



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Monday July 27, 2009  
10:00 A.M.  
**LOS ANGELES CITY HALL**  
**200 N. Spring St.**  
**Room 1060**  
**Los Angeles, CA 90012**

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Tariq Khero, President  
Kathleen Riordan, Vice-President  
Irene Ponce  
Archie J. Quincey, Jr.  
Ruthanne Secunda

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. ORAL REPORT OF THE GENERAL MANAGER**

**2. COMMISSION BUSINESS**

- A. Approval of the Commission Meeting Minutes for April 27, May 11, 2009, May 26 and June 22, 2009
- B. Oral Report by the Commission on Meetings and Events attended.

**3. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

- A. Development of Budget Proposal for Comprehensive License Canvassing Program (Revised Report – Continued from the Meeting of July 13, 2009)

That the Board resolve that a comprehensive dog license canvassing program would be an effective step toward increasing licensing compliance and revenue, ensuring the public

health, and better enforcing the spay/neuter ordinance for the City of Los Angeles. The Board further directs staff to prepare a comprehensive License Canvassing program budget for submission in the 2010-2011 Fiscal Year or as soon as the City's fiscal conditions allow new program investment.

#### **4. DISCUSSION ITEMS**

- A. Update on Department's Action on Spay and Neuter Advisory Committee Recommendations – Discussions of Report Submitted to Committee in July, 2009
- B. Discussion of the Department's Strategic Work Plan for 2009-2010

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

#### **6. FUTURE AGENDA ITEMS**

Requests from Commissioners for future Agenda Items.

#### **7. ADJOURNMENT**

Next Commission Meeting is scheduled for 10:00 A.M., August 10, 2009, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012

**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 10:00 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.

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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 except in public comment which is limited to three (3) minutes. 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.



## APPEAL AGENDA

BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**Monday, July 27, 2009 at 10:00 A.M.**

**LOS ANGELES CITY HALL  
200 N. Spring St.  
Room 1060  
Los Angeles, CA 90012**

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Commissioners:  
Tariq Khero, President  
Kathleen Riordan, Vice-President  
Irene Ponce  
Archie J. Quincey, Jr.  
Ruthanne Secunda

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ADMINISTRATIVE APPEAL HEARING 11:00 A.M.

1. **Dangerous Animal Revocation – DA 09340 WL**

Appellant: Richard Medina and Nicole Renaud  
Complaining Witness: Tina Madden  
Field Operations Supervisor, West Los Angeles Animal Shelter, Lt. Jesse Castillo  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

II

2. **Barking Dog Appeal – BD 08378 WL**

Appellant: Patrick, Chris, and Edith Urner  
Complaining Witness: Barbara Harris  
Field Operations Supervisor, West Los Angeles Animal Shelter, Lt. Jesse Castillo  
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

## II

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**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

TARIQ A. KHERO  
PRESIDENT

KATHLEEN RIORDAN  
VICE PRESIDENT

ARCHIE J. QUINCEY JR.

IRENE G. PONCE

RUTHANNE SECUNDA

**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  
FAX (213) 482-9511

KATHLEEN J. DAVIS  
Interim General Manager

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

**Kathleen J. Davis, Interim General Manager**

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**COMMISSION MEETING DATE:** July 27, 2009

**PREPARED BY:** Linda Barth

**REPORT DATE:** July 22, 2009 (Revised)

**TITLE:** Assistant General  
Manager

**SUBJECT:** Development of Budget Proposal for Comprehensive License  
Canvassing Program

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### **BOARD ACTION RECOMMENDED:**

That the Board resolve that a comprehensive dog license canvassing program would be an effective step toward increasing licensing compliance and revenue, ensuring the public health, and better enforcing the spay/neuter ordinance for the City of Los Angeles, and direct staff to prepare a comprehensive License Canvassing program budget for submission in the 2010-2011 fiscal year or as soon as the City's fiscal conditions allow new program investment.

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### **SUMMARY:**

At the meetings of May 26, 2009, and June 22, 2009, the Board requested development of a City of Los Angeles comprehensive license canvassing program, with reference to the program operated by Los Angeles County.

Canvassing programs were closely studied in the Department's October 2008 Report, "Study of the Dog Licensing Program."

