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**DEPARTMENT OF
ANIMAL SERVICES**

221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012

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ANNETTE G. RAMIREZ
INTERIM GENERAL MANAGER

CURTIS R. WATTS
ASSISTANT GENERAL MANAGER
Administration

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

April 22, 2025

The Honorable Katy Yaroslavsky, Chair
Budget and Finance Committee
c/o Petty Santos, City Clerk
200 North Spring Street, Suite 440
Los Angeles, CA 90012

Dear Councilmember Yaroslavsky:

SUBJECT: DEPARTMENT OF ANIMAL SERVICES FISCAL YEAR 2025-26 PROPOSED BUDGET

The Department of Animal Services (Department) has reviewed the Mayor's FY 2025-26 Proposed Budget. The Department understands that careful consideration was given and difficult decisions needed to be made to prepare a balanced budget at this time. Recognizing the precarious financial situation facing the City, we anticipated that some sacrifices would have to be made as we continue to move forward. The Department appreciates the members of the Budget and Finance Committee and the entire City Council for the opportunity to share just how the Department will be impacted by this proposed budget and our recommended changes to help mitigate negative impacts.

The Department of Animal Services is a public safety agency. Public safety is the City of Los Angeles' primary obligation to its residents. A safe city is one in which trained Animal Control Officers are available at any time of day to respond to dangerous animal calls in a timely manner and handle situations involving animals-at-large without or with minimal injury to the public. Our field staff is required to answer such calls daily. A safe city is also one in which animal experts are on hand to evacuate animals in a disaster as mandated by law so that both people and animals can get to safety. Department field enforcement staff worked around the clock during the 2025 Los Angeles firestorms to assist individuals and animals impacted by that disaster.

Animal Care Technicians and other shelter management staff are responsible for providing continuous care for the animals in-shelter including cleaning, feeding, providing enrichment, and assisting with medical procedures/vaccinations. Animal care shelter staff are also responsible for providing assistance to customers seeking to adopt/foster/rescue any of the animals in our facilities. Staff currently provide care at all six shelter locations, twenty-four hours a day, seven days a week, including holidays.

The Department's medical team evaluates all animals entering each Animal Services Center. They provide preventative veterinary services to all dogs and cats. Both the Veterinarians and Registered Veterinary Technicians implant microchips into dogs, cats, and rabbits. The team facilitates the sterilization of shelter animals through on-site and off-site clinics and Veterinarians. They examine

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SUBJECT: DEPARTMENT OF ANIMAL SERVICES FISCAL YEAR 2025-26 PROPOSED BUDGET

and process animals held during animal cruelty cases and testify on animals' conditions in court. Our medical team also has the difficult task of relieving the irremediable suffering of animals.

Administrative Clerks assigned to the various Animal Services Centers conduct a number of in-shelter clerical and customer service-related tasks such as processing adoption and foster transactions as well as licensing. These clerical positions are responsible for responding to an overwhelming number of incoming phone calls assisting customers with a variety of issues, requests and demands.

The Department's Administrative Division provides an array of services in support of the Department's primary mission and goals. These support services include the development and implementation of various public relations, marketing, and communication initiatives, informing the community and media organizations about Department activities and encouraging community engagement, processing payroll for Department staff, administering various sterilization programs, providing systems and information technology support, processing new and renewal licensing applications, conducting administrative hearings, procurement, contract administration, accounts receivable, accounts payable and budget oversight.

Proposed FY 2025-26 Budget

The Department currently has an allocation of 328 regular position authorities and 50 resolution authorities, for a total of 378 positions. The Mayor's Proposed FY 2025-26 Budget proposes the elimination of 57 currently filled regular authority positions, 31 vacant regular position authorities, five filled resolution authorities, and 29 vacant resolution authority positions. These proposed eliminations would reduce Department staff by approximately one-third of its total positions.

As proposed, this budget would require the Department to implement layoffs for 62 employees:

- 35 Animal Care Technicians
- 12 Animal Control Officers
- Four Administrative Clerks
- Four Veterinary Technicians
- Two Animal Care Technician Supervisors
- Two Senior Animal Control Officer I
- One Senior Administrative Clerk
- One Public Relations Specialist II
- One Public Information Director I

In addition, the Department would eliminate 60 vacant positions including Animal Care Technician, Animal Control Officer, clerical, payroll, and Veterinarian positions.

The Proposed Budget also reduces Department expense accounts by over \$300,000, including the Animal Medical Supplies Account and the Animal Food/Feed and Grain Account. There would also be a decrease in the Contractual Services Account, reducing the funding for the Department's three-year Canine Enrichment Services agreement to provide approximately six months of services instead of a full year.

Anticipated Impacts

It has been stated publicly numerous times that even with the current level of staffing that the Department is not appropriately staffed to operate six Animal Services Centers. Even if fully staffed, it has been thought that we would only have sufficient staffing to operate four shelter locations. With the number of positions proposed to be eliminated, the Department would need to close at least three shelters. The Department would close the Harbor, West Los Angeles, and West Valley locations. This

SUBJECT: DEPARTMENT OF ANIMAL SERVICES FISCAL YEAR 2025-26 PROPOSED BUDGET

would leave the City's three largest animal shelter facilities open for operation (South Los Angeles, North Central and East Valley).

The need for services in those communities with closed facilities would not cease. We are certain that animal intake from these communities will continue. Closing these three locations would mean that individuals who reside in communities close to the closed facilities would need to be rerouted to the open facilities, which is inconvenient and could cause a hardship, especially for those residents without transportation and experiencing other financial hardships. It is also likely that the three remaining facilities will quickly run out of space to maintain animals. This would require the Department to revert back to old procedures for euthanizing animals to continually make room for animals entering the shelters. The number of euthanasia will increase dramatically.

The facility closures will also result in longer Animal Control Officer response times for those residents that live closest to the Harbor, West Los Angeles, and West Valley locations. Depending on the time of day, it can prove difficult to get to some areas due to high traffic. This is especially problematic for emergency calls. Calls for assistance from the Los Angeles Police Department (which has already complained about Department response times due to low staffing) can be delayed by up to three hours.

Closing the West Los Angeles location will result in the need to terminate the agreement the Department currently has with the City of Beverly Hills to provide animal control, enforcement, and care services. Revenues generated for the City through this agreement for the last three years are as follows: \$398,100.34 (2022); \$324,957 (2023); \$360,750 (2024).

With the elimination of the Public Relations team, the Department will lose its ability to conduct effective community outreach and engagement. Our Public Relations team updates and maintains the Department's website and social media presence. They are also the primary contacts for all media outlets and conduct all of our weekly media appearances spotlighting animals for adoption and notifying the masses of various adoption, microchipping, licensing and sterilization community events. Losing the expertise and efforts of this team will almost completely eliminate the Department's ability to promote services and provide public outreach and education.

The elimination of clerical support throughout the Department will cause significant delays for most services the Department provides: adoption/foster transactions, payroll processing, licensing, answering phone calls, and processing CPRA/FOIA requests.

Department Recommendations

The Mayor's proposed budget reflects a \$4,837,152 decrease in the Department's operating budget. However, there is also a proposed \$5,000,000 allocated in the City's Unappropriated Balance (Unappropriated Balance, Animal Services Operations), as well as \$1,482,228 in funding allocated as One-Time Salary For Eliminated Filled Positions. The Department recommends utilizing these funds to retain all of the proposed eliminated filled and vacant positions as well as restoring funding to the Department's other expense and contractual services accounts.

This would allow the Department to maintain the current level of services for the residents of the City of Los Angeles.

Conclusion

The Department does not recommend any budget reduction that will result in the dilution of public safety, the closures of Animal Care Centers, or the increase of the euthanasia rate. Again, we appreciate the Committee's and the Council's continued support and consideration of what the Department addressed and recommended above. We remain committed to our mission and will support the ultimate decisions of the City's policy-makers.

SUBJECT: DEPARTMENT OF ANIMAL SERVICES FISCAL YEAR 2025-26 PROPOSED BUDGET

We look forward to discussing this matter further throughout the budget hearing procedures.

Respectfully submitted,



Annette Ramirez
Interim General Manager

Attachment

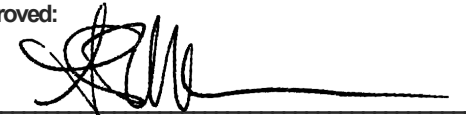
cc: Councilmember Bob Blumenfield, CD 3
Councilmember Eunisses Hernandez, CD 1
Councilmember Heather Hutt, CD 10
Councilmember Tim McOsker, CD 15
Matt Hale, Deputy Mayor, Mayor's Office of Finance, Operations and Innovation
Bernyce Hollins, Budget Chief, Mayor's Office of Citywide Budgeting
Matthew Szabo, City Administrative Officer
Edward Roes, Office of the CAO
Jacqueline Reyes, Office of the CAO



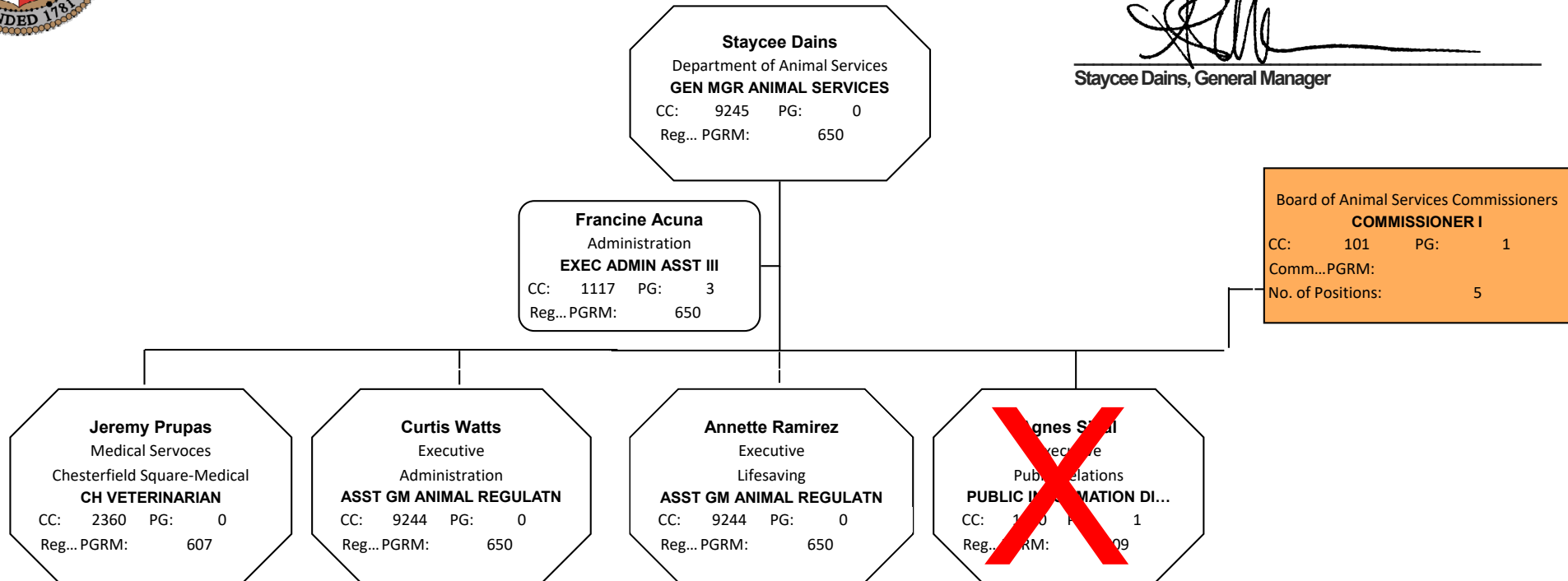
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART

