



Marcia Mayeda, Director

August 11, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S
INFORMATION TECHNOLOGY INFRASTRUCTURE FUND FOR
THE DEVELOPMENT AND IMPLEMENTATION OF
ONLINE ADOPTION PARTNER APPLICATION AND APPROVAL OF AN APPROPRIATION
ADJUSTMENT
FISCAL YEAR 2026-27
(ALL SUPERVISORIAL DISTRICTS) (4-VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Department of Animal Care and Control (DACC) is requesting Board approval of an appropriation adjustment and authorization to utilize \$212,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) to fund the development and implementation of an online adoption partner application.

IT IS RECOMMENDED THAT THE BOARD:

Approve a Fiscal Year (FY) 2026-27 appropriation adjustment to reallocate \$212,000 from the ITF to increase DACC's operating budget to support the development and implementation of an adoption partner application that will enable secure document submission, status tracking, and program management for prospective and approved adoption partners (APs).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Adoption Partner Program collaborates with external partners to increase animal adoptions and expand program reach. The program recruits and supports rescues and animal welfare organizations meeting federal, State, and Department qualifications. The program also monitors partner activity and adoption metrics to improve outcomes, while fostering strong relationships to ensure sustained growth, awareness, and community impact across the County.

Currently, DACC manages its AP Program through a manual, email-based process. Prospective partners must submit multiple required documents via email, often resulting in delays due to incomplete or missing documents. Staff experience high workload due to email inquiries, status-update calls, and manual tracking of submissions. The existing website only allows access to the application form and does not support document uploads, status monitoring, or compliance tracking.

Implementing an online AP application will streamline the submission process, allowing applicants to securely upload required documents, monitor application status, and receive automated reminders for time-sensitive items such as agreements and insurance. Staff will be equipped with tools to review submissions, communicate with applicants, and approve or request revisions efficiently. This modernization will reduce staff workload, improve data accuracy, enhance compliance, and speed up the approval process for qualified APs, strengthening DACC's overall operational capacity and support for animal welfare programs.

Implementation of Strategic Plan Goals

This project aligns with the Countywide Strategic Plan's North Star Three, which focuses on leveraging technology to improve services and operational efficiency. By centralizing and automating the AP process, DACC can reduce manual workflows, increase transparency, and improve service delivery to partner organizations while maintaining compliance with County standards.

FISCAL IMPACT/FINANCING

The ITF was established to finance countywide projects with the goals of enhancing service delivery to the public, generating operational improvements, and promoting collaboration between departments and agencies.

The total cost for the development and implementation of the Online AP Application will not exceed \$212,000, which includes ISD development, setup of web and database servers, integration with the current Chameleon database, and project implementation.

The County's IT Investment Board has approved the use of ITF funds for the development of this application. Approval of the appropriation adjustment will reallocate \$212,000 from the ITF to increase DACC's operating budget to support the development and implementation of the AP application.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County's Chief Information Office has reviewed this project and determined that it is consistent with County information technology governance and security requirements. The proposed

application will comply with applicable County information security policies, including requirements related to data protection, user access controls, and secure document storage.

Implementation of the project will also comply with applicable County contracting, procurement, accessibility, and records retention requirements. County Counsel has reviewed and approved the board letter as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The implementation of an online AP application will significantly improve program efficiency and responsiveness. Staff will spend less time on manual tracking and following up with applicants, allowing them to focus on critical program activities such as partner support and animal welfare operations. Applicants will benefit from a more user-friendly, transparent process that allows them to monitor their submission status and maintain compliance with program requirements. Overall, this system will enhance DACC's ability to manage the growing volume of AP applications while maintaining a high standard of service and operational efficiency.

CONCLUSION

Upon Board approval, please return one adopted copy of this board letter to the Department.

Respectfully submitted,



MARCIA MAYEDA

Director



Peter Loo

Chief Information Officer

MM:DU:WD:KH:rke

Enclosures

c: Chief Executive Office
Chief Information Office
County Counsel
Executive Office

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BOARD OF SUPERVISORS
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August 11, 2026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FY 2026-27

4 - VOTES

SOURCES	USES
INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-2000-40033 SERVICES & SUPPLIES DECREASE APPROPRIATION 212,000	INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-6100-40033 OTHER FINANCING USES INCREASE APPROPRIATION 212,000
ANIMAL CARE AND CONTROL A01-AN-96-9911-18950 OPERATING TRANSFERS IN INCREASE REVENUE 212,000	ANIMAL CARE AND CONTROL A01-AN-2000-18950 SERVICES & SUPPLIES INCREASE APPROPRIATION 212,000
SOURCES TOTAL \$ 424,000	USES TOTAL \$ 424,000

JUSTIFICATION

Reflects the transfer of appropriation from the Information Technology Infrastructure Fund (ITF) to the Department of Animal Care and Control (DACC)’s operating budget to fund the adoption partner application that streamlines document management, compliance tracking, applicant progress monitoring, and integrates with DACC’s Chameleon Shelter Management system.

Albert Navas

Digitally signed by Albert Navas
Date: 2026.06.11 17:26:58 -07'00'

AUTHORIZED SIGNATURE

ALBERT NAVAS, MANAGER, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

AUDITOR-CONTROLLER

B.A. NO. 003

☐ ACTION

☒ RECOMMENDATION

Andrea

Digitally signed by Andrea Turner
Date: 2026.06.16 13:33:21 -07'00'

BY Turner

DATE 6/16/26

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Christine Frias

Digitally signed by Christine Frias
Date: 2026.06.16 14:37:31 -07'00'

BY Frias

DATE 6/16/26