

TRANSMITTAL

TO
The City Council

DATE
6/3/2026

FROM
The Mayor

**REQUEST FOR ACCEPTANCE OF A \$14.22 MILLION GRANT FROM AMERICAN SOCIETY
FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA) AND BEST FRIENDS ANIMAL
SOCIETY (BFAS)**

Approved and transmitted for your consideration.
Please see attached.

A handwritten signature in black ink, appearing to read "Mitch Kamin", is written over a horizontal line.

MAYOR
(Mitch Kamin for)

**BOARD OF
ANIMAL SERVICES
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**KAREN BASS
MAYOR**

**DEPARTMENT OF
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DR. JEREMY PRUPAS
CHIEF VETERINARIAN

June 2, 2026

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

Attention: Legislative Coordinator, Office of the Mayor

RE: ACCEPTANCE OF A \$14,220,000 GRANT FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS AND BEST FRIENDS ANIMAL SOCIETY TO FOCUS GREATER RESOURCES TOWARD PRIORITIZING POSITIVE OUTCOMES FOR ANIMALS BY FUNDING SALARIES AND RELATED COSTS FOR 23 NEW POSITIONS WITH THE DEPARTMENT OF ANIMAL SERVICES, AND BY PROVIDING ADVISORY SERVICES AND TRAINING, AND APPROVAL OF GRANT AGREEMENT

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

1. **APPROVE** a grant agreement with the American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS) to receive \$14,220,000 in funding for salaries and related costs for 23 new positions, in substantially the form attached as Attachment 1;
2. **APPROVE** the Department of Animal Services or designee to accept grant funding in the amount of \$14,220,000 from ASPCA and BFAS;
3. **AUTHORIZE** employment authority in the Department of Animal Services for the grant period for one Director of Field Operations (Class Code 4321-0) resolution authority;
4. **AUTHORIZE** employment authority in the Department of Animal Services for the grant period for three District Supervisor Animal Services (Class Code 4320-0) resolution authority;
5. **AUTHORIZE** employment authority in the Department of Animal Services for the grant period for 19 Animal Care Technicians (Class Code 4310-0) resolution authority;
6. **AUTHORIZE** the Controller to:
 - a. Establish a new interest-bearing fund named Animal Services Grant;

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SUBJECT: Transmittal to Mayor and Council

ACCEPTANCE OF A \$14,220,000 GRANT FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS AND BEST FRIENDS ANIMAL SOCIETY TO FOCUS GREATER RESOURCES TOWARD PRIORITIZING POSITIVE OUTCOMES FOR ANIMALS BY FUNDING SALARIES AND RELATED COSTS FOR 23 NEW POSITIONS WITH THE DEPARTMENT OF ANIMAL SERVICES, AND BY PROVIDING ADVISORY SERVICES AND TRAINING, AND APPROVAL OF GRANT AGREEMENT

5. **AUTHORIZE** employment authority in the Department of Animal Services for the grant period for 19 Animal Care Technicians (Class Code 4310-0) resolution authority;
6. **AUTHORIZE** the Controller to:
 - a. Establish a new interest-bearing fund named Animal Services Grant;
 - b. Establish a grants receivable for the \$14,220,000 grant award from ASPCA and BFAS;
 - c. Establish and appropriate a total of \$14,220,000 to Fund TBD, Department 06, Account No. XXXXXX, ASPCA-BFAS Grant;
7. **INSTRUCT** the City Clerk to place on the Council Agenda for the first regular Council meeting on July 1, 2026, or shortly thereafter, the following actions relative to the grant-funded positions:

"That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$1,171,271 from Fund No. TBD, Department 6, Account XXXXXX to Fund No. 100. Department 06, Account 001010 – Salaries, General, for FY 2026-27 salary expenses;

That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$2,310,089 within Fund No. TBD, Department 06, from Account XXXXXX to Account No. 06E299 – Reimbursement of General Fund Costs, and further transfer to Fund No. 100. Department 6, Revenue Source Code 5361 – Related Cost Reimbursement – Others, for FY 2026-27 to reimburse for the fringe benefits and related costs;"
8. **AUTHORIZE** the Department of Animal Services, or designee, to prepare Controller Instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions;
9. **DIRECT** staff to transmit the Board's recommendation to the City Council; and,
10. **APPROVE** the disbursement of these funds restricted for the purpose of the grant.

SUMMARY:

The Los Angeles Administrative Code, Section 5.200(c) states that any monetary gifts, contributions, or bequests to be accepted and used by the Department of Animal Services (Department) that exceeds \$25,000 must be approved by the Mayor and City Council.

In 2024, BFAS and the ASPCA contacted the 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 grant of \$14.22 million to

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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. A copy of the draft grant agreement is attached to this Transmittal as Attachment 1. 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 \$14,220,000 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 (Attachment 2). 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.

FISCAL IMPACT:

The first two years of the grant agreement may potentially cost the General Fund approximately \$30,970 for boot, uniform, and supply allowances, with potential increases if positions have multiples incumbents.

Grant funds for salaries are to be paid in advance and billed on a quarterly basis for all filled positions, reducing the need for advanced General Fund dollars.

Total grant funding (up to \$14.22 million) may not fully cover three years for 23 positions, as it is based on prior wage averages and cost allocation rates (which can change annually and have recently increased). Actual costs may rise due to higher salaries for existing employees, promotions (minimum 5.5% increase), step increases, and cost-of-living adjustments.

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The grant does not cover overtime or bonuses; any such costs would impact the General Fund. If grant funds are insufficient and the City cannot cover the shortfall, newer employees may be laid off and promoted staff may revert to prior roles.

The Department is asked to take good-faith measures to request funding to continue the positions after the grant ends, but ASPCA and BFAS acknowledge that the City cannot guarantee continued funding due to the unknown condition of the City's future budgets.

Respectfully submitted,



Gabrielle Amster
General Manager

Attachment 1: Grant Agreement

Attachment 2: Adopted Board Report – Acceptance of a \$14,220,000 Grant from American Society for the Prevention of Cruelty to Animals and Best Friends Animal Society

Attachment 3: Department organizational chart and position descriptions

cc: Jacqueline Reyes, City Administrative Officer
Sharon Lee, Los Angeles Animal Services

GRANT AGREEMENT

between

THE CITY OF LOS ANGELES

and

THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

and

BEST FRIENDS ANIMAL SOCIETY

for

SUPPORT OF THE LOS ANGELES DEPARTMENT OF ANIMAL SERVICES

Agreement Number C- XXXX

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ATTACHMENTS

Exhibit A – Advisory Consultant Job Descriptions

Exhibit B – Implementation Timeline

Exhibit C – Insurance Contractual Requirements & Required Insurance and Minimum Limits

Exhibit D – Confidentiality Agreement

**GRANT AGREEMENT
BETWEEN
THE CITY OF LOS ANGELES, THE AMERICAN SOCIETY FOR THE PREVENTION OF
CRUELTY TO ANIMALS, AND BEST FRIENDS ANIMAL SOCIETY
FOR
SUPPORT OF THE LOS ANGELES DEPARTMENT OF ANIMAL SERVICES**

THIS AGREEMENT ("Agreement") is entered into by and between the City of Los Angeles ("City"), a municipal corporation acting by and through its Department of Animal Services ("Department"), The American Society for the Prevention of Cruelty to Animals ("ASPCA"), a New York not-for-profit organization, and Best Friends Animal Society ("BFAS"), a Utah not-for-profit organization. The Department, ASPCA, and BFAS may also be referred to herein individually as a "Party" or collectively as the "Parties."

WHEREAS, the Department operates six animal shelters (also known as Animal Services Centers) across the City and is dedicated to promoting and protecting the health, safety, and welfare of the City's animals and people; and

WHEREAS, the ASPCA is a 501(c)(3) not-for-profit, national animal welfare organization dedicated to providing effective means for the prevention of cruelty to animals throughout the United States; and

WHEREAS, BFAS is a 501(c)(3) not-for-profit, national animal welfare organization dedicated to bringing about a time where there are No More Homeless Pets®; and

WHEREAS, the ASPCA and BFAS desire to support the Department by providing grant funding and staff resources to improve the treatment and care of companion animals under the Department's custody and control, in furtherance of each Party's' mission; and

WHEREAS, the primary purpose of the grant funding and staff resources will be to support positive outcomes for animals by increasing adoptions, transfers, and other lifesaving placements; responsible intake diversion and pet support, including efforts to support community cats; and in-shelter pathway planning to ensure animals receive timely, coordinated care and support;

NOW THEREFORE, in consideration of the promises, representations, covenants and agreements provided below, the Parties agree as follows.

SECTION 1. PARTY REPRESENTATIVES AND NOTICES

- 1.1 Unless otherwise stated in the Agreement, any notices and/or other communication required or provided for under this Agreement shall be provided in writing, addressed to:

For the City:

Annette Ramirez
Interim General Manager
Department of Animal Services
221 North Figueroa Street, Suite 600
Los Angeles, California 90012
Email: annette.ramirez@lacity.org

With copies to the Los Angeles City Attorney's Office at 200 N. Main Street, 7th Floor, Los Angeles, California, 90012 and steve.houchin@lacity.org

For ASPCA:

Jesse Oldham,
Senior Director, Los Angeles Initiative
424 East 92nd St.,
New York, NY 10128
jesse.oldham@aspca.org

With copies to ASPCA Legal Department at the mailing address set forth above and corporate_counsels_office@aspca.org

For BFAS:

Julianne Castle
Chief Executive Officer
5001 Angel Canyon Rd.
Kanab, UT 84741
julie@bestfriends.org with copies to CEOOffice@bestfriends.org and legal@bestfriends.org

- 1.2 All such notices may either be delivered personally or may be deposited in the United States mail, properly addressed as aforesaid with postage fully prepaid for delivery by registered or certified mail. Service in such manner by registered or certified mail shall be effective upon receipt. Where indicated in this Agreement, notice may be provided by email and shall be effective upon receipt.
- 1.3 If the name of the person designated to receive the notices, demands, or communications or the address of such person is changed, written notice must be provided as described in this Agreement within five (5) business days of such change.
- 1.4 The Department's General Manager may delegate their duties, discretion, and authority under this Agreement to one or more Department employees. Such delegation shall be memorialized in writing and, as appropriate, notice thereof provided to the other Parties.