Approved:



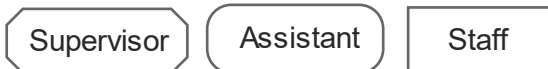
Staycee Dains, General Manager



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- Light Orange = MULTIPLE Positions
- Yellow = NEW Positions
- * = Pay Grade / Reallocation

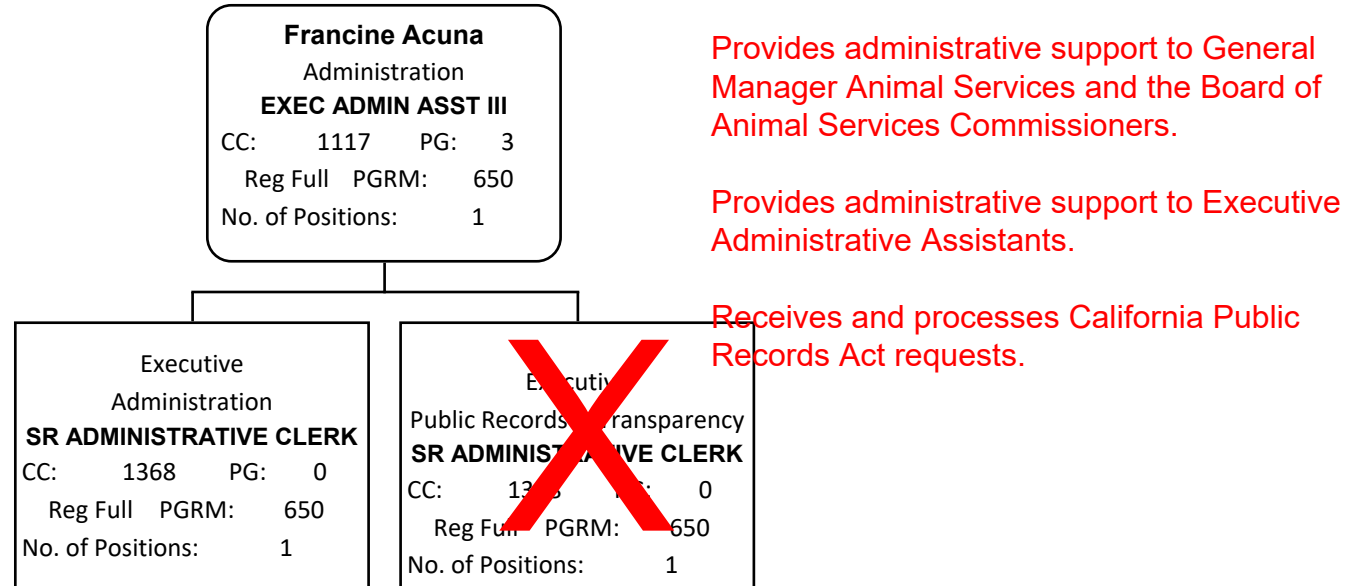
Directs, plans, organizes, and manages all activities of the Department and its employees; builds and maintains an effective work force; fulfills affirmative action responsibilities.





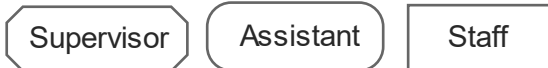
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



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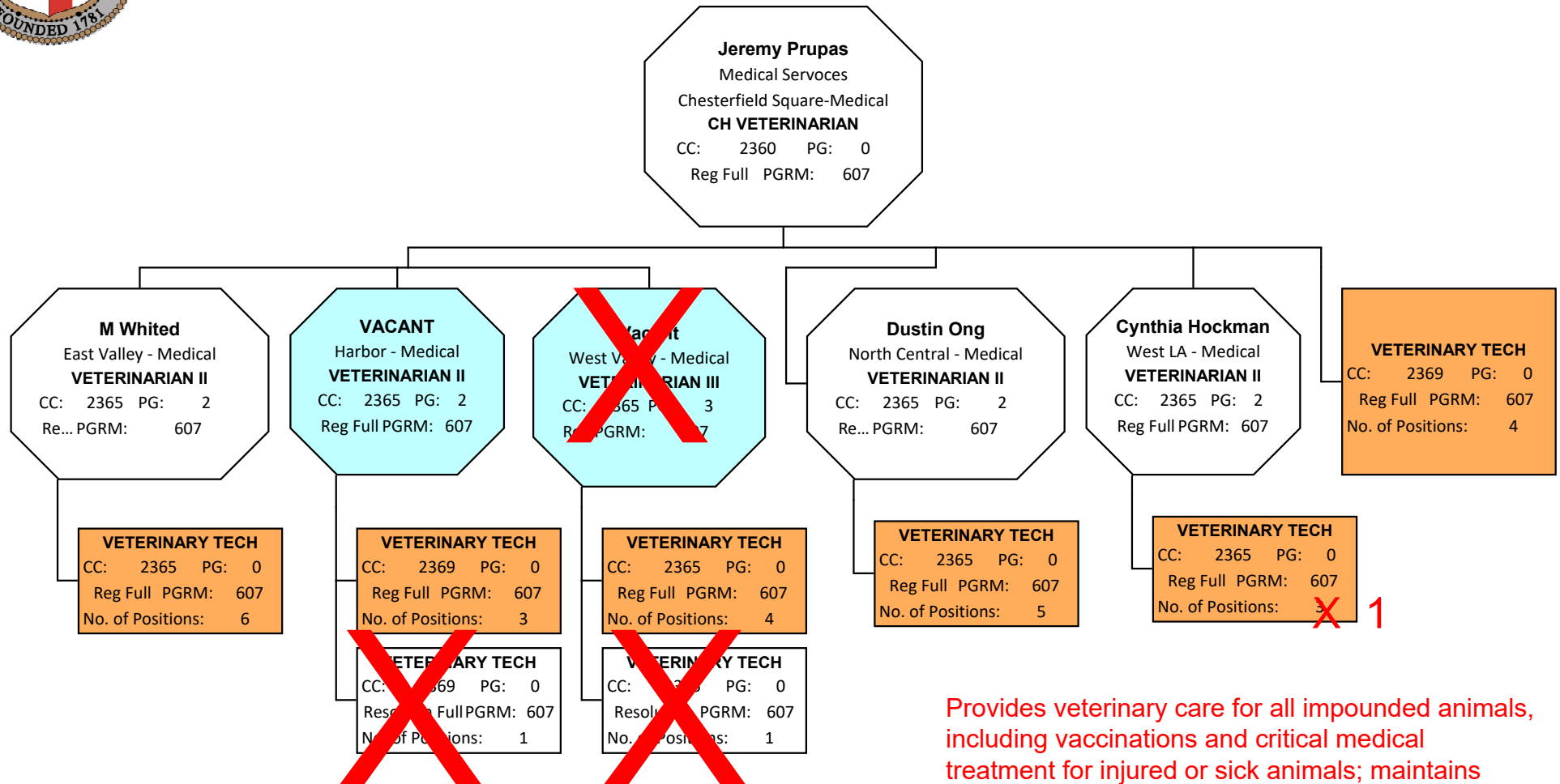
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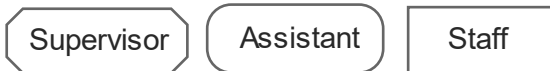


Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



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Provides veterinary care for all impounded animals, including vaccinations and critical medical treatment for injured or sick animals; maintains medical records for each animal processed through the City's shelters; provides or facilitates sterilization of shelter animals through in-house staff or contracted on-site and off-site clinics and veterinarians; examines and processes animals in support of animal cruelty cases; testifies in court regarding animal medical conditions; and euthanizes animals to relieve irremediable suffering of animals.



Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART

Curtis Watts
Executive
Administration
ASST GM ANIMAL REGULATN
CC: 9244 PG: 0
Reg Full PGRM: 650

Laura Dunlap
EXEC ADMIN ASST II
CC: 1117 PG: 2
Reg FullPGRM: 650

Directs, plans, organizes, and manages all activities in the Department's administrative units and its employees; builds and maintains an effective work force; fulfills affirmative action responsibilities.

Mark Salazar
Chief Safety Officer
DIR OF FIELD OPERATIONS
CC: 4321 PG: 0
Reg Full PGRM: 650

Miguel Manahan
Administration
PR CLERK
CC: 1201 PG: 0
Reg Full PGRM: 609

Sharon Lee
Financial Management
SR MGMT ANALYST II
CC: 9171 PG: 2
Reg Full PGRM: 650

Dara Ball
Systems
SR SYSTEMS ANALYST II
CC: 1597 PG: 2
Reg Full PGRM: 650

Yvonne Rodriguez
Hearings
SR. ANIMAL CONTROL OFCR II
CC: 4316 PG: 2
Reg Full PGRM: 650
No. of Positions: 2

Christy Louzan
Facilities Management
DISTRICT SUPV ANIMAL SERVICES
CC: 4320 PG: 0
Reg Full PGRM: 650

ADMINISTRATIVE CLERK
CC: 1358 PG: 0
Reg... PGRM: 609
No. of Positions: 4

MANAGEMENT ANALYST
CC: 9184 PG: 0
Reg... PGRM: 650
No. of Positions: 1

Irene Castillo
Payroll
PAYROLL SUPERVISOR
CC: 1170 PG: 0
Reg...PGRM: 650
No. of Positions: 1

Lilia Liclan
Accounting
SR ACCOUNTANT II
CC: 1523 PG: 2
Reg...PGRM: 650

SYSTEMS ANALYST
CC: 1596 PG: 0
Reg... PGRM: 650
No. of Positions: 1

Conducts administrative hearings pertaining to animal cases.

