

0220-06424-0000

TRANSMITTAL

TO The Council	DATE 10/02/2026	COUNCIL FILE NO. 26-0832
FROM The Mayor	COUNCIL DISTRICT --	

**Request for Resolution Authority for one Management Analyst and one Accounting Clerk
to Execute and Administer the ASPCA and BFAS Grant Agreement**

Transmitted for further processing.
See the City Administrative Officer report attached.



MAYOR

(Mitch Kamin for)

MWS:JNR:04270029

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 30, 2026

CAO File No. 0220-06424-0000

Council File No. 26-0832

Council District: --

To: The Mayor

From: Matthew W. Szabo, City Administrative Officer



Reference: Transmittal from the Board of Animal Services Commissioners dated August 10, 2026

Subject: **REQUEST FOR RESOLUTION AUTHORITY FOR ONE MANAGEMENT ANALYST AND ONE ACCOUNTING CLERK TO EXECUTE AND ADMINISTER THE ASPCA & BFAS GRANT AGREEMENT – DEPARTMENT OF ANIMAL SERVICES**

RECOMMENDATIONS

That the Council:

1. Authorize resolution position authority for two positions consisting of one Management Analyst (Class Code 9184-0) and one Accounting Clerk (Class Code 1223-0), for the term of October 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission;
2. Instruct the Department of Animal Services to hold vacant three Animal Care Technician positions (Class Code 4310-0) for the duration of the 2026-27 Fiscal Year, and
3. Instruct the Department of Animal Services to submit a request in the 2027-28 budget that continues the administrative positions and is funded by the elimination of the three vacant Animal Care Technician positions.

SUMMARY

The Department of Animal Services (Department) requests resolution authority for two positions consisting of one Management Analyst and one Accounting Clerk, for the term of July 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission. The positions will support the execution and administration of the \$14.22 million grant agreement between the Department and the American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS). The Department will hold vacant three Animal Care Technicians to fund the requested positions.

BACKGROUND

On July 1, 2026, the City Council approved a \$14.22 million grant agreement with the ASPCA and BFAS (C.F. 26-0832). Under the Agreement, the ASPCA and BFAS will provide funding for salaries and related costs for 23 positions in the Department over a three-year period. The positions will provide additional shelter management, expand the Citywide Cat Program, and establish an Adoption and Return Home Program and a Foster Program, as shown in the table below.

Grant Position Funding by Program

Program	Classification/Code	Count	Funding Limit
Shelter Management	Director of Field Operations 4321-0	1	\$1,500,000
Shelter Management	District Supervisor 4320-0	3	\$3,600,000
Citywide Cat Program	Animal Care Technician 4310-0	3	\$1,530,000
Foster Program	Animal Care Technician 4310-0	6	\$2,490,000
Adoption and Return Home	Animal Care Technician 4310-0	10	\$5,100,000
Total		23	\$14,220,000

The Agreement also specifies that funding will be provided in quarterly installments. To receive these payments, the Department must submit written notice to the ASPCA and BFAS confirming that a job offer for each grant-funded position has been accepted, the required background check has been completed, and a start date has been scheduled. Furthermore, no later than 30 days prior to the beginning of each quarter, the Department must provide written notice to the ASPCA and BFAS specifying the total funding required for the upcoming quarter. In addition, at the end of each calendar year and the final quarter prior to the end of the term, the Department is also required to provide written notice to the grantors that includes the title of the position, the dates of employment, and any amounts paid by the ASPCA and BFAS that were in excess of the amounts owed.

The reporting obligations, hiring, backfilling, invoicing, and annual reconciliation procedures provided in the Agreement require dedicated administrative staff support over the six-year term. The Department currently lacks a dedicated grants unit or any full-time personnel assigned to this work; consequently, the Department requests one Management Analyst and one Administrative Clerk to alleviate the workload and provide dedicated staff to administer the grant Agreement. This Office recommends to provide a start date of October 1, 2026 to align with the nine-months funding requested by the Department. The direct and indirect costs for these two positions at nine-months funding total \$249,630 as detailed in the table below.¹

Classification/Code	Nine-Months			
	Count	Direct	Related	Total
Management Analyst 9184-0	1	\$91,657	\$50,026	\$141,683
Accounting Clerk 1223-0	1	\$66,385	\$41,562	\$107,947
Total				\$249,630

¹ Salary figures in the Nine-Months and Ongoing tables differ from those provided in the Department's transmittal, as the CAO figures reflect the current departmental Salary Savings Rate of five-percent.

The Department will hold vacant three regular authority Animal Care Technician positions in order to fund the requested positions totaling \$335,069, as outlined in the table below. The Department will submit a budget request to continue these positions for the 2027-28 Fiscal Year.

Classification/Code	Ongoing			
	Count	Direct	Related	Total
Animal Care Technician 4310-0	3	\$207,566	\$127,503	\$335,069

FISCAL IMPACT STATEMENT

Approval of the recommendations within this report will provide the Department of Animal Services with resolution authority for two positions consisting of one Management Analyst and one Accounting Clerk for the term of October 1, 2026 through June 30, 2027, subject to allocation by the Civil Service Commission, to provide dedicated staff to execute the grant agreement between the Department and the American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS). The Department will hold vacant three regular authority Animal Care Technician positions in order to fund the requested positions. The Department will submit a budget request to continue these positions in the 2027-28 Fiscal Year. There is no fiscal impact to the General Fund.

FINANCIAL POLICIES STATEMENT

The recommendations provided in this report are in compliance with the City's Financial Policies in that current operations will be funded by current revenues.