SECTION 2. DEFINITIONS

- 2.1 For the purposes of this Agreement, the following words and phrases are defined and shall be construed as follows:

"Aggregated Data" – shall have the meaning set forth in Section 13.3.

"Animal Information" – shall have the meaning set forth in Section 7.1(B).

"Advisory Consultants" – the employees of ASPCA and BFAS who will be located in Department facilities to provide support as further detailed in Section 5 of this Agreement.

"City Costs" – City employee's salary as determined by the City's annual Wages and Count or in accordance with the Memorandum of Understanding applicable to the employee; and related and indirect costs for the City employee, using the cost rates established in the City's annual Cost Allocation Plan.

“City Data” – shall have the meaning set forth in Section 17.7.

“Communication(s)” – any written or oral announcement or representation made through a Party’s official platforms and/or media representatives that describes (a) this Agreement and/or the activities under this Agreement; and (b) is targeted to the public at large or is reasonably intended to reach or inform the general public regardless of the format, channel or medium used, including but not limited to press releases, public announcements or similar public-facing media engagement and posts, replies, story, video, or livestream on any social media platform. The term “Communication(s)” does not include any written or oral announcement or representation by a Party directed towards any particular group or people or limited audience including without limitation communications targeting or distributed to donors or prospective donors in a targeted donor communication, recipients on listservs or similar closed distribution lists, recipients on text or email lists that are not publicly accessible, employers, contractors or internal personnel of a Party, blogs or other stories by representatives of a Party that may be distributed in one of the methods set forth above may also be posted on a Party’s website or webpage that is available to the general public. The term “Communication(s)” also does not include any oral or written communication made as required by law, in connection with any regulatory activities (such as tax filings), or as part of government oversight (such as reports to the Board of Animal Services Commissioners or the Los Angeles City Council).

“Confidential Information” – shall have the meaning set forth in Section 13.1.

“Effective Date” – the date when all of the following events have occurred: (i) the Agreement has been signed on behalf of ASPCA and BFAS by the person or persons authorized to bind those organizations; (ii) the Agreement has been approved by the Board of Animal Services Commissioners and the Los Angeles City Council; (iii) the Office of the City Attorney has indicated in writing its approval of the Agreement as to form; and (iv) the Agreement has been signed on behalf of the City by the authorized Department representative.

“Funded Position” – any individual who is employed by the City in a position with the Department and that is funded by ASPCA and BFAS pursuant to this Agreement, including all City Costs.

“Grant Project” – the Funded Positions, Advisory Consultants, Training, and all other related services and activities contributed to the Department by ASPCA and BFAS to accomplish the goals set forth in this Agreement.

“PI” – shall have the meaning set forth in Section 13.5.

“Proprietary Information” – shall have the meaning set forth in Section 14.3.

“Quarter” or **“Quarterly”** – each three-month period throughout a calendar year commencing on January 1, April 1, July 1, and October 1.

“Reports” – shall have the meaning set forth in Section 7.1(A).

“SAC” – shall have the meaning set forth in Section 7.1(D).

“SPDA” – shall have the meaning set forth in Section 7.1(C).

“Term” – the term of this Agreement, as set forth in Section 3.

“Sensitive Personal Information” – shall have the meaning set forth in Section 13.5.

“Training” – has the meaning set forth in Section 6.1.

SECTION 3. TERM OF THE AGREEMENT

- 3.1 Unless terminated earlier in accordance with Section 10, the term of this Agreement shall be the earlier of (i) six years from the Effective Date of the Agreement, or (ii) the date of the last payment for the Funded Positions as established under Section 4.

SECTION 4. FUNDED POSITIONS

- 4.1 **Funded Positions.** ASPCA and BFAS will provide funding to the Department to cover the City Costs for the below-listed Funded Positions to be filled for a total of three years, not exceeding the Term of this Agreement. The Department will directly supervise all Funded Positions, and neither ASPCA nor BFAS nor any Advisory Consultants will serve in a supervisory capacity for any Funded Position. The funding will include all City Costs for each Funded Position. ASPCA and BFAS will split the cost of each Funded Position on a 50/50 basis.

The maximum funding amounts indicated for each Funded Position listed in this Section 4.1 is the total amount to be funded in the aggregate by the ASPCA and BFAS. The parties understand and agree that the funding amounts indicated for each position listed in this Section 4.1 are the maximum amounts that shall be funded by the ASPCA and BFAS, including if the cost rates established in the City’s annual Cost Allocation Plan increase or fluctuate during the term of this Agreement. In addition, the parties acknowledge that the City may staff the Funded Positions with qualified individuals who are existing City employees; however, the City agrees that, in such case, it shall take reasonable efforts to backfill the vacated roles.

- A. Three (3) District Supervisors, not to exceed \$3.6 million over the Term of this Agreement. Once all three District Supervisors are hired, the Department will place one District Supervisor in each of the Department’s six Animal Services Centers.
- B. One (1) Director of Field Operations, not to exceed \$1.5 million over the Term of this Agreement. The Director of Field Operations will report directly to a Department Assistant General Manager.
- C. Three (3) Animal Care Technicians to serve as Citywide Cat Program Specialists, not to exceed \$1.53 million over the Term of this Agreement. The Specialists will coordinate positive outcomes for the City’s community cats.
- D. Six (6) Animal Care Technicians to serve as Foster Program Specialists, not to exceed \$2.49 million over the Term of this Agreement. The Foster Program Specialists will

matchmake pets with foster volunteers, coordinate check-ins, attend events, and guide foster volunteers.

- E. Ten (10) Animal Care Technicians to serve as Adoption and Return to Home Program Specialists, not to exceed \$5.1 million over the Term of this Agreement. The Adoption and Return to Home Program Specialists will be responsible for matchmaking adopters with animals in care and returning lost or stray pets to their families.

4.2 Timing of Funding.

- A. The ASPCA and BFAS will provide funding to the Department for the Funded Positions, as described in Section 4.1, in payments on a Quarterly basis.
- B. The Department shall provide written notice to the ASPCA and BFAS when (i) a Funded Position is posted for applications, including the salary range; (ii) an offer is extended for a Funded Position; and (iii) an offer for a Funded Position is accepted, including the start date.
- C. Upon receipt of written notice from the Department that a Funded Position has been accepted, a background check has been completed to the Department's satisfaction, and providing the scheduled start date, the ASPCA and BFAS shall send electronic payment to the Department within 14 business days for the pro-rated amount due for the Funded Position for the current Quarter. The Department shall provide written notice to ASPCA and BFAS to confirm the actual start date for each Funded Position.
- D. No later than 30 days prior to the beginning of each Quarter, the Department shall provide written notice to the ASPCA and BFAS of each filled Funded Position and the amount due for the upcoming Quarter. Upon receipt of this written notice, the ASPCA and BFAS shall send the quarterly electronic payment to the Department for the Funded Positions within fourteen (14) business days.
- E. All written notices required under this Section 4.2 may be provided by email.

- 4.3 **Vacancies in Funded Positions.** In the event a Funded Position becomes vacant, the Department shall use its best efforts to re-fill the Funded Position. ASPCA and BFAS shall have no obligation to pay for a Funded Position beyond the Term if such Funded Position did not remain filled for a total of three years during the Term.

4.4 Department Reporting and Overpayment.

- A. At the end of each calendar year and the final Quarter prior to the end of the Term, the Department shall provide ASPCA and BFAS with written notice that includes the following for each Funded Position: (i) the title of the Funded Position; (ii) the dates of employment the Funded Position was occupied by an active Department employee; and (iii) in the event a Funded Position was not filled either temporarily or permanently, any amounts paid by ASPCA and BFAS that were in excess of the amount owed for the Funded Position. Any reports are subject to Section 13 of this Agreement with respect to personal information or sensitive personal information.
- B. The ASPCA and BFAS shall notify the Department if they will allow the Department to

use any overpayment as a credit toward future payments for Funded Positions or require the Department to return all or a portion of the overpaid amount. If ASPCA or BFAS requires a return of all or any portion of the overpaid amount, the Department shall send electronic payment of the requested amount within 30 days of written notice by ASPCA or BFAS.

- 4.5 Department as Sole Employer of Funded Positions.** The Department shall be the sole employer of all individuals in Funded Positions. Accordingly, the Department agrees that with respect to any Funded Position, the Department will be exclusively responsible for compliance with, and will comply with, any and all applicable federal, state, and local employment laws, regulations, and rules, including, but not limited to, any employer obligations to: (i) timely pay all wages or other compensation due; (ii) withhold and remit employment taxes; (iii) administer any required discipline; (iv) provide insurance coverages; (v) prohibit discrimination or harassment based on any protected characteristic; (vi) provide any required leave or accommodation; and (vii) provide training. For the sake of clarity, neither ASPCA nor BFAS will be responsible for paying for, or reimbursing the Department for the cost of, compliance with any law or regulation, including but not limited to laws requiring leave or accommodation. The Department further acknowledges and agrees that the use of funding for the Funded Positions does not constitute a joint venture, affiliation, or joint employment relationship of any kind.

4.6 Ongoing Funding of Funded Positions.

- A. The Department agrees to use best efforts to keep the Funded Positions filled while ASPCA and/or BFAS fund those positions. This will include posting for any Funded Positions if they become vacant after initially being filled. The Department also agrees to take good-faith measures to request funding from the Los Angeles Mayor and City Council adequate to keep the Funded Positions filled for three years beyond the Term of this Agreement. ASPCA and BFAS understand that the Department cannot guarantee continued funding of the Funded Positions beyond the Term due to the unknown condition of the City's future budgets. Notwithstanding the foregoing, if the City expends the funding provided by the ASPCA and BFAS set forth in Section 4.1 prior to the expiration of three years of employment of the individuals hired to fill the Funded Positions, including because of an increase to the cost rates established in the City's annual Cost Allocation Plan, the City shall use best efforts to continue to fill the Funded Positions to complete the full three years for each Funded Position and shall use reasonable efforts to manage the Department's budget so that the funding for the Funded Positions is available for no less than the three-year tenure of the Funded Positions.
- B. The Department acknowledges that neither the ASPCA or BFAS (or their representatives) has made any actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant Project funds are returned or if the Agreement is terminated, the Department acknowledges that neither the ASPCA nor BFAS will have any further obligation to the Department in connection with this Agreement as a result of such termination.