ADMINISTRATIVE CLERK
CC: 1358 PG: 0
Reg... PGRM: 609
No. of Positions: 1

MANAGEMENT ANALYST
CC: 9184 PG: 0
Reso...PGRM: 650
No. of Positions: 1

ACCOUNTING CLERK
CC: 1223 PG: 0
Reg Full PGRM: 650
No. of Positions: 1

ACCOUNTANT
CC: 1513 PG: 0
Reg Full PGRM: 650
No. of Positions: 1

SYSTEMS ADMINISTRATOR
CC: 1455 PG: 1
Reg... PGRM: 650
No. of Positions: 1

Provides general administrative and systems support to the department, including, but not limited to: budget, contracts, accounting, procurement, payroll, systems support.

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
Reg Full PGRM: 650
No. of Positions: 1

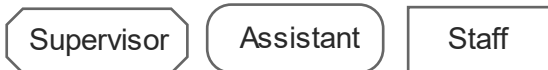
ADMINISTRATIVE CLERK
CC: 1358 PG: 0
Reg Full PGRM: 650
No. of Positions: 1

ACCOUNTING CLERK
CC: 1223 PG: 0
Reg Full PGRM: 650
No. of Positions: 2

Department safety director and facilities management.

Licensing Unit; processes animal license, breeders permits applications and renewals; issues animal licenses.

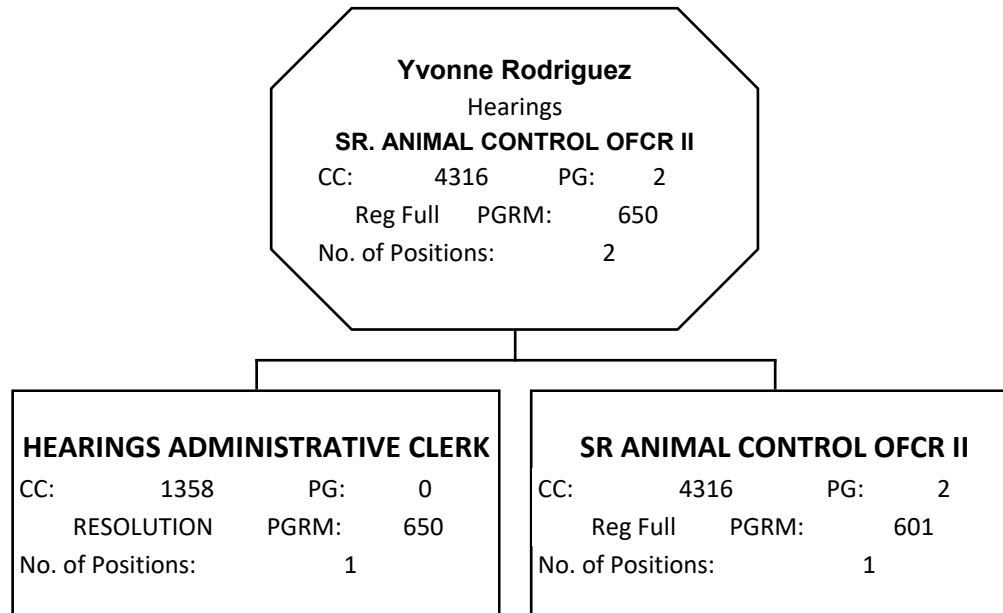
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Department of Animal Services

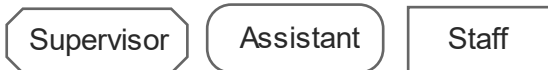
FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Conducts administrative hearings pertaining to animal cases in accordance with the Los Angeles Municipal Code.

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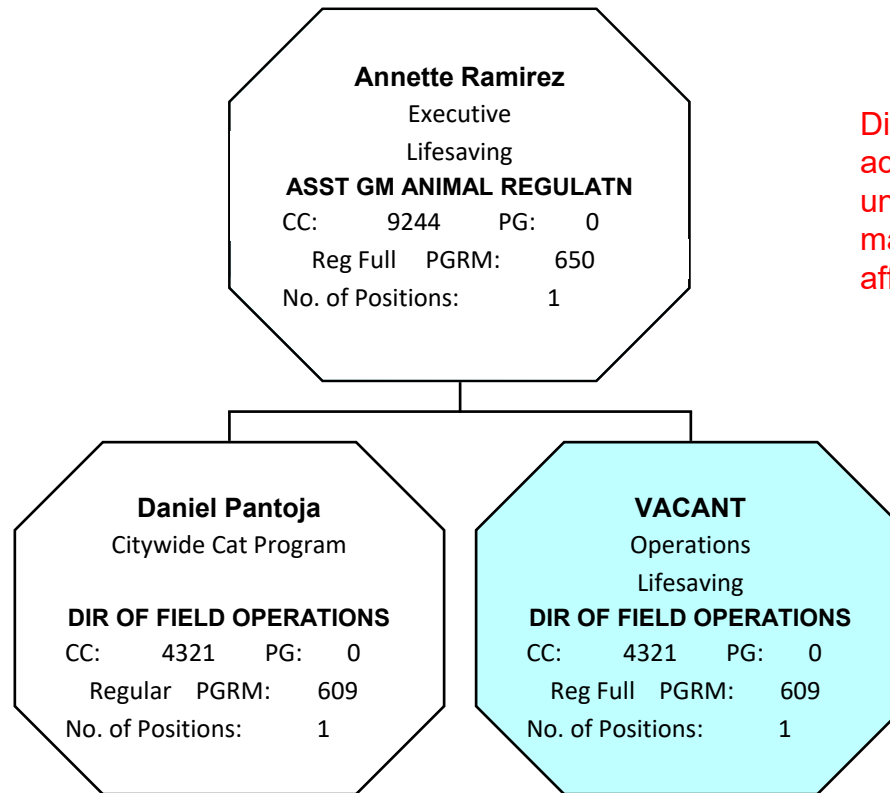
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Department of Animal Services

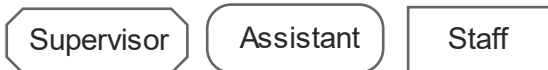
FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Directs, plans, organizes, and manages all activities in the Department's lifesaving units and its employees; builds and maintains an effective work force; fulfills affirmative action responsibilities.

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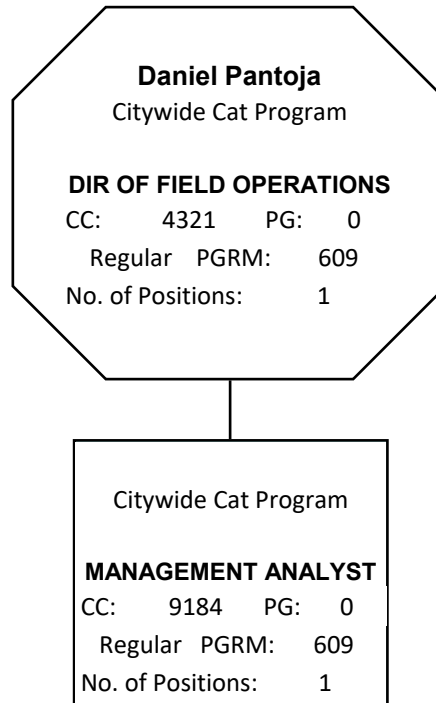
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Department of Animal Services

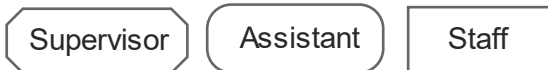
FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Administers Citywide Cat Program. The Program is to reduce the overall free-roaming cat population, which as analyzed in the Final Environmental Impact Report (EIR), would be an estimated 20,000 surgeries annually.

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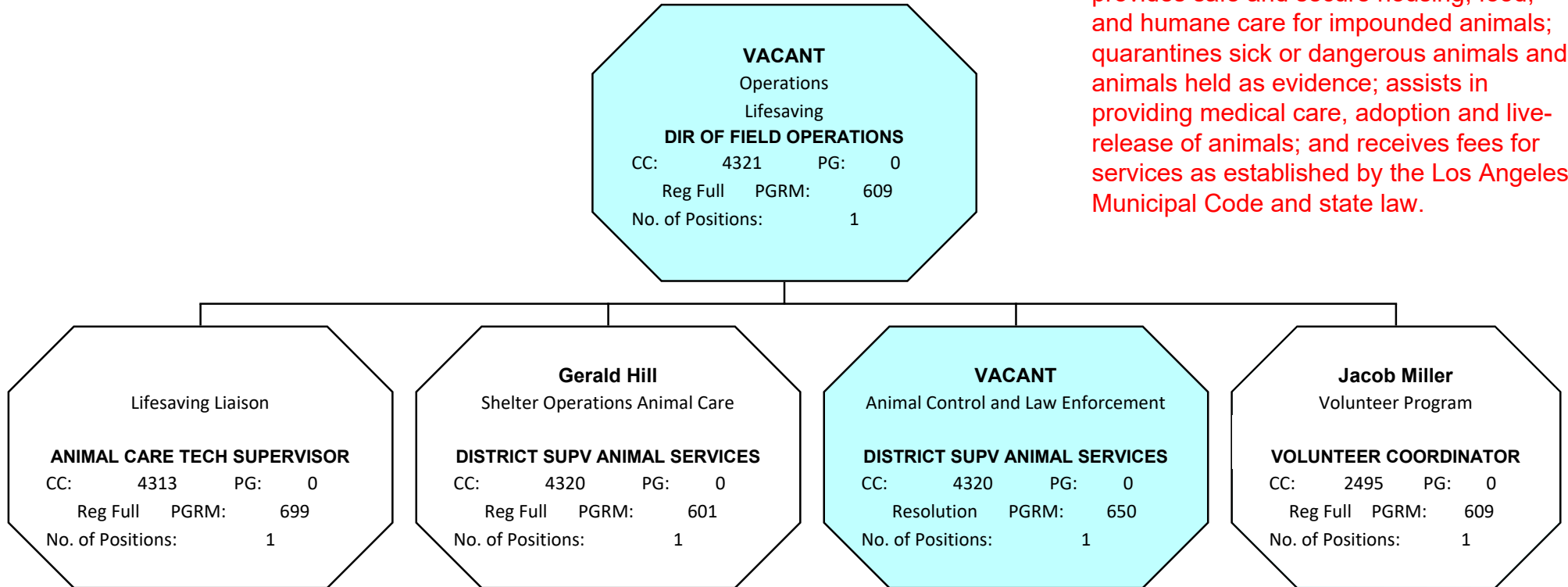




Department of Animal Services

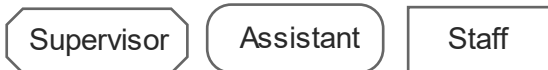
FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART

Impound animals received at animal shelters; manages shelter facilities; provides safe and secure housing, food, and humane care for impounded animals; quarantines sick or dangerous animals and animals held as evidence; assists in providing medical care, adoption and live-release of animals; and receives fees for services as established by the Los Angeles Municipal Code and state law.



