



KAREN BASS  
MAYOR

September 16, 2024

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Ms. Yvette Smith to the Board of Animal Services Commissioners for the term ending June 30, 2026.

I certify that in my opinion Ms. Smith is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Ms. Smith will fill the vacancy created by the departure of James Johnson.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Yvette Smith  
**Commission:** Board of Animal Services Commissioners  
**End of Term:** 6/30/2026

### Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council District and neighborhood of residence:** 15 - Harbor
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:**
7. **Occupation/profession:** Retired, Animal Control Officer, City of Los Angeles
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
VACANT					6/30/2026
Garcia, Olivia	Central	5	Latinx	F	6/30/2027
Kasendorf, Alexander	South Valley	6	Caucasian	M	6/30/2025
Jensvold, James	South Valley	12	Caucasian	M	6/30/2028
McBeth-Featherstone, Alison	Central	10	African American	F	6/30/2029

# Yvette Smith

Retired Animal Control Officer with Leadership Experience

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## SUMMARY

My goal is to become an Animal Services Commissioner so I may improve our Animal Care Center system. I worked for the Los Angeles Department of Animal Services as an Animal Control Officer for almost 18 years, with 32 years of experience including service at other agencies. I always enjoyed working with animal owners, providing them with the information and resources necessary to be responsible owners. I understand the challenges of balancing public safety and humane concerns. It is paramount that we keep our employees and the public safe while providing humane living conditions for the animals in our care. I have attended several Animal Services Commission meetings, and I think there is a need for a commissioner that understands the operation and job functions of the shelter system. Clerical, medical, and kennel staff as well as volunteers look to Animal Control Officers for leadership. I have used mediation and communication skills to mitigate interpersonal and stressful encounters in our shelters. I recently retired, after proudly working as an Animal Control Officer for 32 years. I want to continue to serve the citizens and animals of the City of Los Angeles as an Animal Services Commissioner.

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## WORK HISTORY

### **Animal Control Officer, City of Los Angeles | 2005-2023-Retired**

During the nearly 18 years I worked for the City of Los Angeles as an Animal Control Officer, I was assigned to the Animal Cruelty Task Force (ACTF) and have also had assignments as an Animal Control Officer at the Harbor, West Los Angeles, South Los Angeles, and North Central Animal Care Centers. I was an active member of the Specialized Mobile Animal Rescue Team (SMART). And I accepted an Emergency Appointment Lieutenant position, supervising field services at the Harbor and South Los Angeles Animal Care Centers.

Additional work detail:

- Worked on the ACTF in partnership with the Los Angeles Police Department (LAPD). Investigated serious crimes against animals such as dog fighting, felony animal cruelty, and cockfighting. Reviewed potential criminal cases for all six Animal Care Centers. Worked closely with the City Attorney's Office on complicated criminal filings.
- Performed technical animal rescues with SMART, such as animals over cliffs, under houses, stuck in trees, stuck in mud, etc. These rescues required coordination with a vast array of departments such as the LAPD Airship, Department of Fish and Wildlife, Marine Mammal Rescue, Street Services, Department of Water and Power, etc.
- Supervised 13 officers at South Los Angeles, submitted Administrative Citations, prepared Dangerous Animal hearings, and conducted barking dog meetings as an Emergency Appointment Lieutenant.
- Enforced codes for animal related laws of the local municipal code and California Penal Codes.
- Led investigation of animal neglect, animal cruelty, dangerous animals, dog bites, and permit violations.
- Responded to service calls for injured, sick, or aggressive stray animals at large.
- Enforced leash violations, dog licensing, and animal distance complaints.

### **Animal Control Officer, City of Redondo Beach | 1994-2005**

As an Animal Control Officer with the City of Redondo Beach I worked closely with the City Prosecutor on humane and neglect criminal cases. I was a founding member, along with two Redondo Beach Police Officers, of the Cleo Fund which paid the veterinary bills of over 300 stray animals that required medical treatment. I provided humane education programs to school children and youth groups as well as Postal Service employees.

### **Animal Control Officer, Society for the Prevention of Cruelty to Animals (SPCA, Hawthorne) | 1991-1994**

I began as a volunteer at the Hawthorne Animal Shelter. I became a Kennel Attendant after three months as a volunteer. I was responsible for the care and feeding of the animals in the shelter, working all three shifts (day, grave and swing). I was promoted to Animal Control Officer after six months as a Kennel Attendant. During my time as an Animal Control Officer the SPCALA had animal control contracts with Hawthorne, Gardena, Lawndale, Lomita, El Segundo, Torrance, Rancho Palos Verdes, Rolling Hills Estates, and Palos Verdes Estates.

### **Military Service, United States Naval Reserve | 1985-1991**

I joined the Navy Reserve when I was 17 years old. I performed my monthly weekend and yearly two-week duties in Pennsylvania, Long Beach, Virginia, and San Diego. I received an Honorable Discharge after six years of service.



KAREN BASS  
MAYOR

September 16, 2024

Dear Ms. Smith:

I am pleased to inform you that I hereby appoint you to the Board of Animal Services Commissioners for the term ending June 30, 2026, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions team will assist in connecting you with Personnel's Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your commission, you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws, and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Samantha Rodriguez at the City Ethics Commission by email at [samantha.rodriguez@lacity.org](mailto:samantha.rodriguez@lacity.org).

As part of the appointment process, Tim McOsker, your Councilmember, and Councilmember Eunisses Hernandez, the Chair of the Neighborhoods and Community Enrichment Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.

Ms. Yvette Smith  
September 16, 2024  
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Neighborhoods and Community Enrichment Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Congratulations, and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Ms. Yvette Smith  
September 16, 2024

## **Nominee Check List**

### **I. Within 7 days:**

- Email the below completed documents, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to:  
Office of the Mayor  
Attn: Thomas Arechiga  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012
  - Remuneration Form
  - Undated Separation Letters (2)
  
- Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

### **II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):**

- File the following forms with the City Ethics Commission. If you are required to file, you will receive these forms via email from that office. Be sure to take no more than 21 days to file, per City law.
  - Statement of Economic Interest ("Form 700")  
*IMPORTANT:* The City Council will not consider your nomination until your completed form is reviewed by the Ethics Commission.
  - CEC Form 60

### **III. The Mayor's Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

- Your City Councilmember Tim McOsker
- Councilmember Eunisses Hernandez, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- Neighborhoods and Community Enrichment Committee Hearing
- Full Council Hearing