SECTION 5. ADVISORY CONSULTANTS

5.1 Advisory Consultants Provided by the ASPCA. For the timeframe of three (3) years, the ASPCA will provide the Department with a minimum of two (2) ASPCA staff members, as listed below, to serve as Advisory Consultants to assist the Department. The Advisory Consultants will be placed at the Department's Animal Services Centers, as mutually agreed upon between the Department and the ASPCA, within six (6) months of the Effective Date. Job descriptions for each of the Advisory Consultant positions provided by the ASPCA are attached hereto as Exhibit A.

A. One ASPCA Senior Director of Shelter Medicine.

B. One ASPCA Senior Director of Shelter Operations.

5.2 Advisory Consultants Provided by BFAS. For the timeframe of three (3) years BFAS will provide a minimum of two (2) BFAS staff, as listed below, to serve as Advisory Consultants to assist the Department. The Advisory Consultants will be placed at the Department's Animal Services Centers, as mutually agreed upon between the Department and BFAS, within six (6) months of the Effective Date. Job descriptions for each of the Advisory Consultant positions provided by BFAS are attached hereto as Exhibit A.

A. One BFAS Senior Manager of Operations.

B. One BFAS Manager of Operations.

5.3 Changes to Advisory Consultants.

A. The ASPCA or BFAS may, in their sole discretion, replace individuals assigned as Advisory Consultants upon written notice to the Department.

B. The ASPCA or BFAS shall remove or replace any of their respective Advisory Consultants upon written request by the Department. If the ASPCA or BFAS disagrees with the Department's request to remove one or more of their respective Advisory Consultants, the Parties shall work together in good faith to resolve any Department concerns about the Advisory Consultant(s). Upon the Department and ASPCA or BFAS agreement that a replacement of an Advisory Consultant will occur, the ASPCA or BFAS (a) will take prompt measures to ensure that the individual ASPCA or BFAS staff member serving as an Advisory Consultant is no longer assigned to the Department's premises and (b) have a reasonable period of time to determine a replacement not exceeding sixty (60) days. If the basis of the Department's request does not involve a breach of this Agreement, the ASPCA and BFAS shall have the right to make the final decision to remove or replace an Advisory Consultant.

5.4 Access.

A. Subject to the confidentiality provisions set forth in Section 13, the Department will allow Advisory Consultants access to areas of Department facilities and to documents or systems that relate to the Advisory Consultant's assignment and functions.

B. The Department shall provide the ASPCA and BFAS with copies of any rules and

regulations that apply to Advisory Consultants. Advisory Consultants shall comply with all Department rules and regulations, and all lawful instructions of the Department staff except when doing so would be unsafe or would contravene Section 5.6.

5.5 Employment and Supervision.

- A. The ASPCA and BFAS shall be the sole employer of all of their respective Advisory Consultants. Accordingly, the ASPCA and BFAS agree that with respect to any Advisory Consultants, the ASPCA and BFAS will be exclusively responsible for compliance with, and will comply with, any and all applicable federal, state, and local employment laws, regulations, and rules, including, but not limited to, any employer obligations to: (i) timely pay all wages or other compensation due; (ii) withhold and remit employment taxes; (iii) administer any required discipline; (iv) provide insurance coverages; (v) prohibit discrimination or harassment based on any protected characteristic; and (vi) provide any required leave or accommodation.
- B. The ASPCA and BFAS shall be responsible for the wellbeing and supervision of their Advisory Consultants. Advisory Consultants shall only be allowed in City facilities at times and locations approved by, and in full coordination with, Department staff.
- C. Advisory Consultants shall not hold themselves out to be or create the impression that they are Department employees.

5.6 Limit of Advisory Consultants Obligations. The Department acknowledges and agrees that any Advisory Consultants or any other ASPCA or BFAS representatives who may be engaging with the Department or Department staff pursuant to this Agreement will not be expected to perform any actions or tasks that conflict with the respective missions or philosophical beliefs of the ASPCA and/or BFAS.

SECTION 6. TRAININGS.

- 6.1 The ASPCA and BFAS will each provide training to Department staff and volunteers at no cost to the Department ("Training"). The type and content of the Training shall be mutually agreed upon by the Parties, and may include topics such as: safe animal handling; disease control and sanitation practices; adoption process and client services; pathway planning and intake; shelter medicine; community cat program management; foster program process; intake diversion and counseling; field services; cat and dog kennel and out-of-kennel enrichment; volunteer training, supervision and management systems, including use of any software, online platform or shelter management system; Chameleon (or any other shelter management system or software system used by the Department) data entry and usage; management development and training; collective impact and teamwork; and availability of marketing and public relations assistance. The Parties shall incorporate any agreed-upon Training into Exhibit B, which may be amended from time to time upon by the Parties.
- 6.2 The Parties will work together in good faith to determine Training that is available from the ASPCA and/or BFAS and that will be most effective for the Department. The Training may be in-person or virtual, and may be provided by Advisory Consultants, other representatives from the ASPCA and BFAS, or other animal welfare organizations with Department pre-approval. All Training content and related materials must be pre-approved

by the Department.

- 6.3 If the Parties identify a topic for Training that is not or cannot be provided by the ASPCA, BFAS, or other entity or individual under contract with the Department, the Parties will work in good faith to determine how such Training can be provided without any cost to the Department.
- 6.4 The Department will make good faith efforts to ensure that relevant Department staff and volunteers participate in Training within a reasonable time from when Training becomes available, or within a reasonable time from the staff or volunteer's onboarding with the Department. The Department, with ASPCA and/or BFAS assistance if needed, will establish a process to track the individuals who have engaged in Training.

SECTION 7. COMMITMENTS BY THE CITY

7.1 Reporting and Animal Information.

- A. The Department shall provide a report to the ASPCA and BFAS every Quarter to provide information about grant activities and results, using forms mutually agreed upon by the Parties. The quarterly report shall provide milestones set forth in Exhibit B and other milestones mutually agreed upon by the Parties (the "Reports").
- B. The Department agrees that the Reports may contain certain animal-related information, including: (a) impounds by date; (b) outcomes by date and type; (c) medical histories; (d) kennel inventory; (e) euthanasia information by shelter and date; (f) length of stay; (g) spay/neuter/sterilization reports; (h) animals to foster by date; and (i) community cat program inventory and release by shelter; (j) and, without collecting any personally identifiable information, animals impounded as personal property (collectively, "Animal Information")
- C. The Department agrees to continue providing statistics through the online reporting system Shelter Pet Data Alliance ("SPDA"). The Department agrees to maintain data sharing through the SPDA for a minimum of 12 months beyond the conclusion of the Term.
- D. The Department agrees to continue providing statistics through the online reporting system Shelter Animal Count ("SAC"), a program of the ASPCA. The Department agrees to maintain data sharing through the SAC for a minimum of 12 months beyond the conclusion of the Term.

- 7.2 **Communication.** The Department agrees to work with the ASPCA and BFAS to create and execute a communications strategy directed towards all Department staff and other relevant internal and external stakeholders to ensure that the purpose and mutually agreed upon goals of this Agreement are socialized with the Department team and other relevant internal and external stakeholders in accordance with the agreed-upon communications strategy, both with in-person and virtual meetings and email communication.

- 7.3 **Policies.** The Department will work with the ASPCA and BFAS to identify changes and/or additions to Department policies and City ordinances that will help improve Department operations and animal welfare in the City.

7.4 Ongoing Engagement.

- A. Representatives of the ASPCA and BFAS will be included in at least one non-public meeting scheduled for a reasonable duration with the Department and the Mayor of the City of Los Angeles or their designee (and any other Department or City staff that the Department believes are appropriate) at least annually during the Term. The purpose of the meeting will be for the Parties to discuss the status of the Grant Project and its successes and opportunities.
- B. The ASPCA and BFAS will have at least one opportunity each calendar year of the Term to present to the Board of Animal Services Commissioners on the status of the Grant Project and its successes and opportunities.
- C. The Department will request that at least once per calendar year, it be granted the opportunity to present to the City of Los Angeles City Council about the Grant Project.
- D. The Parties will work in good faith to prepare any documents and presentations for any such meetings or presentations.

7.5 Use of Funding.

- A. The Department acknowledges and agrees that any funding provided pursuant to this Agreement (i) shall be used exclusively for costs directly in connection with the Grant Project and as set forth in this Agreement; (ii) will only be used in a manner that is consistent with the ASPCA and BFAS' charitable missions and; (iii) will not be used for any purpose prohibited by law.
- B. The Department's failure to utilize funding consistent with the terms of this Agreement will result in the Department having to return any such funding to the ASPCA and/or BFAS respectively within thirty (30) days of the ASPCA's and/or BFAS' written request to do so.
- C. The Department agrees that at no time will any funds it receives from the ASPCA and/or BFAS be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA and/or BFAS to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

7.6 Compliance with Law. The Parties shall comply with all applicable federal, state, and local laws and regulations, including but not limited to all applicable federal, state, and local employment laws, regulations, and rules.

7.7 Department Responsibility. The Department acknowledges and agrees that, given the complex nature of the environment where the activities relating to this Grant Project will be occurring, the ASPCA or BFAS make no guarantee that the goals of the Parties will be accomplished, whether set forth in this Agreement or otherwise. The Department acknowledges and agrees that all decisions relating to the policies, procedures, and the

care and disposition of animals remain the sole responsibility of the Department.

- 7.8 **Records.** The Department will keep accurate books and records with respect to the funds provided under this Agreement in accordance with Generally Accepted Accounting Principles (GAAP) and business practices. The Department will keep records of receipts and expenditures made out of funds received pursuant to this Agreement, as well as copies of the reports submitted to the ASPCA and/or BFAS and supporting documentation for at least three (3) years after completion of the use of any funding provided under this Agreement, and will furnish or make available such books, records, and supporting documentation to the ASPCA and/or BFAS for inspection at reasonable times from the time of the acceptance of any funding of through such period.