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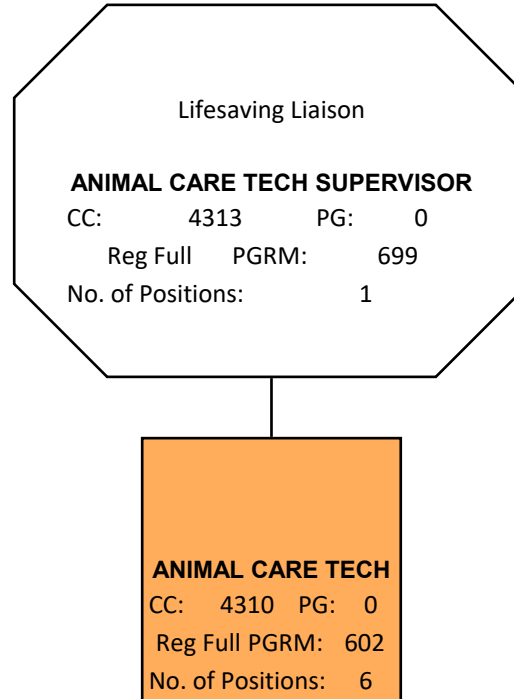
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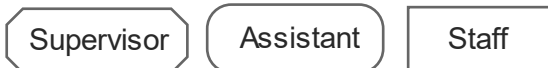
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



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Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART

Gerald Hill
Shelter Operations Animal Care

DISTRICT SUPV ANIMAL SERVICES

CC:	4320	PG:	0
Reg Full	PGRM:	601	
No. of Positions:	1		

~~Shelter Operations Animal Care
West Valley
ANIMAL CARE TECH SUPERVISOR~~

CC:	4313	PG:	0
Resolution	PGRM:	602	
No. of Positions:	1		

Shelter Operations Animal Care
East Valley
ANIMAL CARE TECH SUPERVISOR

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	3		

~~Shelter Operations Animal Care
West Valley
ANIMAL CARE TECH SUPERVISOR~~

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	1		

Shelter Operations Animal Care
Chesterfield Square
ANIMAL CARE TECH SUPERVISOR

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	3		

Shelter Operations Animal Care
Harbor
ANIMAL CARE TECH SUPERVISOR

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	2		

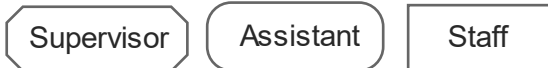
Shelter Operations Animal Care
North Central
ANIMAL CARE TECH SUPERVISOR

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	2		

~~VACANT
Shelter Operations Animal Care
West Valley
ANIMAL CARE TECH SUPERVISOR~~

CC:	4313	PG:	0
Reg Full	PGRM:	602	
No. of Positions:	1		

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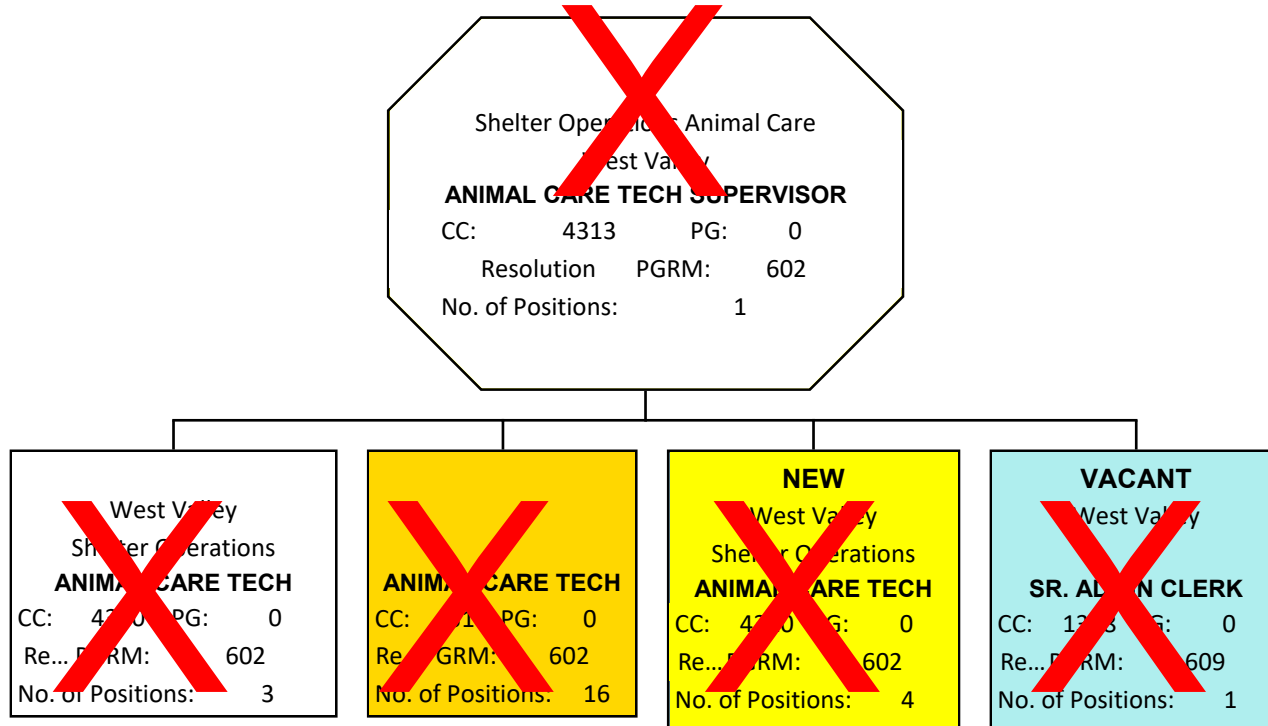


FY 2025-26 provides \$790,125 for approximately six months of contracted canine enrichment coordinator services.



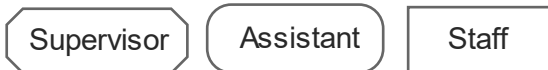
Department of Animal Services

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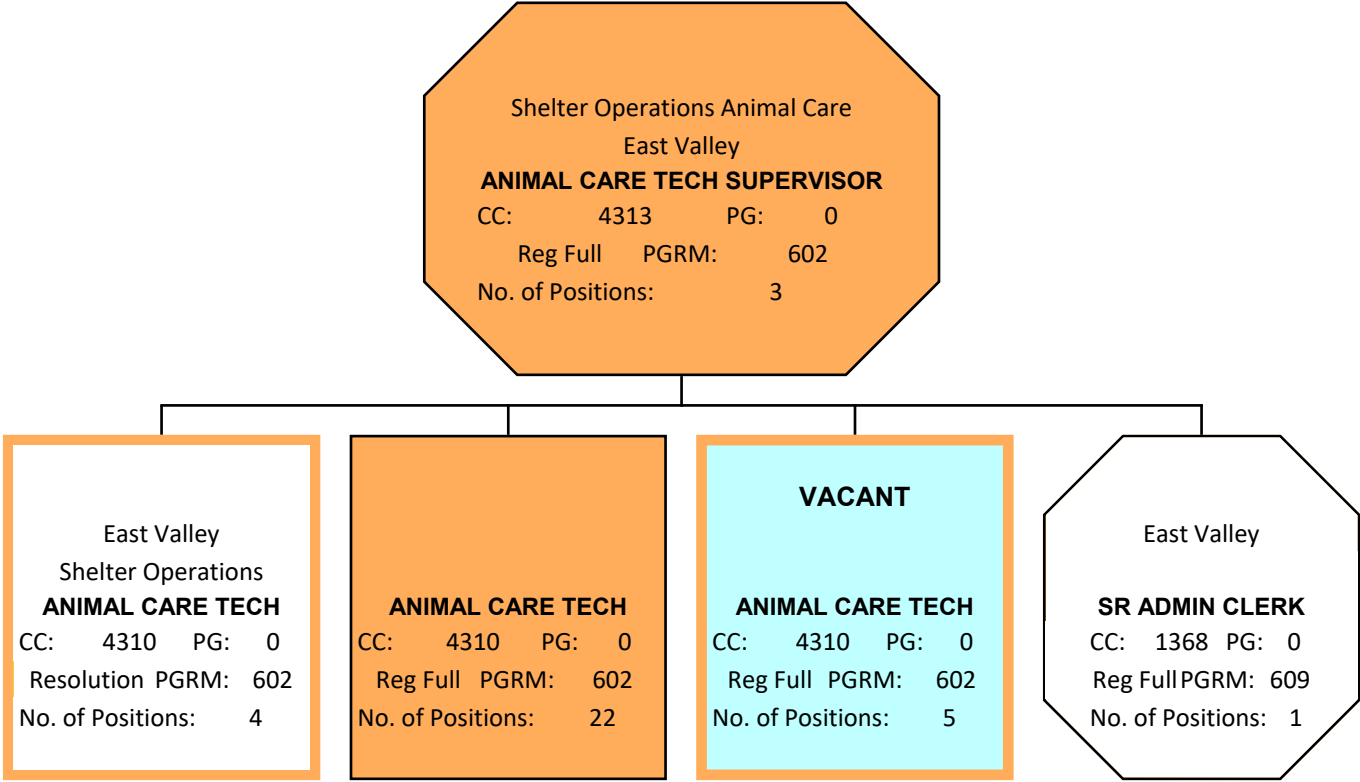
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Department of Animal Services