*The Department has always had some form or level of a canvassing program to inform and enroll owners and renew expired licenses. In the 1970s the Department employed 40 Animal License Inspectors who canvassed two thirds of all LA households annually, but over time, the number of License Inspectors and the canvassing budget were reduced resulting in a decline in the level of effort. The Department currently has one team of only eight license canvassers (not Animal License Inspectors) supervised by*

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**Subject:** Development of Budget Proposal for Comprehensive License  
Canvassing Program

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*one animal control officer, working five days a week (Tuesday through Saturday). License Canvassers are not authorized to issue citations. Typical canvassing duties are:*

- *Collecting payments for new and delinquent license fees for dogs and horses;*
- *Verifying current rabies vaccinations for dogs;*
- *Taking applications for valid licenses;*
- *Distributing materials regarding Spay and Neuter and Microchip Programs;*
- *To the extent feasible, assist an Officer in issuing citations; and,*
- *Educating the public regarding various local and State animal related laws.*

Information on canvassing programs was gathered from licensing representatives in Orange County, Riverside County, Ventura County, Los Angeles County, King County (Washington), and the City of Calgary (Canada). Among the findings was the benefit of a dedicated advertising campaign prior to a major door-to-door effort.

*Riverside County, Orange County, Los Angeles County, and Ventura County employ at least 10 license canvassers each. Most of them drive a county vehicle and are assigned to a specific area of the county. [Note: Los Angeles County canvassers primarily drive their own vehicles and are reimbursed for mileage.]*

*A specific geographic location to canvass is determined in advance. Chameleon software users may print a Crystal Report to identify delinquent pet-owners currently in the data-base and canvass those neighborhoods. As the canvassers proceed through a neighborhood, new pet-owners are identified and an attempt is made to issue a license for each animal living on the property.*

*Like Riverside County and other large counties with populated urban areas, Los Angeles County's Department of Animal Care and Control serves the unincorporated areas of the county and also smaller cities through service agreements. The County Department of Animal Care and Control provides services to 51 cities in Los Angeles and Ventura Counties as well as the unincorporated areas covering a total service region of 3,200 square miles and serving 3.5 million residents.*

*The Los Angeles County Department of Animal Care and Control employs 25 full-time, uniformed officers who canvass unincorporated areas of the County and neighborhoods of cities that contracted with the County for collection services. These officers have police powers and are cross-trained to provide back up support for shelter and field operations. Los Angeles County canvassers are more productive than most other canvassing programs, including ours.*

Department staff and the Joint Labor/Management Committee studying licensing concurred that a more effective canvassing program would clearly yield more revenue. However, it is a proposition which takes money to make money, and therefore was recommended for future consideration. Preparing a budget package for such a program is a prudent step so that the Department is prepared for opportunities that may arise, including a change in the City's fiscal position.

**Subject:** Development of Budget Proposal for Comprehensive License  
Canvassing Program

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**FISCAL IMPACT:**

The current LAAS canvassing program with eight Animal License Canvassers supervised by one Animal Control Officer II costs \$341,519 annually. In February 2009, the Department assigned additional duties to a Captain (Senior Animal Control Officer II) of overseeing the Canvassing Program. As a result of the additional oversight, revenue production increased by 13% in the last four months of fiscal year 2008-09 (March – June).

Canvassers cover about 10% of the households in Los Angeles annually, and typically focus in areas where traditional compliance levels are lowest. The Program collects 6% of all licenses sold, but 12% of all unaltered dog licenses, and almost 20% of all new licenses. In addition, the Program initiates transactions that are completed later at animal care centers shelters or by mail. For fiscal year 2008-09, canvassers sold a total of 7,727 dog licenses generating revenue of \$249,453. Of the dog licenses issued, 16% were for unaltered dogs (84% for altered dogs), and 61% were new licenses (39% renewed licenses).

To compare costs using current fiscal year wages, the cost of employing 25 new Animal Control Officers I (or assuming restoration of the Animal License Canvasser classification at a similar rate of pay to \$52,947 annually) is \$1,323,673 at start-up. The cost with benefits is \$2,269,969. The training period for animal control officers (with citation authority) is six months. According to the published 2009-2010 Budget for Los Angeles County, the Licensing and Canvassing Unit of Animal Care and Control was budgeted a total of 47 positions, including at least 25 officers, for \$3,184,000, and revenue was expected to be \$2,653,000, for a net cost to the County of \$531,000.

Approved:

\_\_\_\_\_  
**Kathleen J. Davis, Interim General Manager**

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**BOARD ACTION:**

\_\_\_\_\_ Passed Disapproved \_\_\_\_\_  
\_\_\_\_\_ Passed with noted modifications Continued \_\_\_\_\_  
\_\_\_\_\_ Tabled New Date \_\_\_\_\_