SECTION 8. LEADERSHIP MEETINGS

- 8.1 The Parties shall hold meetings at least monthly for the Term to discuss the Grant Project, the progress related to same, and to identify any challenges to meeting outcomes.
- A. The Parties' initial representatives at the leadership meetings shall be as follows, and each Party may designate additional or substituted representatives to attend such meetings:
1. For LAAS: General Manager, Assistant General Manager, District Supervisors and Director of Field Operations
 2. For BFAS: Executive Director, Best Friends Los Angeles and BFAS' Advisory Consultants
 3. For ASPCA: Senior Director, Los Angeles Initiative, and ASPCA's Advisory Consultants
- B. The Department shall provide an agenda at least 5 business days prior to the meeting for input from BFAS and the ASPCA.
- 8.2 The Department shall arrange a schedule of regularly recurring, mutually agreed upon, meetings with its field supervisors and kennel supervisors and Advisory Consultants to discuss possible operational changes needed at Department facilities that will help improve the Department's operations and animal welfare in the City. The Department shall provide an agenda at least 5 business days prior the meeting for input from BFAS and the ASPCA.
- 8.3 The Department will, if applicable and appropriate, arrange for Advisory Consultants to join any Department operational meetings such as animal medical and behavioral rounds and weekly team meetings. In the Department's discretion, Department shall provide BFAS and the ASPCA with a schedule of all regularly scheduled meetings on a monthly basis, and BFAS and the ASPCA shall notify the Department of the meetings at which it requests Advisory Consultants' participation.
- 8.4 BFAS and/or the ASPCA may request additional meetings with Department staff necessary for change management to meet the objectives of this Agreement. BFAS and/or the ASPCA shall provide written notice (which may be by email) to the Department requesting any meeting, and such notice shall include the general meeting purpose and Department staff

or volunteers required to attend. Department may request additional meetings with BFAS and/or ASPCA staff necessary for change management to meet the objectives of this Agreement. Department shall provide written notice (which may be by email) to BFAS and/or the ASPCA requesting any meeting and such notice shall include the general meeting purpose and BFAS and/or ASPCA staff or volunteers required to attend.

SECTION 9. IMPLEMENTATION TIMELINE

- 9.1 During the Term, the Parties agree to use good faith efforts to perform their obligations under this Agreement in accordance with the implementation timeline set forth on Exhibit B. In the event of a delay, the Parties may negotiate, in each Party's discretion, and agree in writing (which may be by email) to revise the implementation timeline.

SECTION 10. TERMINATION

10.1 Termination for Cause.

- A. Termination by ASPCA and BFAS. Either the ASPCA or BFAS may, in such Party's sole discretion, terminate this Agreement in any of the following circumstances:
1. If, as the result of the consideration of reports and information submitted to it by the Department or from other sources, the ASPCA or BFAS in such Party's sole discretion, determines that continuation of the Grant Project is not reasonably in furtherance of such Party's charitable mission;
 2. That the Grant Project is not being executed in substantial compliance with this Agreement or any work plan agreed upon by the Parties;
 3. That the Department is incapable of satisfactorily fulfilling its obligations under this Agreement; or
 4. By the Department's actions or statements, the Department materially harms the reputation of the terminating Party, as determined by such Party in its respective reasonable judgment.
- B. Termination by City. The City may terminate this Agreement if the ASPCA and/or BFAS fail to substantially comply with the terms of the Agreement.
- C. Notice of Termination and Opportunity to Cure. Any Party terminating this Agreement pursuant to this Section 10.1 shall do so by providing written notice to all other Parties. Such notice shall provide the reason or reasons for termination. Any Parties' notice of termination may offer the other Party or Parties an opportunity to cure prior to termination.

- 10.2 **Termination for Convenience.** Any Party may terminate this Agreement at any time by providing the other Parties with 90 days written notice. In the event of a termination for convenience, the Parties shall promptly commence the winding-up of the Agreement and develop a wind-up plan within 30 days of the termination notice. If the Department terminates under this section, the BFAS and ASPCA Advisory Consultants will be removed from Department facilities as soon as commercially practicable, but in no event

later than the Agreement termination date.

- 10.3 **Payment of Unexpended Funds Upon Termination.** Upon termination of this Agreement, if so requested by the ASPCA and/or BFAS, the Department shall, within thirty (30) days of delivery of the written request, refund and pay back to the ASPCA and/or BFAS any unexpended balance of the funds under the Department's control or any expended funds deemed to have been misappropriated under the terms of this Agreement.
- 10.4 **Continuing Obligations.** Upon completion of the Grant Project or termination of this Agreement for any reason, the ASPCA and/or BFAS is under no obligation to make any further payments of any funds to the City.
- 10.5 **Option to Enter Into New Agreement.** If the ASPCA and/or BFAS terminate this Agreement, the non-terminating Party and the City may, upon mutual agreement, enter into a new agreement to continue the remaining commitments under this Agreement, provided that nothing contained herein shall require BFAS or the ASPCA to assume the responsibilities of the other Party during this Agreement or in the event of termination by one Party.

SECTION 11. INDEMNIFICATION AND RELEASE

11.1 Indemnification and Release Related to the Funded Positions.

- A. The City agrees to indemnify and hold harmless the ASPCA and/or BFAS from all claims for bodily injury, personal injury, illness, death, property damage, or other damages, or losses of any kind or nature whatsoever, direct or indirect, known or unknown, including reasonable attorneys' fees and costs of litigation that result to anyone else or any other entity (including all actual litigation costs incurred by the ASPCA and/or BFAS, including but not limited to, reasonable costs of experts and consultants) because of (1) actions or omissions by the Department related to the Grant Project or (2) any breach by the Department or any of its directors, officers, agents, employees, representatives, successors and assigns of any provision of this Agreement. This includes lone acts or omissions by the Department as well as the combined acts of the Department with others. Notwithstanding the foregoing, the City has no indemnification obligation to the ASPCA and/or BFAS if a claim (a) arises from or relates to the gross negligence or willful conduct of the ASPCA and/or BFAS respective Advisory Consultant's provision of advice or (b) arises from or relates to the active negligence or willful conduct of the ASPCA and/or BFAS and any of their boards, officers, agents, employees, representatives, successors and assigns and such active negligence or willful misconduct is not related to an ASPCA and/or BFAS respective Advisory Consultant's provision of advice. The Department expressly agrees this indemnity agreement is intended to be as broad and inclusive as permitted by law. The rights and remedies of ASPCA and/or BFAS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- B. Except for the gross negligence or willful misconduct of the ASPCA and/or BFAS, the City, for its directors, officers, employees, representatives, agents, successors and assigns, agrees never to bring a claim or suit against the ASPCA and/or BFAS related

to the City's receipt and use of grant funds for the Funded Positions under this Agreement, but not any claims or actions arising or related to any breach of this Agreement. The City agrees the ASPCA and/or BFAS and their directors, officers, employees, representatives, agents, successors and assigns are not responsible for any of the decisions, plans, guidelines, work, or activities related to or arising from the use of grant funds for the Funded Positions. The Department expressly agrees this release is intended to be as broad and inclusive as permitted by law. **It is expressly understood and agreed that the Department is aware of and is hereby waiving and surrendering its rights pursuant to § 1542 of the Civil Code of the State of California, which provides as follows: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."**

- C. To the extent that ASPCA or BFAS engages in active negligence or willful misconduct, the Department's obligations set forth in Section 11.A and Section 11.B shall continue to extend to the other party (ASPCA or BFAS) that has not engaged in any such active negligence or willful misconduct.

11.2 Indemnification Related to Advisory Consultants.

- A. With respect to the Advisory Consultants, except for the active negligence or willful misconduct of the City, or any of its boards, officers, agents, employees, assigns and successors in interest, ASPCA and BFAS, severally and not jointly, shall defend, indemnify and hold harmless the City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, reasonable attorneys' fees and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, reasonable costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including their respective ASPCA's and BFAS' employees and agents, or damage or destruction of any property of any Party hereto or of third parties, arising in any manner by reason of any act, error, or omission by an Advisory Consultant on the City's property or at a City event. The indemnification and defense required under this provision shall not apply to claims arising from or related to advice, or failure to provide advice, provided by an Advisory Consultant to the Department, unless such a claim arises from the gross negligence or willful misconduct of ASPCA and/or BFAS' Advisory Consultants. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

SECTION 12. INSURANCE

- 12.1 During the term of this Agreement and without limiting ASPCA and BFAS' obligation to indemnify, hold harmless, and defend the City, ASPCA and BFAS shall each provide and maintain at its own expense a program of insurance having the coverages and limits not less than the required amounts and types as determined by the Office of the City Administrative Officer of Los Angeles, Risk Management (template Form General 146 in Exhibit C hereto). The insurance must: (1) conform to the City's requirements; (2) comply

with the Insurance Contractual Requirements (Form General 133 in Exhibit C hereto); and (3) otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. The ASPCA and BFAS shall comply with all Insurance Contractual Requirements shown on Exhibit C hereto. Exhibit C is hereby incorporated by reference and made a part of this Agreement.

- 12.2 The City self-administers, defends, settles, and pays third-party claims for bodily injury, personal injury, death, and/or property damage. Protection under this program is warranted to meet or exceed \$5 million, combined single limit, per occurrence. Additionally, the City is permissively self-insured for Workers' Compensation under California law. The City will provide 30 days' written notice of any modification or cancellation of the program.