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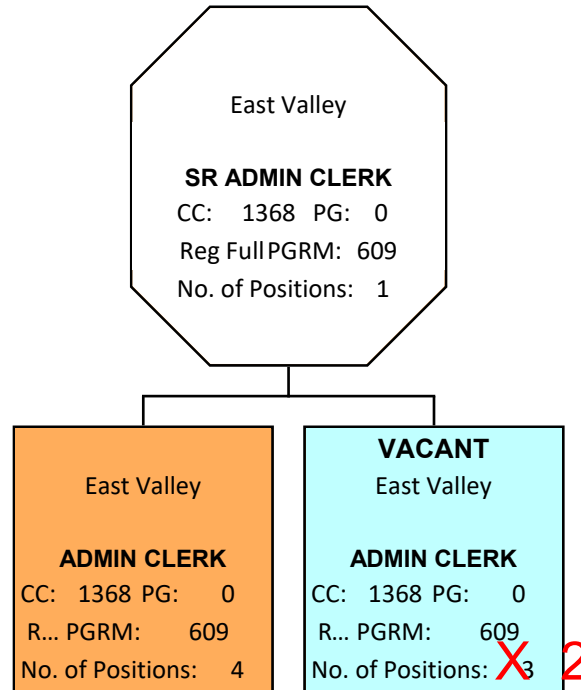
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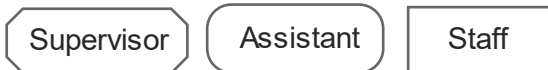
Department of Animal Services

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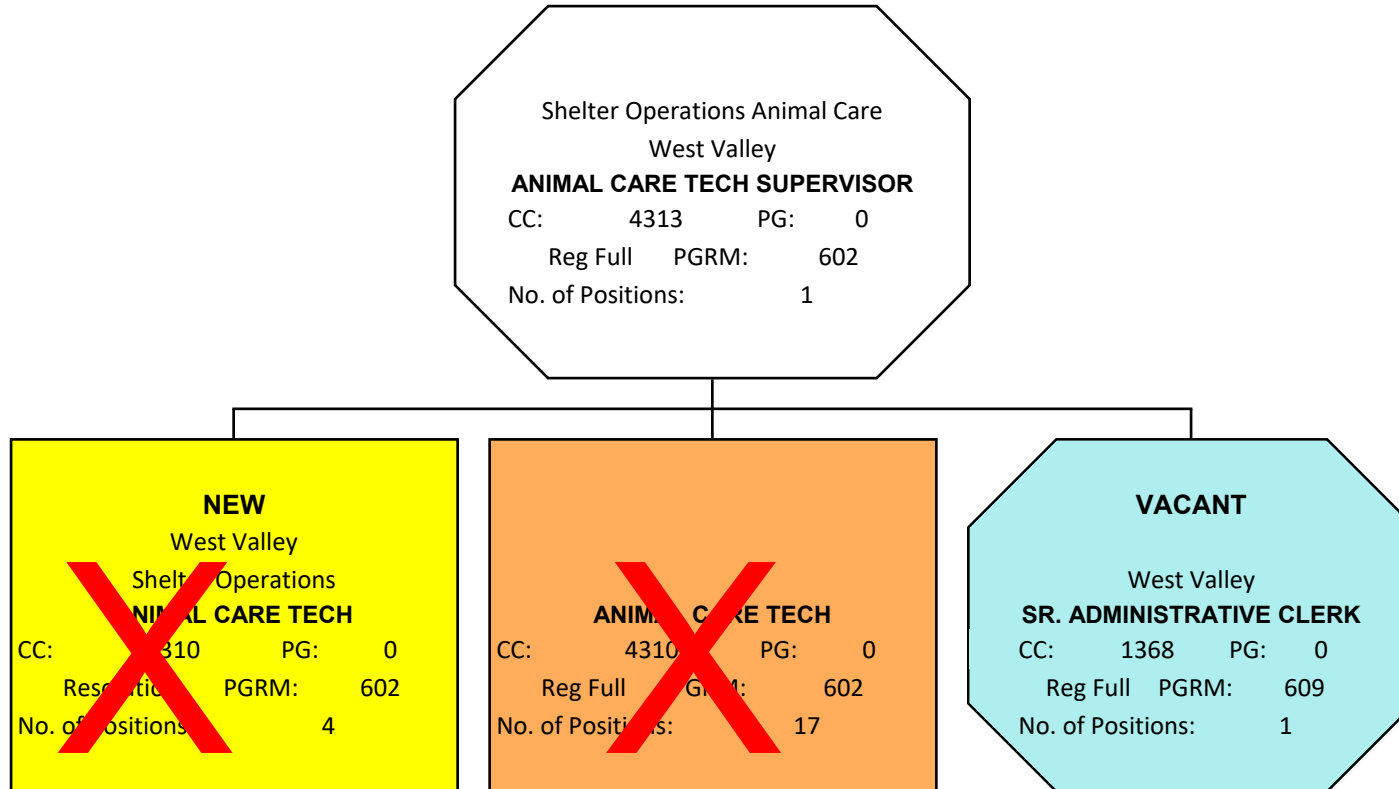
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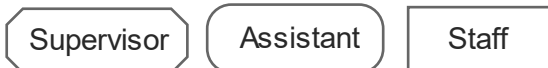
Department of Animal Services

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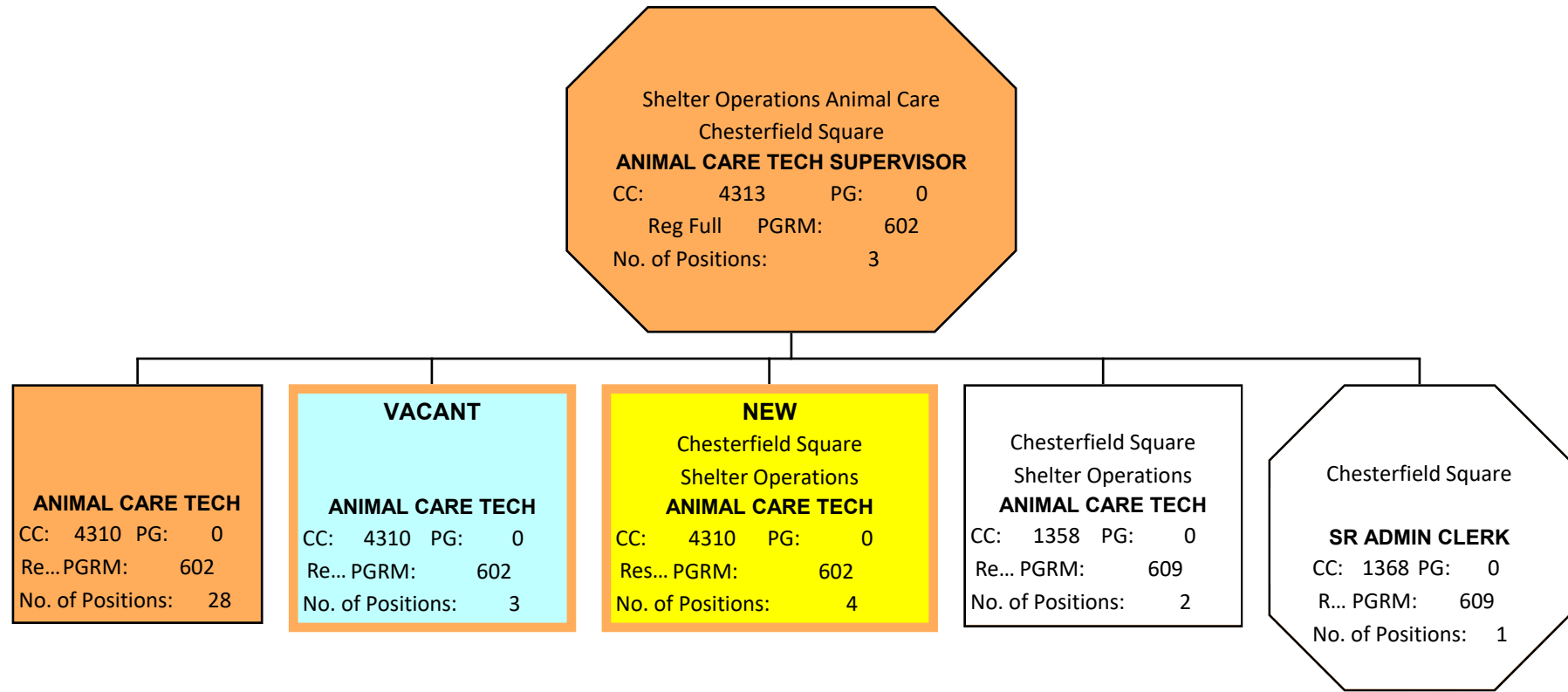
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Department of Animal Services

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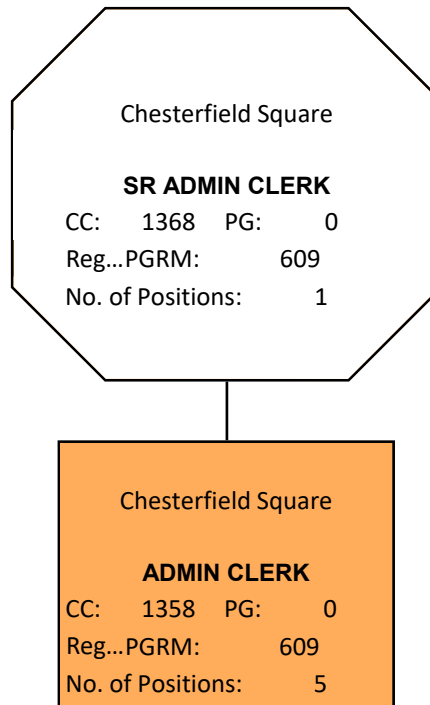
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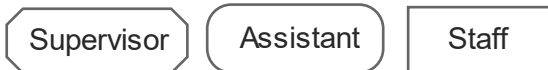
Department of Animal Services