MWS:JNR:04270029

Attachment

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**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012

(888) 452-7381
FAX (213) 482-9511

GABRIELLE AMSTER
GENERAL MANAGER

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Administration

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CHIEF VETERINARIAN

August 10, 2026

The Honorable Karen Bass
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mayor Legislative Coordinator

SUBJECT: REQUEST TO AUTHORIZE ONE MANAGEMENT ANALYST AND ONE ACCOUNTING CLERK TO ADMINISTER THE \$14.22 MILLION GRANT FROM AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA) AND BEST FRIENDS ANIMAL SOCIETY (BFAS) - (C.F. No. 26-0832)

Recommendation for Council Action, subject to the approval of the Mayor:

AUTHORIZE by resolution, subject to the allocation by the Board of Civil Service Commissioners, one Management Analyst (Class Code 9184-0) and one Accounting Clerk (Class Code 1223-0) within the Department of Animal Services (DAS) for the period of October 1, 2026 through June 30, 2027:

AUTHORIZE the DAS to hold three Animal Care Technician (Class Code 4310-0) positions vacant for the duration of Fiscal Year 2026-27 or if currently filled, vacate the positions by June 30, 2027.

Summary:

In 2024, Best Friends Animal Society (BFAS) and the American Society for the Prevention of Cruelty to Animals (ASPCA) contacted the Department of Animal Services (Department) to offer financial support for new positions to support the Department in improving the flow of animals through the system, increasing positive outcomes by increasing adoptions, fosters, transfers, and other lifesaving placements, and improving treatment and care of companion animals. The core focus of the offer is to provide staffing and support to accomplish: robust in-shelter pathway planning; responsible intake prevention and community engagement; and consistent implementation of industry standard best practices. These measures are also expected to reduce bite incidents and improve safety for staff, volunteers and the public. Various discussions took place with the Mayor's Office, the Department, BFAS, and the ASPCA to establish the details of the grant funding. BFAS and ASPCA offer a joint

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grant of \$14.22 million to fund 23 positions with the Department for up to three years, including the City's related costs. These positions consist of the following:

- One Director of Field Operations to provide Department-wide supervision
- Three District Supervisor Animal Services to provide shelter supervision
- Three Animal Care Technicians to serve as Citywide Cat Program Specialists
- Six Animal Care Technicians to serve as Foster Program Specialists
- 10 Animal Care Technicians to serve as Adoption and Return to Home Program Specialists

ASPCA and BFAS will also provide a total of four advisory consultants, who will work out of the six Animal Services Centers and provide advice to the Department in various areas, such as operational efficiency, sheltering and veterinary practices. ASPCA and BFAS will also provide trainings to the Department on various topics, such as safe animal handling, pathway planning and intake, and foster programming.

The City negotiated a grant agreement with the ASPCA and BFAS to define the parameters of the grant and the roles and responsibilities of the parties. The total term of the agreement is six years. The six-year term allows room for the City to ensure that each of the funded positions is filled for a total of three years, in the event there are any hiring delays or there is a need to re-hire employees for the positions.

On April 28, 2026, the Board of Animal Services Commissioners authorized the acceptance of a \$14.22 million grant from the ASPCA and BFAS to focus greater resources toward prioritizing positive outcomes for animals by funding salaries and related costs for 23 new positions with the Department, and by providing advisory services and training, and approval of the grant agreement, subject to the approval of the City Council and Mayor. The Board's approval included authorizing Department staff to prepare necessary documents consisting of, but not limited to Controller Instructions, positions descriptions, and organization charts to effectuate fund appropriations, disbursements, and position authority requests and to prepare Controller Instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorizing the Controller to implement the instructions

On July 1, 2026, the City Council adopted the ASPCA and BFAS grant for \$14.22 million to fund 23 positions to support the Department's operational needs (C.F. No. 26-0832). Mayoral concurrence was on July 15, 2026.

In order for the Department to administer this grant, the Department is requesting two position authorities by resolution, one Management Analyst and one Accounting Clerk. These administrative positions will provide dedicated administrative support for all of the grant requirements. The reporting obligations, hiring, backfilling, invoicing, and annual reconciliation procedures provided in the Agreement require dedicated administrative staff support over the six-year term. The Department currently lacks a dedicated grants unit or any full-time personnel assigned to this work. Existing staff does not have the capacity to absorb these responsibilities. Adding these responsibilities to the workload of the current staff will create an operational strain resulting in delays in the execution of these requirements as well as delays to other Department administrative operations. Existing staff working overtime will not be sufficient to meet the grant requirements.

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Fiscal Impact:

There will be no impact to the General Fund in the current fiscal year as a result of these requested staffing changes. Nine-months funding of the two additional positions for FY 2026-27 is estimated at \$260,743 including related costs. The costs will be offset by deleting three vacant Animal Care Technician authorities, of which 12-months funding is \$310,996, including related costs. This will result in a surplus of \$50,254. The Department will submit a budget request as part of the FY 2027-28 budget development process for the continuation of these positions with funding in FY 2027-28.

Quantity	Class Code	Classification	Costs		
			Nine-Months Salary	Related Cost	Total
1	9184-0	Management Analyst	\$96,482	\$51,646	\$148,128
1	1223-0	Accounting Clerk	\$69,879	\$42,736	\$112,615
		Total	\$166,361	\$94,382	\$260,743

Quantity	Class Code	Classification	Costs		
			12-Months Salary	Related Cost	Total
3	4310-0	Animal Care Technician	\$218,490	\$92,506	\$310,996
		Total	\$218,490	\$92,506	\$310,996

Respectfully Submitted,



Gabrielle Amster
General Manager

cc: Jacqueline Reyes, Office of the City Administrative Officer