SECTION 13. CONFIDENTIALITY

- 13.1 All documents, information, and materials provided to the ASPCA and BFAS by the City and all City Data, as that term is defined in Section 17.7 (collectively "Confidential Information"), are confidential.
- 13.2 If the City receives a request under the California Public Records Act seeking records related to ASPCA's or BFAS's funding and activities under this Agreement, the City will provide prompt notice to the ASPCA or BFAS to the extent legally permissible. ASPCA or BFAS shall be solely responsible for seeking any protective order or judicial relief. Absent such relief, the City may disclose the information as required by law.
- 13.3 The ASPCA and BFAS may collect, analyze, and use data derived from the Reports, Animal Information, or data received through the SPDA or SAC, in an aggregated and anonymized manner, as those terms are understood under applicable privacy laws, ("Aggregated Data"). The ASPCA and BFAS shall have a perpetual, royalty free license to use Aggregated Data, provided that such data does not identify the City or the data subjects and such Aggregated Data is not considered City Data. The City may use Aggregated Data for any lawful business purpose, including to improve its services.
- 13.4 The ASPCA and BFAS shall not provide, and shall prohibit its employees and subcontractors from providing or disclosing, any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, except as authorized by the City or as required by law. The ASPCA and BFAS shall ensure that any ASPCA or BFAS personnel to whom Confidential Information is made available are suitably qualified, trained on and understand their obligations with respect to Confidential Information under data protection laws and are under the obligation to treat Confidential Information as confidential. The ASPCA and BFAS shall immediately notify the Department of any attempt by a third party to obtain access to any Confidential Information. The ASPCA and BFAS will require that any of its employees, Advisory Consultants, volunteers, agents, and subcontractors who will review, be provided, or have access to Confidential Information to execute the Confidentiality Agreement attached hereto as Exhibit D, prior to having access to the Confidential Information. This provision shall survive expiration or termination of this Agreement.
- 13.5 The City shall not include any personal information, as defined in Cal. Civ. Code § 1798.82(h) and (i)(1) ("PI"), or any sensitive personal information, as defined in Cal. Civ.

Code § 1798.140(ae) ("Sensitive Personal Information") in any records the City may disclose to the ASPCA and/or BFAS including, without limitation, payment documentation. Where possible, the City should avoid disclosing any other unnecessary personal information and limit disclosures to the minimum amount of information required for grant administration.

- 13.6 Any other personal information (other than PI or Sensitive Personal Information) shared for operational purposes (e.g., names and email addresses of individuals the ASPCA and/or BFAS will work with) shall be used solely for communications and coordination and handled in accordance with applicable privacy laws. The City shall not transmit any records containing PI or Sensitive Personal Information to the ASPCA or BFAS.

SECTION 14. INTELLECTUAL PROPERTY AND PROPRIETARY INFORMATION

- 14.1 **License to Use Trademarks.** Subject to the terms of this Agreement, each Party hereby grants to the other Parties a limited, royalty-free, non-exclusive license to use such Party's name and trademarks on materials directly related to the activities of the Project.

A. All use of the ASPCA name and trademarks must comply with the ASPCA's style guide. ASPCA Trademarks are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®".

B. All use of the BFAS name and trademarks must comply with the BFAS style guide and any other requirements relating to appearance of any trademark as provided to the other Parties in writing.

C. The name "Los Angeles Department of Animal Services" and the logos of the Department and the City are trademarks of the City. Any use of the City's trademarks other than as authorized by this Agreement is prohibited, unless pre-approved in writing by the Department. ASPCA and BFAS shall not authorize any third party to use the City's trademarks without pre-approval in writing by the Department.

- 14.2 **Improper Use of Marks.** Use of the Parties' trademarks without written permission may constitute trademark infringement and unfair competition in violation of federal and state law. Except as permitted in this Agreement, the Parties may not:

A. Use another Party's trademarks in connection with any products or services unrelated to this Agreement.

B. Use any trademarks confusingly similar to another Party's trademarks in connection with any products or services unrelated to this Agreement.

C. Create or maintain a website, unrelated to this Agreement, using a domain name confusingly similar to another Party's trademarks.

D. Register or attempt to register another Party's trademarks or any marks confusingly similar to them.

- E. Challenge or dispute another Party's ownership of and rights to their trademarks and the validity of any of registrations or applications for the trademarks.

14.3 Proprietary Information of the ASPCA and BFAS. The Department acknowledges and agrees that the following constitute "Proprietary Information": any secret or proprietary information relating directly to either the ASPCA or BFAS business, including, but not limited to, services, members, business policies, employment records and policies, operational methods, marketing plans and strategies, business development plans, new personnel acquisition plans, technical processes, designs and design projects, inventions and research programs, trade know-how, trade secrets, specific software, algorithms, computer processing systems, object and source codes, user manuals, systems documentation, and other business and financial affairs of the ASPCA and/or BFAS. It is not anticipated that the Department will have access to either the ASPCA's or BFAS' Proprietary Information as a result of this Agreement. Nonetheless, the Department acknowledges and agrees that in the event the Department learns of or comes into possession of any ASPCA and/or BFAS Proprietary Information, the Department will notify the ASPCA or BFAS respectively and return said information. The Department agrees that it will not use, supply or disclose any Proprietary Information it happens to learn of to any third party, unless required by a court order or by law, including but not limited to the California Public Records Act (California Government Code Section 7920.000, et seq).

SECTION 15. ACKNOWLEDGMENT AND PUBLICITY.

15.1 Acknowledgment of ASPCA's and BFAS' Support and Leadership.

- A. The Parties' marketing and public relations teams will meet within 14 days of the Effective Date to coordinate on communication tactics and outreach regarding the Grant Project. The Parties agree that any time one of the Parties publicly issues a Communication about the Grant Project, there will be a reference that the Grant Project (or related activity) was made possible, in part, by funding by the ASPCA and BFAS. The Parties will mutually agree on the specific language used for this acknowledgment.
- B. The Parties will agree on standard language that can be used for Communications without prior approval of the other Parties ("Pre-Approved Language"). Any other Communications will be sent to Rebecca Goldrick (Rebecca.Goldrick@aspc.org) for the ASPCA, Eric Rayvid (ericr@bestfriends.org) for BFAS, and General Manager Annette Ramirez (annette.ramirez@lacity.org) and Public Information Officer Agnes Sibal (agnes.sibal@lacity.org) for the Department, or other representative designated by a Party for review and approval prior to dissemination. For non-Pre-Approved Language, the requesting Party shall provide the other Parties at least four (4) business days, and twenty-four (24) hours in the event of an emergency, to review and approve any Communication. The Parties shall agree in writing on any additional specific process that will be used for review and approval of Communications. No changes shall be made to any approved Communications without the prior written approval of each of the Parties.
- C. The ASPCA and BFAS each has the right in its sole discretion to require the Department to remove all references to the ASPCA's or BFAS' respective involvement

on any Department controlled websites and will no longer list the ASPCA or BFAS on any hard-copy documents available to the public if the ASPCA and/or BFAS determine(s) that the Department is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA and/or BFAS determine(s) that it is no longer in the ASPCA's and/or BFAS' best interest to be referenced in such manner. The Department is not required to remove posts on social media platforms that previously referenced the ASPCA or BFAS but may not "pin" such posts at the top of the social media platforms feeds and must allow such posts to "move down the feed."

- 15.2 **Acknowledgement of Third-Party Support.** The Parties will make good faith efforts to coordinate with and recognize third parties that are providing support to the Department as part of the Grant Project. The Parties shall follow the approval process for non-Pre-Approved Language set forth in this section for any acknowledgement of third-party support.
- 15.3 **Social Media.** The Parties agree to work in good faith to collaborate on social media platform posts that relate to the Grant Project. In the event that it is not possible to collaborate on a social media post, the Party or other Parties not part of the collaboration will be tagged and mentioned in the social media posts verbiage, when appropriate.
- 15.4 **Further Assistance.** For further assistance regarding recognition of the support provided by the ASPCA under this Agreement, including press releases, advisories, or general media outreach, the Department may contact the ASPCA's Media Department at press@aspca.org. For further assistance regarding recognition of the support provided by BFAS under this Agreement, the Department may contact ericr@bestfriends.org.
- 15.5 **Non-Defamation and Working in Good Faith.** The Parties each agree that it will not make any defamatory statements, as defined under California Law, about the other Parties' engagement in the Grant Project or this Agreement.

SECTION 16. CHANGES TO THE GRANT PROJECT

- 16.1 The Department acknowledges and agrees that any proposed changes to the Grant Project, including, but not limited to, the Grant Project goals and objectives, the use or purpose of funds, the distribution of funds across approved budget items, or any other substantive changes to the Grant Project shall be fully approved by the ASPCA and/or BFAS (as the specific funder of such activity) and must be memorialized with an amendment to the Agreement prior to initiating any such changes.

SECTION 17. GENERAL PROVISIONS

17.1 Applicable Law, Interpretation, and Enforcement

- A. Each Party's performance shall comply with all applicable laws of the United States of America, the State of California, and City, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing. This Agreement shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. Each Party shall comply with new, amended, or revised laws, regulations, or procedures that apply to the performance of this Agreement.

- B. In any action arising out of this Agreement, the Parties consent to personal jurisdiction, and agree to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.
- C. If any part, term or provision of this Agreement is held void, illegal, unenforceable, or in conflict with any federal, state or local law or regulation, the validity of the remaining parts, terms or provisions of this Agreement shall not be affected.
- 17.2 **Integrated Agreement.** This Agreement, including any Exhibits sets forth all of the rights and duties of the Parties with respect to the subject matter of this Agreement, and replaces any and all previous agreements or understandings, whether written or oral, relating thereto. Any amendments to this Agreement shall be in writing and approved and signed by all Parties.
- 17.3 **Waiver.** A waiver of a default of any part, term or provision of this Agreement shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A Party's performance after the other Party's default shall not be construed as a waiver of that default.
- 17.4 **Relationship of Parties.** Neither the ASPCA nor BFAS are agents or employees of the Department or City. The ASPCA and BFAS shall not represent or otherwise hold out themselves or any of their directors, officers, partners, employees, or agents to be an agent or employee of the Department or the City. Neither the City nor the Department are agents or employees of the ASPCA or BFAS. The City and Department shall not represent or otherwise hold out themselves or any of their directors, officers, partners, employees, or agents to be an agent or employee of the ASPCA or BFAS.
- 17.5 **Non-Exclusive Agreement.** The Parties agree that this is a non-exclusive Agreement. Nothing in this Agreement shall prevent any Party from engaging in similar activities or entering into similar agreements with other organizations or individuals.
- 17.6 **Current Los Angeles City Business Tax Registration Certificate Required.** For the duration of this Agreement, the ASPCA and BFAS shall maintain valid Business Tax Registration Certificate(s) as required by the City's Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.
- 17.7 **Data Protection.** The ASPCA and BFAS shall establish, implement, and maintain physical, technical, administrative, and organizational safeguards to ensure a level of security appropriate to the risks to City-provided data or consumer-provided data acquired in the course and scope of this Agreement (collectively, the "City Data"). The Parties agree that no information provided through the SPDA or SAC platforms, Reports, or Animal Information is considered City Data. ASPCA and BFAS shall notify the Department in writing without undue delay, and in any event within twenty-four hours, of their discovery or reasonable belief of any unauthorized access of City Data on ASPAC or BFAS systems (a "Security Incident"), or of any event affecting, or potentially affecting City Data related to cyber security of ASPCA or BFAS systems (a "Security Event"), including, but not limited to, denial of service attack, system outage, instability or degradation due to computer malware or virus. ASPCA or BFAS, as applicable, shall begin remediation immediately.