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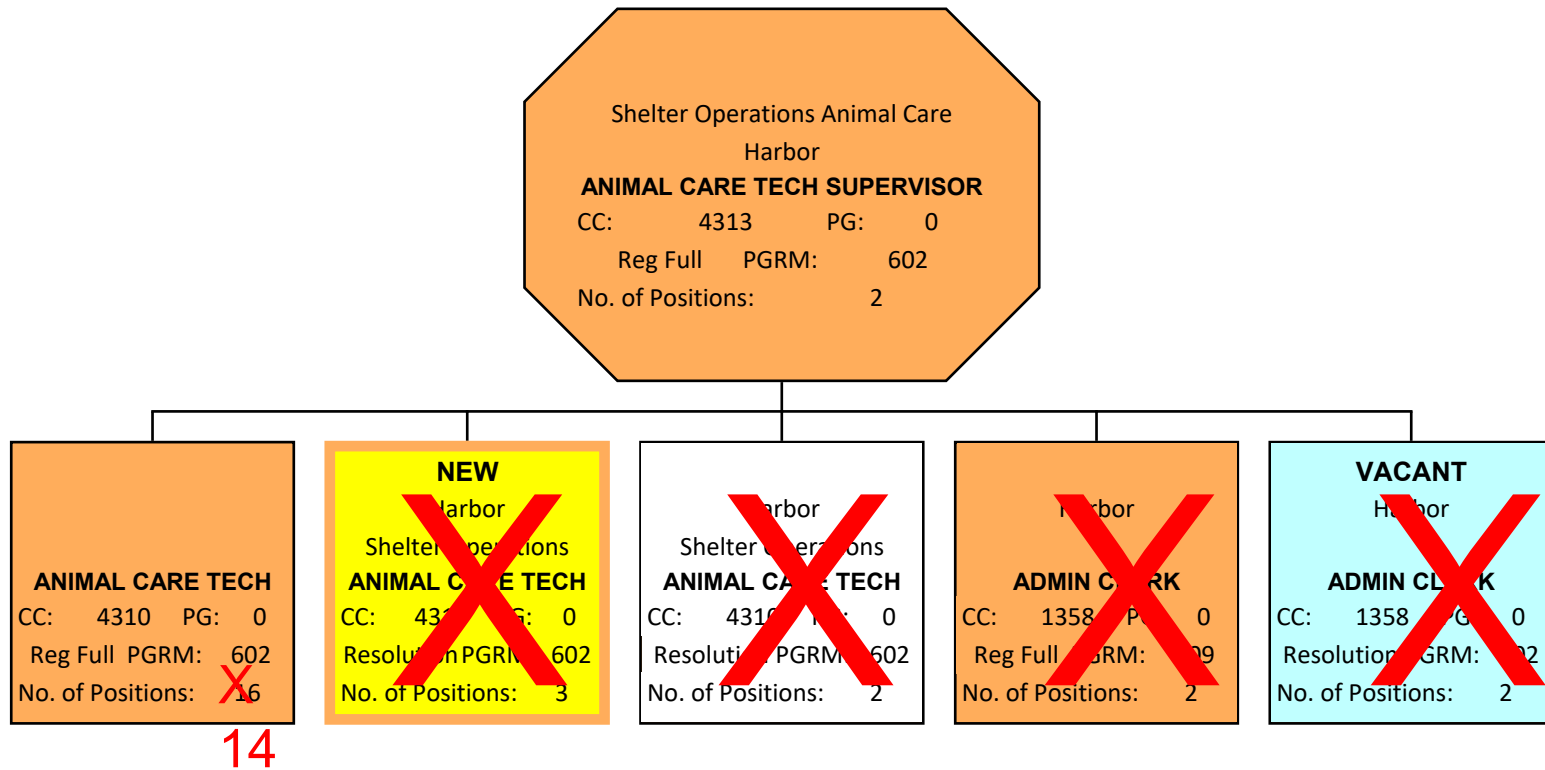
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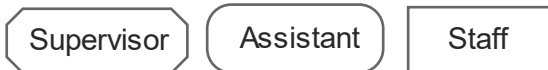
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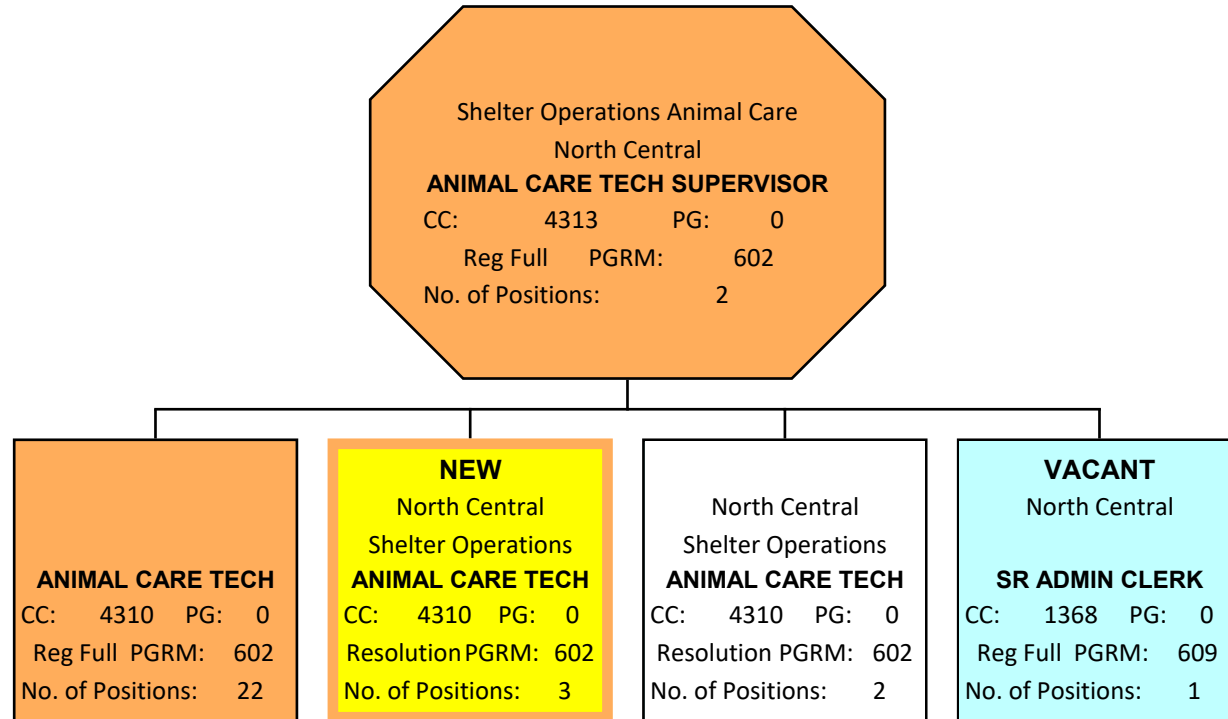
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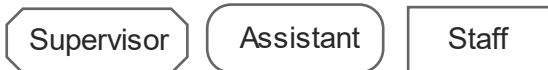
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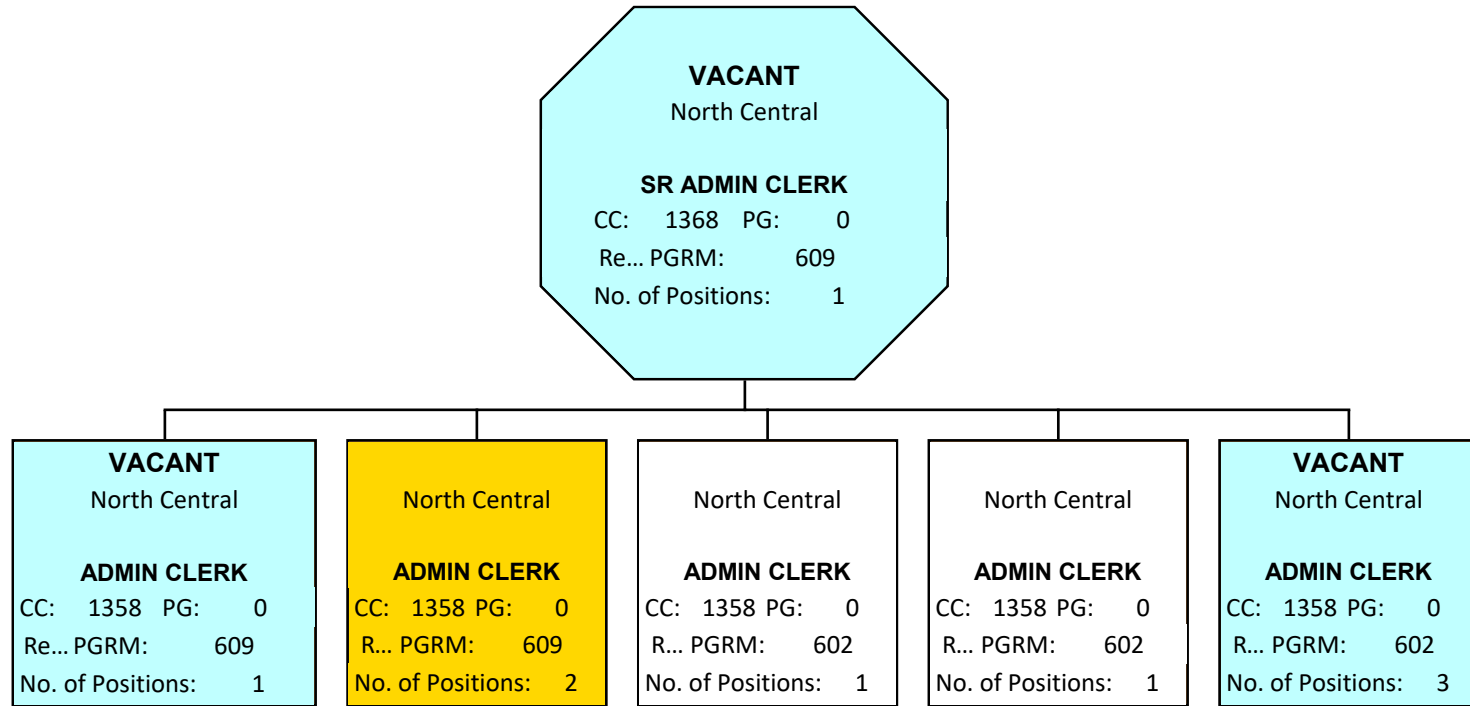
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- * = Pay Grade / Reallocation





