETING,

1. **REPORT OF THE GENERAL MANAGER**
  - A. To Be Determined
2. **OLD BUSINESS INCLUDING MATTERS FOR BOARD ACTION**
  - A. Board Report: Adoption Policy
3. **NEW BUSINESS**
  - A. Commission Recommendations For New Agenda Items
4. **COMMISSION BUSINESS**
  - A. Approval of the Minutes for June 26, 2006
  - B. Meetings/Events Attended
5. **GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**
  - None
6. **REGULAR AGENDA DISCUSSION ITEM**
  - A. Discussion: Update on Progress of Volunteer Program
  - B. Discussion: Department Logos

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

8. **ADJOURNMENT**

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) 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, 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, 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. The Board may consider an item not listed on the Board Agenda only if it is determined by a two-thirds (2/3) vote that the need for action arose after the posting of an Agenda. 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. 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 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**

KATHLEEN RIORDAN  
PRESIDENT

TARIQ A. KHERO  
VICE PRESIDENT

MARIE ATAKE

GLENN S. BROWN

DEBORAH ANN KNAAN

**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  
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**EDWARD A. BOKS**  
General Manager



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

**Edward A. Boks, General Manager**

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**COMMISSION MEETING DATE:** July 10, 2006

**PREPARED BY:** Ross Pool

**SUBJECT:** Adoption Procedures

**TITLE:** Management Analyst II

**REPORT DATE:** July 3, 2006

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**SUMMARY:**

At its meeting of May 8, 2006 the Board of Animal Services Commissioners (Commission) requested the Department of Animal Services (Department) to develop a criteria to enable employees to avoid placing animals with owners who do not have the ability to provide for their care and maintenance.

Irresponsible pet ownership is problematic in many ways. Whether owned or stray, unrestrained animals can attack people or other animals, get hit by cars or cause traffic accidents, and even spread disease. Animals depend on their caretakers to provide them with necessary sustenance, to make them comfortable and keep them safe from abuse and neglect. In addition, society depends on pet owners to prevent animals from becoming nuisances, straying and harming humans or other animals.

The Department of Animal Services wants to establish an Adoption Policy and criteria to ensure that animals are not placed in environments where they can be abused, neglected, create a danger to the public, or become a nuisance within the community. Companion animals are not just commodities, which can be easily exchanged, mistreated, or cast aside. Rather, they are an integral part of society and as such provide companionship and comfort to their owners.

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**BOARD ACTION RECOMMENDED:**

It is recommended that the Commission adopt an Adoption Policy and criteria as detailed in this report for identifying types of individuals who should be precluded from adopting animals from City shelters.

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**FISCAL IMPACT:**

Although there will be a slight increase in the amount of time required by staff to adhere to these procedures, the fiscal impact should be negligible.

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**BACKGROUND / HISTORY:**

Over the years, the Department had to deal with pet owners who turn in companion animals that have been abused or neglected, or that have easily correctible behavior problems. After turning in their pets to the shelter, these individuals then proceed to adopt another animal from the shelter. Without an adoption policy and criteria, shelter staff has been unable to preclude such individuals from adopting another animal.

**RECOMMENDED SOLUTION:**

The Department of Animal Services hereby adopts a policy that it will not knowingly place a companion animal into a situation where they can be abused, neglected, or create a public danger or nuisance. Individuals meeting the criteria listed below shall be prohibited from obtaining any animal from the Department.

The following categories of individuals shall not be allowed to adopt animals from the Department:

1. Any person who has been convicted of a violation of any animal-related law, regardless of jurisdiction where the Department has proof of such conviction.
2. Any person who is currently under active investigation by the Department, or where the Department has proof of an investigation by other jurisdictions, for alleged violation(s) of the Los Angeles Municipal Code or the California Penal Code for animal related cruelty violations.
3. Any person who relinquishes an animal to the Department without sufficient and/or reasonable cause (to be determined by the Center Manager or their designee) and then attempts to adopt another animal within six months. The shelter manager will document the reasons for the determination.

In every case where a Department employee becomes aware of an individual meeting any of the above criteria, it shall be his or her duty to ensure such information is recorded in Chameleon by attaching a note to the individual's *Person ID*. The note shall indicate that the individual may not obtain animals from the Department and list the reason(s) why. In addition, the Department has recently adopted a policy that any animal brought to the shelter, where it is suspected that it has been abused or neglected, shall be investigated. If

determined that abuse or neglect has taken place, that person shall be prohibited from adopting a shelter animal under criteria #2.

In the event that an individual meeting criterion #2 above is exonerated or the investigation is abated, the Department employee making that determination shall update the note attached to the individual's *Person ID* to indicate as much. Any person otherwise prohibited from obtaining animals from the Department based on any of the above criteria, may petition the General Manager (or his designated representative) to have this designation removed from Chameleon. To qualify for such consideration, the individual must be able to demonstrate at least three consecutive years of responsible pet ownership and/or prove that the initial determination that led to their exclusion was erroneous. The decision by the General Manager in these matters shall be final.

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Approved

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**Edward A. Boks, General Manager**

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**BOARD ACTION:**

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