The entity experiencing the Security Incident or Security Event shall provide updates daily, or more frequently if mutually agreed upon in writing, regarding findings and actions performed by the affected entity until the Security Incident or Security Event has been effectively resolved to the City's satisfaction. The affected entity shall conduct an investigation of the Security Incident or Security Event and shall provide the City assurances regarding the integrity of City data when possible. ASPCA and BFAS shall cooperate fully with the City, its agents and law enforcement. If the City is subject to liability for any Security Incident or Security Event, then ASPCA and BFAS shall fully indemnify and hold harmless the City and defend against any resulting actions.

- 17.8 **Possessory Interests Tax.** Rights granted to the ASPCA and BFAS by the City may create a possessory interest. The ASPCA and BFAS agree that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, the ASPCA and BFAS shall pay the property tax. The ASPCA and BFAS acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.
- 17.9 **Non-Discrimination.** The ASPCA and BFAS shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. The ASPCA and BFAS shall not discriminate in any of their hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.
- 17.10 **Slavery Disclosure Ordinance.** The ASPCA and BFAS shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time.
- 17.11 **Use of Criminal History for Consideration of Employment Applications.** The ASPCA and BFAS shall comply with the City Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, LAAC Section 10.48 *et seq.*, as amended from time to time.
- 17.12 **Intellectual Property Warranty.** Each Party represents and warrants that its performance of all obligations under this Agreement does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.
- 17.13 **Assignment and Delegation.** The ASPCA and BFAS may not, unless first obtaining the written permission of the Department:
- A. Assign or otherwise alienate any of its rights under this Agreement, including the right to payment; or
 - B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.
- 17.14 **Survival of Terms.** The sections of this Agreement that by their nature are intended to survive its expiration or termination, including but not limited to, Sections 11 and 13.4, will survive the expiration or termination of this Agreement.

SECTION 18. ENTIRE AGREEMENT

- 18.1 This Agreement constitutes the complete and entire Agreement between the Parties. No verbal agreement or conversation with any officer or employee of either Party will affect or modify this Agreement. All amendments to this Agreement shall be made in writing and signed and executed by representatives of both Parties.

SECTION 19. ORDER OF PRECEDENCE

- 19.1 In the event of any conflict or inconsistency between any of the provisions of this Agreement and the exhibits to this Agreement, the conflict or inconsistency shall be resolved by giving precedence in the following order: (1) this Agreement, exclusive of exhibits; (2) followed by the exhibits in descending letter order.

(Signature Page to Follow)

This Agreement may be executed in one or more counterparts, and by the Parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The Parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and send by e-mail shall be deemed original signatures.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

THE CITY OF LOS ANGELES, by and
through the Department of Animal Services

By signing below, the signatory attests that they have
no personal, financial, beneficial, or familial interest in
this Agreement.

By: _____
ANNETTE RAMIREZ
Interim General Manager

Date: _____

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: _____
STEVE R. HOUCHIN
Deputy City Attorney

Date: _____

ATTEST:

PATRICE Y. LATTIMORE, City Clerk

By _____
Deputy City Clerk

Date: _____

Business Tax Registration Certificate Number: _____
Internal Revenue Service Taxpayer Identification Number

**THE AMERICAN SOCIETY FOR
PREVENTION OF CRUELTY TO ANIMALS**

By: _____
[Name]
[Title]

Date: _____

By: _____
[Name]
[Title]

Date: _____

BEST FRIENDS ANIMAL SOCIETY

By: _____
[Name]
[Title]

Date: _____

By: _____
[Name]
[Title]

Date: _____

***Approved Signature Methods**

(1) Two signatures: One of the Chairman of the Board
of Directors, President, or Vice-President, and one of
the Secretary, Assistant Secretary, Chief Financial
Officer, or Assistant Treasurer.

(2) One signature of a Corporate-designated individual
together with a properly attested resolution of the
Board of Directors, or a copy of the Bylaws, authorizing
the individual to sign.

ATTACHMENTS

Exhibit A – Advisory Consultant Job Descriptions

Exhibit B – Implementation Timeline

Exhibit C – Insurance Contractual Requirements & Required Insurance and Minimum Limits

Exhibit D – Confidentiality Agreement

EXHIBIT A

Advisory Consultant Job Descriptions



Senior Director, Shelter Operations

<u>Department:</u>	Shelter Partnerships
<u>Manager's Title:</u>	Senior Director, Los Angeles Initiative
<u>Location:</u>	Los Angeles, CA

Overview

Launched in 2014, the ASPCA Los Angeles Initiative layers policy work, inter-agency partnerships and direct service programs to drive change for animals and the community. The Los Angeles Initiative is comprised of 80 people from more than a dozen departments, including annual grants of approximately \$1 million. In addition to policy work, current direct services include kitten intake diversion, foster and adoption; animal relocation; and veterinary services (spay/neuter and primary pet care).

The ASPCA's Los Angeles work is crucially dependent on seamless collaboration and alignment both within the team and with our community partners, which include municipal shelters, non-profits and policy makers.

The Senior Director of Shelter Operations (Sr. Dir., Ops.), reporting to the Senior Director of the Los Angeles Initiative, is assigned primarily to support the ASPCA's partnership work with Los Angeles City Animal Services (LAAS) and as such will work with LAAS leadership on-site at the shelter locations. The focus of this work is the implementation of a joint 3-year plan for LAAS shelters, led by LAAS, and resourced and directly supported by the ASPCA and Best Friends. This work aims to achieve the following goals at LAAS shelters:

- intake community engagement, including efforts to support community cats;
- in-shelter pathway planning to ensure animals receive timely, coordinated care and support, and that the shelters are operating within capacity for humane care; and
- positive outcomes for animals by increasing adoptions, transfers, and other lifesaving placements

Senior Director, Shelter Operations for the Los Angeles Initiative reports directly to the Senior Director, Los Angeles Initiative and has no direct reports. This position will be part of a team of two on-site ASPCA staff members providing shelter operations and shelter medicine expertise to LAAS leadership.

What You'll Do

In collaboration with the LAAS General Manager and cross-agency leadership, this position implements programs and processes in service of the above-mentioned goals. This includes

providing shelter operations subject matter expertise on shelter programs for community engagement intake, animal pathway planning, and maximizing appropriate animal placements (adoptions, relocations/transfers, etc).

Working with the Senior Director, Los Angeles Initiative, and the Sr. Dir. Shelter Medicine, LA, other members of the ASPCA's Los Angeles team and external agency partners, led by LAAS leadership, the Sr. Dir. Ops. will also create and/or deliver trainings tailored to the needs identified within the LAAS shelter system.

The Sr. Dir. Ops., will provide iterative feedback on the workplan and its implementation, and routinely use data and analysis to inform next steps.

This position provides a strategic perspective, thought leadership, project planning skills and tactical guidance relevant to plan implementation.

Senior Director, Shelter Operations for the Los Angeles Initiative reports directly to the Senior Director, Los Angeles Initiative and has no direct reports.

This position will be part of a team of two on-site ASPCA staff members providing shelter operations and shelter medicine expertise to LAAS leadership.

Where and When You'll Work

This position is primarily on-site, with approximately 90% of time spent across the six Los Angeles city shelters and about 10% remote work. Regular travel between LAAS shelters and the remote work location is required.

The standard schedule is Monday through Friday and generally aligns with shelter operational hours, though adjustments may be needed based on shelter needs. Scheduling will be coordinated between this role and the supervisor to ensure appropriate coverage, total hours, and a balanced workweek.

What You'll Get

Compensation

Compensation language will be added here.

Benefits

At the ASPCA, you don't have to choose between your passion and making a living. Our comprehensive benefits package helps ensure you live a rewarding life at work and at home. Our benefits include, but are not limited to:

For positions that are full-time or part-time above 30 hours a week, please include the following:
--

- **Affordable health coverage**, including medical, employer-paid dental and optional vision coverage.
- **Flexible time off** that includes vacation time, sick and bereavement time, paid parental leave, 10 company paid holidays and paid personal time off that allows flexibility to observe the days that mean the most to you.

- **Competitive financial incentives and retirement savings**, including a 401(k) plan with generous employer contributions — we match dollar-for-dollar up to 4% and provide an additional 4% contribution toward your future each year.
- **Robust professional development opportunities**, including classes, on-the-job training, coaching and mentorship with industry-leading peers, internal mobility, opportunities to support in the field and so much more.

For positions that are part-time under 30 hours, please include the following:
--

- **Flexible time off** that includes vacation time, sick and bereavement time, paid parental leave and paid personal time off that allows flexibility to observe the days that mean the most to you.
- **Competitive financial incentives and retirement savings**, including a 401(k) plan with generous employer contributions — we match dollar-for-dollar up to 4% and provide an additional 4% contribution toward your future each year (for employees who complete at least 1,000 hours of service in first year or any calendar year).
- **Employee Assistance Program**: Confidential support for physical, mental, financial and social wellbeing, including online programs, six free counseling sessions and discounted legal/financial consulting.
- **Health Care Navigation and Caregiver Support Benefits**: Free, confidential and personalized concierge-style support to help you care for anyone you consider family. Expert assistance is also available to help you and your family navigate the healthcare system, from claims resolution to finding doctors.