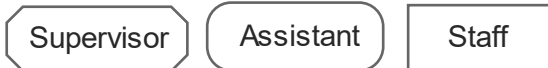
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

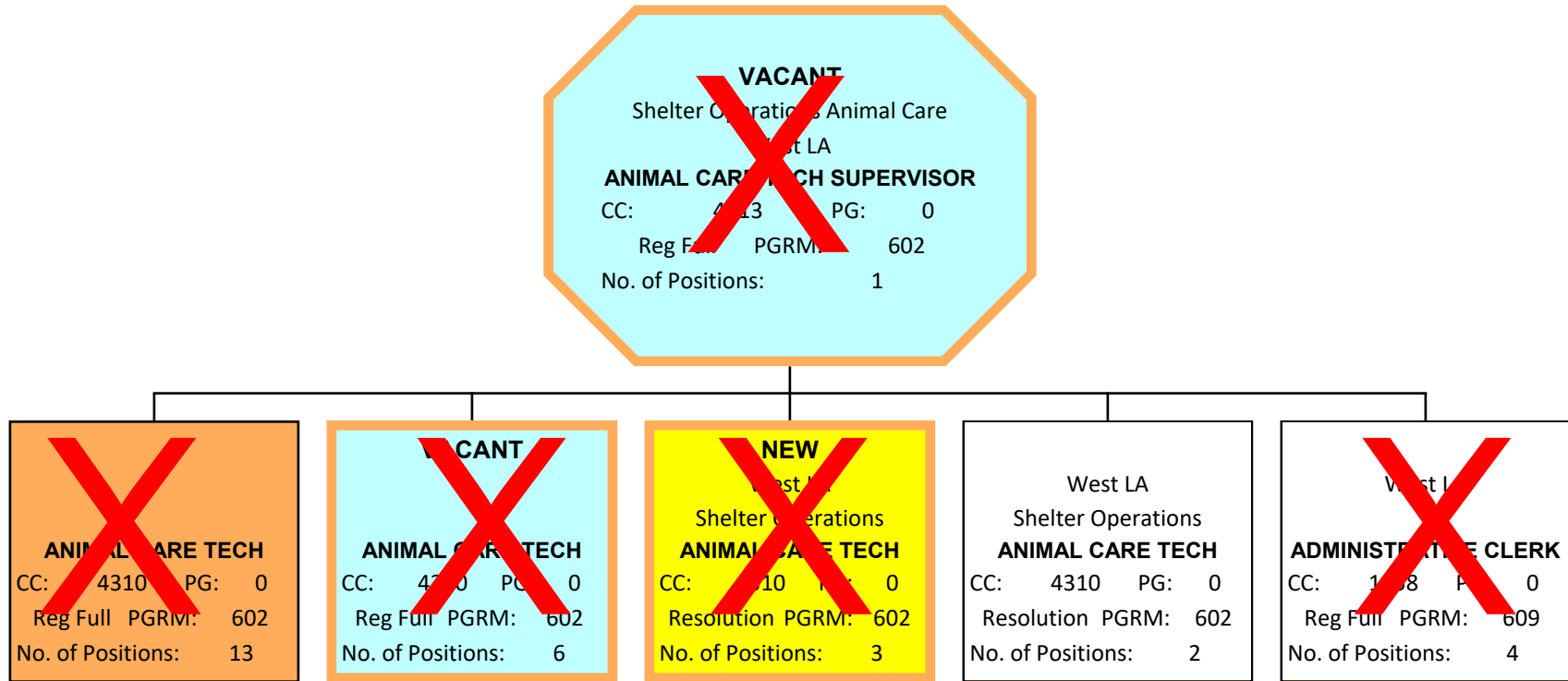
- Sky Blue = VACANT Positions
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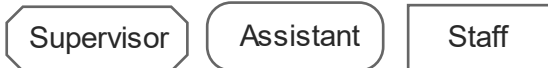
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

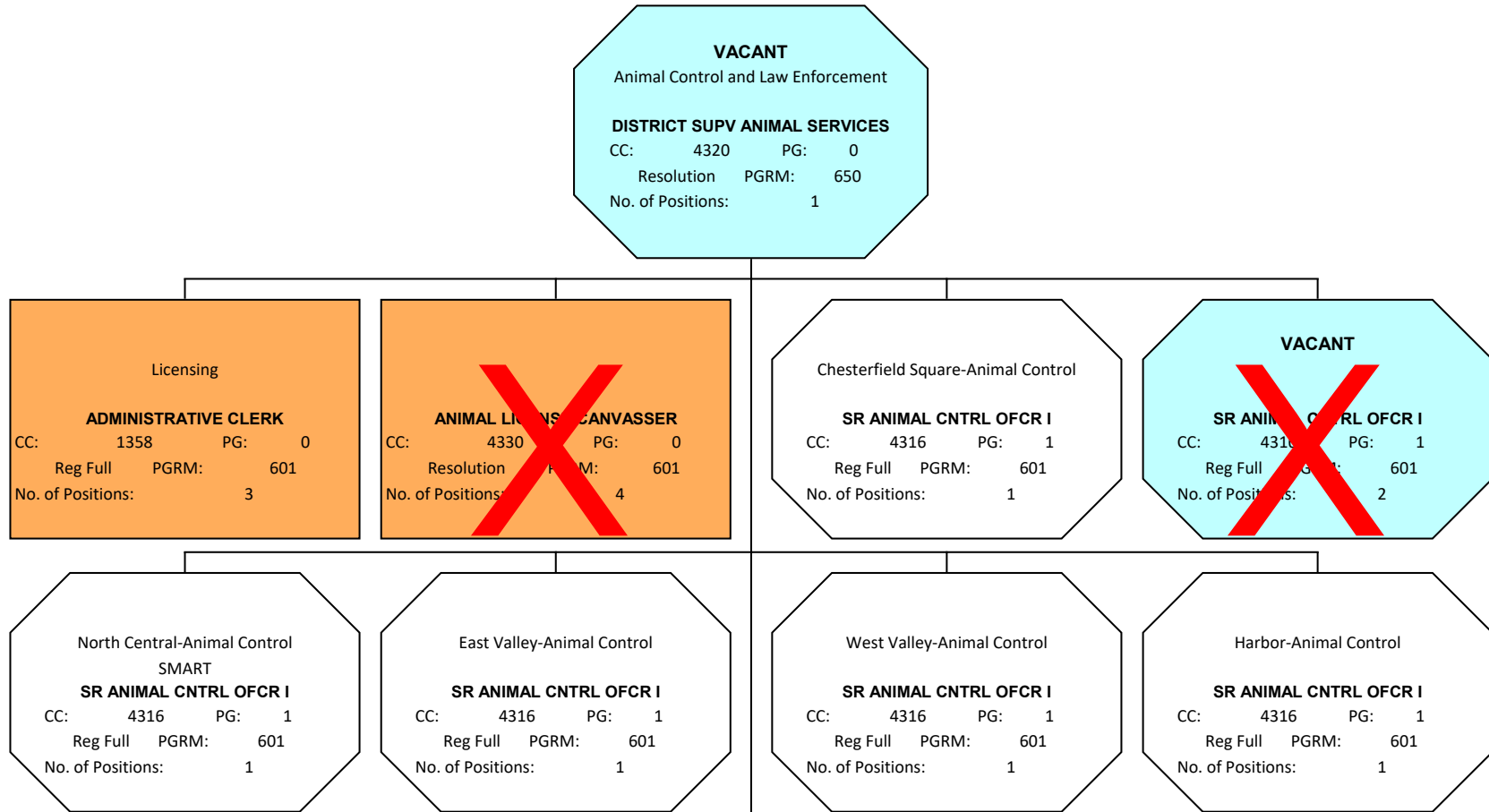
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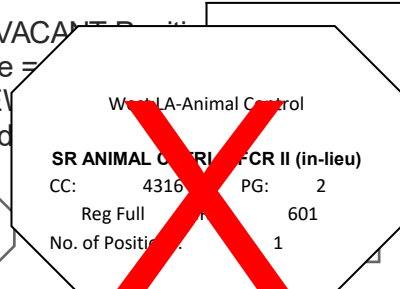
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend
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 Light Orange = NEW
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Supervisor

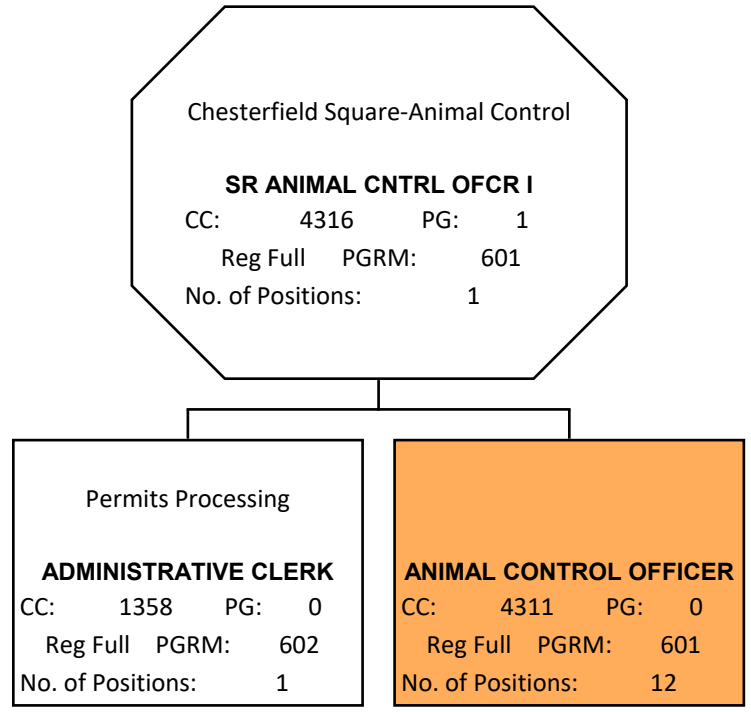


Provides 24-hour coverage by Animal Control Officers to address animal cruelty and issues causing danger to people and animals; enforces all laws related to the health, care, licensing, treatment, and impoundment of animals; and investigates nuisances created by animals. Program staff also rescues wildlife and other animals; provides emergency-related animal care and control; impounds vicious or dangerous animals; inspects and issues permits for animal establishments; collects fees and revenue; manages the Administrative Citation Enforcement (ACE) program; and issues ACE citations.



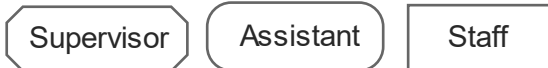
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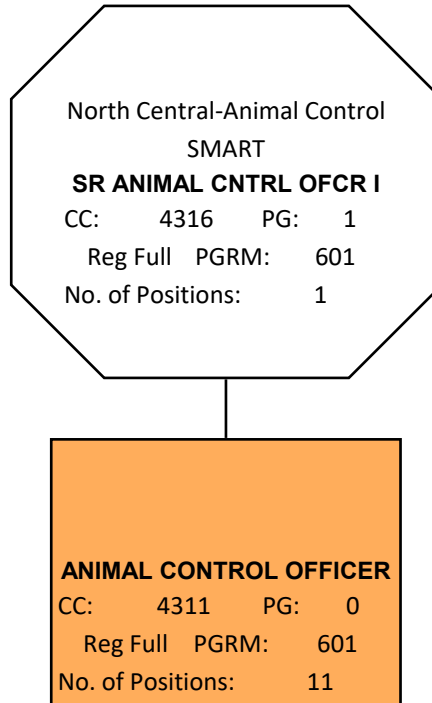
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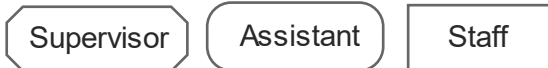
Department of Animal Services

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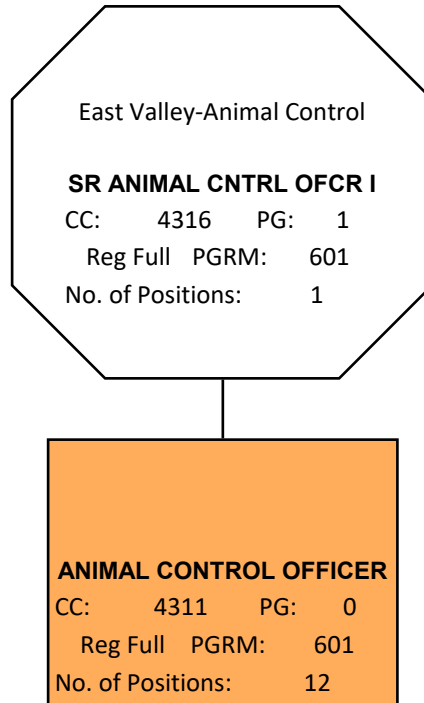
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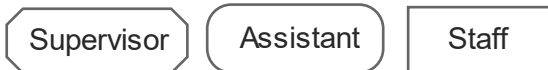
Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



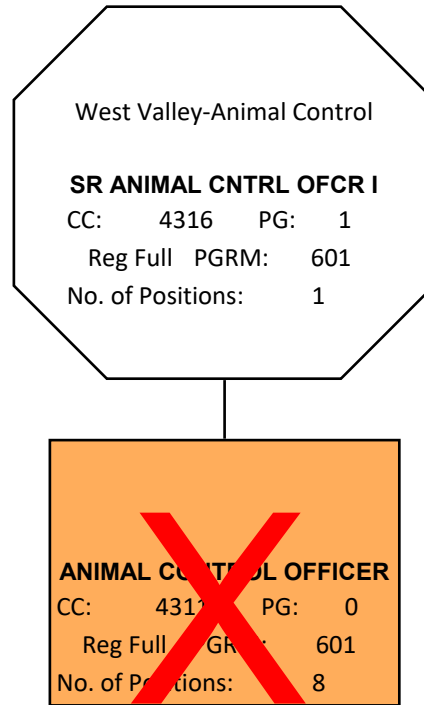
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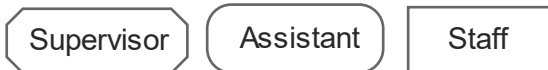
Department of Animal Services

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Legend

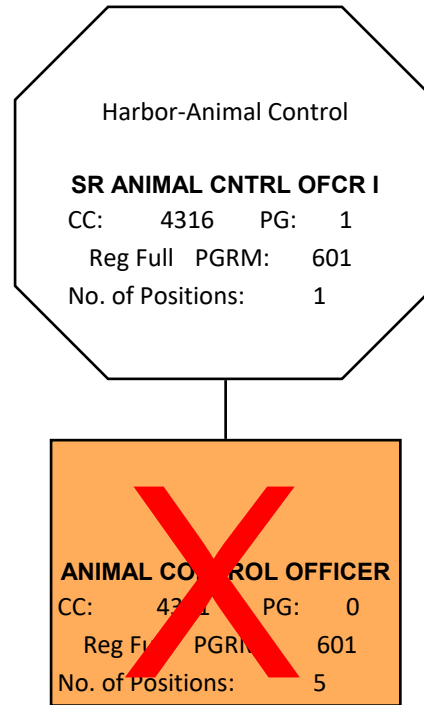
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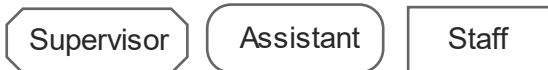
Department of Animal Services

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Legend

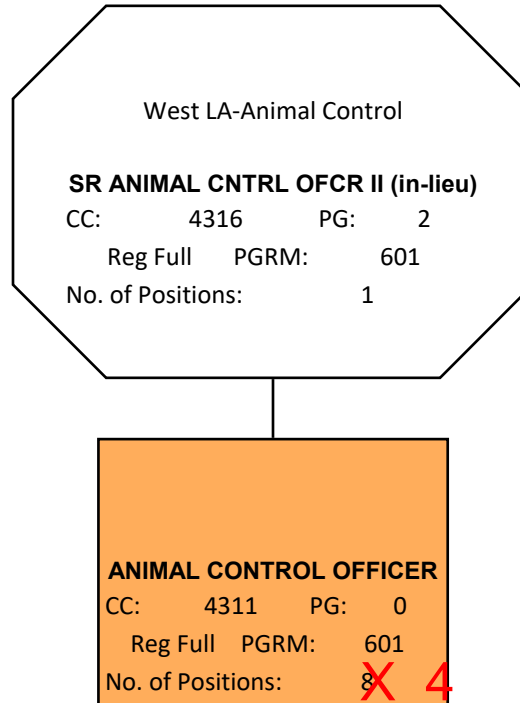
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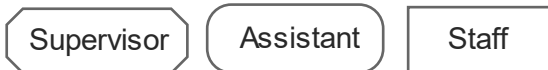
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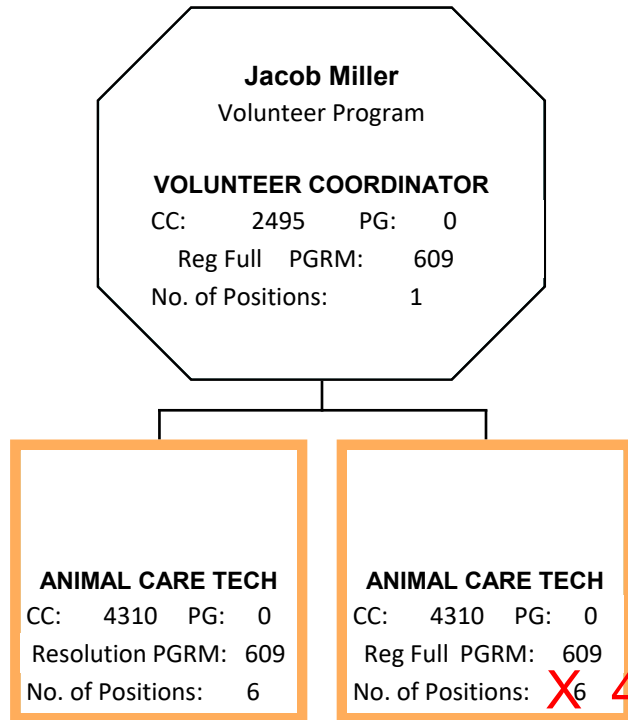
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Department of Animal Services

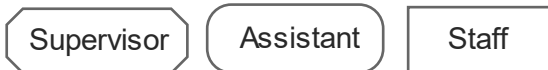
FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Administers the department's Volunteer Program, which includes approximately 925 volunteers that will volunteer over 100,000 hours per fiscal year. Staff processes volunteer applications, conduct trainings, and schedule volunteers to support the animal shelters through animal care and enrichment.

Legend

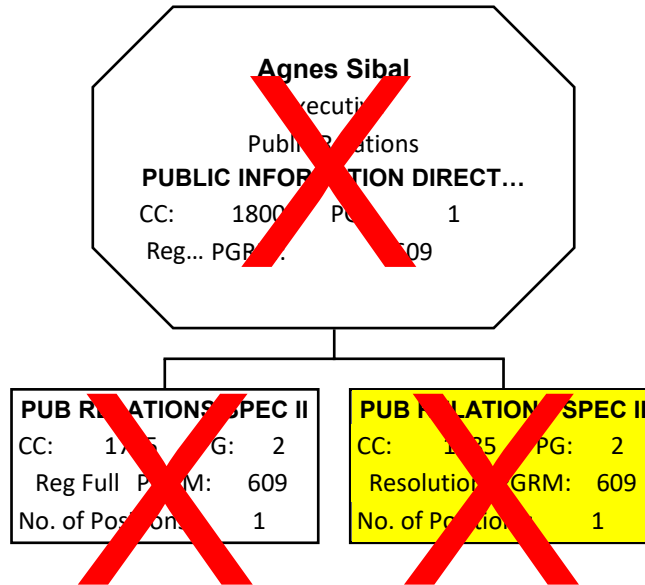
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Department of Animal Services

FY 2024-25 ADOPTED BUDGET ORGANIZATIONAL CHART



Plans, develops and administers comprehensive public relations, marketing, communication and donor programs. Leads all public relations campaigns and community relations matters. Responsible for writing speeches and speaking before community and media organizations about the Department's activities.

Legend

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