Responsibilities

Responsibility buckets are listed in general order of importance. They include, but are not limited to:

Community-specific Awareness

- Working with LAAS leadership, achieve a comprehensive understanding of LAAS shelter and veterinary operations, including strengths and gaps, to best support plan implementation.
- Achieve a comprehensive understanding of key partners, including missions, activities and impact, to best support plan implementation.

Development and implementation of Shelter Operations Support Plan

Serve in a leadership role within the Los Angeles city shelter community for approximately three years, working collaboratively with the LAAS leadership and partner organizations to drive systemic change aligned with the goals of the ASPCA's shelter partnership program.

As a member of a cross-agency leadership team supporting LAAS leadership, provide ongoing expert assessment of implementation timelines and sequencing, ensuring alignment with both priority and feasibility. Partner with LAAS leadership to advance the three-year plan and remove barriers to implementation whenever possible.

In collaboration with my supervisor and the cross-agency team, develop an operations support plan that includes clear metrics, defined success criteria, and interim milestone goals.

Identify program areas requiring additional support or improvement, and coordinate with ASPCA staff and partner agencies to secure the resources and expertise needed to ensure program success and long-term sustainability.

Act as a liaison between the on-site South Los Angeles/Chesterfield Square ASPCA Spay/Neuter Clinic and LAAS to maximize veterinary intervention opportunities for both intake prevention and shelter animal spay/neuter services.

Provide Training

Work with supervisor, LAAS supervisors and other partner agencies' leadership to provide shelter operations and animal welfare training support in alignment with LAAS needs and within ASPCA's policies. This position will be required to:

- Stay informed about existing ASPCA trainings—through ASPCALearn, ASPCApro, and respected partner organizations—to ensure the development of a relevant, streamlined, and cohesive training program.
- Design and deliver trainings on shelter operations, including both shelter- and community-facing programs, with an emphasis on the purpose, process, and impact of program implementation.
- Support LAAS leadership in the editing and refinement of LAAS shelter Standard Operating Procedures to ensure alignment with planned operational changes.
- Collaborate with LAAS and partner leadership to build training schedules, track progress, and assess the impact of training initiatives.

Communications

- Participate in regular meetings with LAAS leadership staff, including providing agenda input based on current plan status and identified priority projects.
- Work with supervisor to support project communications within ASPCA.
- Participate in regular internal meetings regarding the ASPCA's work in Los Angeles overall.
- With LAAS and other partner leadership, identify opportunities for ASPCA communications, and development teams to showcase progress on local and national platforms, both to share learnings with other animal welfare professionals and to highlight shelter partnerships.

Qualifications

- A solid understanding of – and affinity for – people management, change leadership, program development, process improvement and budget oversight
- Highly motivated self-starter who is able to provide strategic thought leadership and lead projects with limited guidance
- Ability to develop and sustain successful, productive relationships with a wide diversity of key contacts
- Strong track record of leading through change
- Skillful and diplomatic communicator, possessing confidence and composure required to effectively communicate with senior management and influence organizational thinking
- Excellent supervisory and team development skills
- Excellent ability to teach and coach
- Strong analytical skills and fluency with data, including managing large data sets, data analysis and visualization; ability to identify key metrics, communicate persuasively to key stakeholders, and translate into data-driven decision making
- Critical thinker, proven problem solver and generator of new ideas with strong sense of key business issues, opportunities and liabilities
- Ability to work well under pressure, adapt to changing circumstances, make decisions quickly and juggle multiple priorities simultaneously
- Track record of managing/navigating wide-ranging projects and processes and completing them on time
- Strong sense of integrity and discretion; ability to handle sensitive information and issues while maintaining confidentiality
- Demonstrated understanding of animal shelters and sheltering, including the challenges they face, and trends in the animal welfare field
- Experience with budgeting, financial tracking, forecasting and analysis.
- Fluent in Excel, PowerPoint and project management tools and able to readily create presentations, visuals and timely updates
- Exemplifies the ASPCA's Core Values:
 - Has **Commitment** and dedication to improving the lives of animals
 - Demonstrates **Ownership** and feels responsible for outcomes
 - Believes in **Team** – that we are stronger together
 - Seeks to **Elevate** others and reimagine what is possible
 - Focuses on **Impact**, specifically making change for animals
- Ability to exemplify ASPCA's core values and behavioral competencies

Language

- English

Education and Work Experience

- Lead shelter operations experience, 5 years



Senior Director of Shelter Medicine, Los Angeles

Department:	Shelter Medicine Services
Manager's Title:	VP, Shelter Medicine Services and Veterinary Training Programs
Location:	Los Angeles, CA

Overview

Launched in 2014, the ASPCA Los Angeles Initiative layers policy work, inter-agency partnerships, and direct service programs to drive change for animals and the community. The Los Angeles Initiative is comprised of 80 people from more than a dozen departments. In addition to policy work, current direct services include kitten intake diversion, foster and adoption; animal relocation; and veterinary services (spay/neuter and primary pet care).

The ASPCA's Los Angeles work is crucially dependent on seamless collaboration and alignment both within the team and with our community partners, which include municipal shelters, non-profits, and policy makers. The Senior Director of Shelter Medicine, Los Angeles (Senior Director, SMLA) supports the ASPCA's partnership work with Los Angeles City Animal Services (LAAS) as part of a team of two on-site ASPCA staff members with shelter operations and shelter medicine expertise embedded with LAAS shelter personnel. The focus of this work is the implementation of a joint 3-year plan for LAAS shelters, led by LAAS, and resourced and directly supported by the ASPCA and Best Friends. This work aims to achieve the following goals at LAAS shelters:

- community engagement intake , including efforts to support community cats;
- pathway planning to ensure animals receive timely, coordinated care and support, and that the shelters are operating within capacity for humane care; and
- positive outcomes for animals by increasing adoptions, transfers, and other lifesaving placements.

Who We Are

The Senior Director, SMLA is part of the Shelter Medicine Services (SMS) team. The SMS team is comprised of ABVP board-certified shelter medicine specialists and the ASPCA's NYC-based Julie Morris Shelter Medicine Residency. SMS provides leadership, consultation, and support to improve the health and welfare of animals in shelters and communities both internally at the ASPCA and externally across the US. Members of SMS each have assigned projects and areas of emphasis but collectively subscribe to a workplace culture of life-long learning, relentless collaboration, and a willingness to dive into work that needs to be done.

What You'll Do

The Senior Director, SMLA reports directly to the Vice President, Shelter Medicine Services and Veterinary Training Programs and with a dotted line reporting relationship to the Senior Director, Los

Angeles Initiative. The Senior Director, SMLA supports the ASPCA's partnership with LAAS, providing strategic perspective, thought leadership, project planning skills, and tactical guidance relevant to implementation of the 3-year plan. They work with the ASPCA's Senior Director of the Los Angeles Initiative; the ASPCA's Senior Director of Shelter Operations, Los Angeles; the LAAS General Manager; and cross-agency leadership to develop and implement shelter medicine protocols and practices for both population level and individual animal care. Scope for the work includes providing subject matter expertise on shelter medical programs as well as shelter programs for admissions, animal pathway planning, and animal placement in service of the aforementioned goals. The Senior Director, SMLA develops and provides on-the-ground coaching, training, and support for LAAS veterinary and animal care personnel. They also provide iterative feedback on the workplan and its implementation and routinely use data and analysis to inform next steps.

As a member of the SMS team, the Senior Director regularly attends SMS department meetings and has access to the SMS team of ABVP board-certified shelter medicine specialists in developing and implementing protocols and practices aligned with the broader shelter medicine field.

To succeed in this role, the Senior Director, SMLA must have a high level of knowledge and experience in shelter medicine; excellent writing, public speaking, and communication skills; a strong desire to continually improve the health and well-being of animals, shelters, and the communities; and a collaborative and resilient spirit. Success will hinge on the ability to work with a variety of constituents and stakeholders, facilitate relationship-building, communicate clearly, and develop practical, effective, and efficient solutions to address critical needs, so that animals' physical and behavioral needs are met on both individual and population levels.

Where and When You'll Work

This position is primarily on-site with approximately 80% of time spent across the six Los Angeles city shelters in addition to remote work at a home office (up to 10%) and occasional travel (up to 10%). Regular travel between LAAS shelters and remote work locations is required .

Typical hours are aligned with shelter operational and veterinary staffing; this schedule may vary according to LAAS operations. Scheduling will be managed with attention to availability of partners and a balance of on-site and remote duties.

What You'll Get

Compensation

Compensation language will be added here.

Benefits

At the ASPCA, you don't have to choose between your passion and making a living. Our comprehensive benefits package helps ensure you can live a rewarding life at work and at home. Our benefits include, but are not limited to:

- **Affordable health coverage**, including medical, employer-paid dental and optional vision coverage.
- **Flexible time off** that includes vacation time, sick and bereavement time, paid parental leave, 10 company paid holidays and paid personal time off that allows flexibility to observe the days that mean the most to you.
- **Competitive financial incentives and retirement savings**, including a 401(k) plan with generous employer contributions — we match dollar-for-dollar up to 4% and provide an additional 4% contribution toward your future each year.
- **Robust professional development opportunities**, including classes, on-the-job training, coaching and mentorship with industry-leading peers, internal mobility, opportunities to support in the field and so much more.

Responsibilities

Shelter Medicine Programmatic Support to the Los Angeles Initiative

- Work in the Los Angeles community for approximately three years in a leadership position, working collaboratively with the LAAS shelter system and partners to create systemic change to achieve goals of the ASPCA's shelter partnership program.
- Working with LAAS leadership, achieve a comprehensive understanding of LAAS sheltering and veterinary operations as well as those of key partners, including strengths and gaps, to best support plan implementation
- Working with LAAS and other partner leadership, provide on-going expert assessment on the plan implementation timeline and sequencing based on both priority and feasibility. Strategize and partner with LAAS leadership to remove barriers to implementation where possible.
- Partner with LAAS leadership and staff, the ASPCA Senior Director of the Los Angeles Initiative, and the Senior Director of Shelter Operations to identify, develop, and implement shelter medicine protocols and on-the-ground coaching, training, and support for LAAS veterinary and animal care personnel; assist LAAS leadership with editing LAAS shelter Standard Operating Procedures to ensure alignment with plan implementation
- Working with LAAS leadership, oversee and trouble-shoot the development, implementation, and continued refinement of key shelter medicine practices such as daily rounds and pathway planning in partnership with LAAS leadership and staff, the Senior Director of Shelter Operations, and the Senior Director of the Los Angeles Initiative.
- Working with LAAS leadership, facilitate the consistent application of shelter medicine guidelines, principles, and best practices to ensure high quality and humane animal care, and to facilitate the most efficient pathways to placement or other outcomes.
- Model a standard of continual commitment to improvement of all aspects of animal care and handling and the further elevation of shelter medicine.
- Work with LAAS and partner leadership to build and track training schedules and relevant impact assessments. Identify areas where additional support is needed to create or improve specific programs, and coordinate with ASPCA staff to facilitate additional support needed to ensure success and sustainability of project.
- Working with LAAS leadership, build capacity in veterinarians and veterinary teams to apply shelter medicine principles and best practices across a wide variety of situations.
- Collaborate with key stakeholders connected to LAAS to build relationships that strengthen implementation of the LAAS initiative. Liaise with on-site South Los Angeles /Chesterfield Square ASPCA Spay Neuter Clinic and LAAS to maximize veterinary interventions for both intake prevention and shelter animal spay neuter.

- Participate in regular project meetings with LAAS staff, lead by LAAS leadership, including providing agenda input based on current plan status and identified priority projects.
- Participate in regular internal meetings regarding the ASPCA's work in Los Angeles overall and act as resource internally for the ASPCA on medical issues pertaining to LAAS animals and shelters.
- Work with Senior Director, Los Angeles Initiative to support project communications within ASPCA. With LAAS and other partner leadership, identify opportunities for ASPCA communications, and development teams to showcase progress on local and national platforms, both to share learnings with other animal welfare professionals and to highlight shelter partnerships.

Additional Training/Mentorship and Educational Resource Development

- Develop and deliver programs, presentations, audio-visual content, website content, and written materials on shelter medicine that focus on preventive medicine, epidemiology, population management, and infectious diseases relevant for and tailored to LAAS; when appropriate adapt these resources for broader use by ASPCA programs, including ASPCApro.
- Mentor ASPCA shelter medicine residents when onsite for shelter medicine rotations
- Other duties as assigned by the VP, Shelter Medicine Services and Veterinary Training Programs or Senior Director of the Los Angeles Initiative.

Qualifications

- High level of shelter medicine expertise required
- Proven leadership skills: inspires, guides, and supports individuals to work together toward shared goals; able to influence and lead teams, even without formal authority, by demonstrating flexibility, resiliency, and commitment
- Skillful and diplomatic communicator: possesses confidence and composure required to effectively communicate with staff and management at a variety of levels
- Engages constructively with different personalities and groups; provides direction while inspiring teams to innovate and explore new directions; clarifies decision roles prior to leading difficult conversations
- Innovative, creative and solution-minded: shows superior problem-solving abilities and a positive, proactive attitude in the face of complex challenges
- Strong sense of integrity: able to maintain high professional standards while innovating and adjusting recommendations and approaches to meet programmatic needs in a way that is productive and well-received by stakeholders
- Strong analytical and organizational skills: able to identify key metrics, communicate persuasively to stakeholders, and translate into data-driven decision making
- Ability to work closely with medically and behaviorally compromised animals and feel comfortable working in an environment where humane euthanasia is performed on a regular basis
- Must be able to identify opportunities and assist in the development of new projects
- Exemplifies the ASPCA's Core Values:
 - Has **Commitment** and dedication to improving the lives of animals
 - Demonstrates **Ownership** and feels responsible for outcomes
 - Believes in **Team** – that we are stronger together
 - Seeks to **Elevate** others and reimagine what is possible
 - Focuses on **Impact**, specifically making change for animals

Education and Experience

- Doctor of Veterinary Medicine or equivalent degree from an accredited veterinary college
- Residency training and/or board certification in shelter medicine practice preferred
- Minimum of ten years of veterinary experience
- Minimum of five years of shelter medicine experience, including working directly in or closely with a variety of sheltering organizations on both individual animal and population level concerns; preference will be given to applicants with experience working in a municipal government sheltering organization.
- Minimum 3 years of experience managing veterinary teams
- Fear Free Shelter and Fear Free Veterinary certification required within 60 days of hire

Language

English (required)

Best Friends Animal Society Job Description

Position Title: Senior Manager, Embed Project Operations

Reports to: Executive Director, Best Friends Animal Society in Los Angeles

Location: Los Angeles

FLSA status: Exempt

Date: Dec 2025

Position Summary: This position is a leadership and management position within Best Friends Animal Society where the Senior Manager, Embed Project Operations (SME), is working within Los Angeles Animal Services (LAAS) as an “embed” consultant to advise prioritized, lifesaving efforts for said organization. The SME is responsible, in support of LAAS general manager and onsite leadership team, for advising the general management of a partner organization's training and implementation of the 3-year LAAS, Best Friends and ASPCA plan, creating systemic change, and achieving safety, efficiency and lifesaving impact for LAAS shelter workers and animals.

Emphasis for the SME will be on implementing and training core shelter proven practices based on the aforementioned 3-year, LAAS, Best Friends and ASPCA plan activity in the six local Los Angeles Animal Services (LAAS) shelter locations. In addition, the embed will assist on creating awareness and buy-in within the LAAS staff, volunteer, union representatives, and broader stakeholders and community in maintaining awareness for all, including Best Friends' leadership, on tactics, key performance measure progress, timelines, as well as areas of opportunities and barriers.

This position will be working 95% of the time at one of the assigned LAAS locations with 5% hybrid or remote or reporting to the West Los Angeles Best Friends adoption center. The SME is also responsible for managing the day-to-day work and integration of Best Friends additional embed advisors as well as Best Friends' volunteers and mentors working at LAAS.

Culture:

- Treat people around you as our most valuable resource by leading with compassion and kindness in all your actions. Build trust by demonstrating authenticity and following through on your commitments, encourage self-care and work-life balance through your own example, and work to build strong relationships with your team by creating communication loops to share and receive honest feedback. You are responsible and accountable for the culture of your team.

Key Responsibilities:

- Relocate and work in an assigned embed community for approximately 3 years in a top leadership position, working collaboratively with LAAS to create systemic change to achieve stated goals for the project. Direct consultation of shelter and field lifesaving operations in assigned embed organization; plan, implement, facilitate, monitor, and evaluate all lifesaving programs ongoing for proven strategies and continuing education for attainment of organizational goals and to achieve no-kill by scheduled deadline.
- Implement, communicate and advise on the operations plan with specific metrics and goals for Best Friends and LAAS, including the definition of what success looks like by a timestamp and the interim milestone goals. Create and act on written recommendations on how the program, embed partner organization and partner city shelter(s) or rescue(s) can fill those gaps and how

they can work collaboratively with others outside the shelter system to achieve no kill by 2025 (or sooner) in that community.

- Work within the operations budget as well as the LAAS budget to facilitate resources for LAAS appropriately to achieve goals with LAAS and within LAAS constraints.
- Identify areas where additional support is needed to create or improve specific programs and coordinate with Best Friends staff to facilitate additional support needed to ensure success and sustainability of the project.
- Manage communication within assigned agency and with stakeholders to ensure that all teams, leaders and stakeholders are communicated with regularly and are delivering training to staff and volunteers. With LAAS general manager and leadership team, ensure the performance of tasks and behaviors in conjunction with all policies and procedures of LAAS by assisting in the creation of, updating, and obtaining approval implementation of standard operating procedures in compliance with laws and ordinances for all LAAS locations. This also includes timely and proficient performance management oversight for BF staff and job descriptions for BF staff and volunteers, as well as training with LAAS staff in assistance with LAAS leadership.
- Manage communications within Best Friends, ensuring everyone is updated on progress and challenges and kept abreast of lifesaving progress to goal. Work with Executive Director to extend that to other communities and LAAS stakeholders. Identify opportunities for content (stories, videos, pictures, testimonials), marketing, public relations, communications, and development to showcase progress on local and national platforms. Oversee the data collection for the KPI and shelter programs including shelter and field stats and update HERO and KPI's accordingly. Build relationships in the LAAS and broader LA community to improve awareness and image of the shelter, grow partnerships with local organizations, increase brand exposure for Best Friends, and increase opportunities for safety, better shelter practices and reduction in shelter death in neighboring communities.
- Establish and track key quantitative and qualitative success metrics, ensuring alignment with mission impact, organizational priorities and collaboration across teams.

Leadership

- Responsible for collaboration with other LAAS teams and volunteers to communicate and implement strategic direction for the LA project. The collaboration responsibility is vital to prioritize and maximize services to advance and measure the plan work, both shared and independent.
- Elevate programming stories and achievements for promotion and increased industry credibility and to maintain strong interdepartmental/divisional relationships to ensure we are supporting one another's goals as appropriate.
- Provide thought leadership, strategy, business planning, and tactical guidance ensuring work maximizes value towards Best Friends' LAAS shared plan and goals; stay abreast of external changes in animal welfare and community support systems; work with leadership to support the Sanctuary's value and contributions to organizational objectives.
- Ensure and execute key relationship building with community partners, city officials, community members and other key stakeholders to increase strategic partnerships to implement community strategies and/or grow unengaged partners into the Best Friends Network.
- Generate ideas and content topics on animal welfare industry-related thought leadership for BF leadership and board communication channels including PR, blog, and social media.
- Support human resource matters in conjunction with the Human Resources and Employee Relations departments; oversee headcount controls and position creation or realignment; build and sustain at team culture of organizational effectiveness to achieve results and maximize resources in continual alignment with Best Friends' brand.

Required Skills and Experience:

- This is a senior leadership position for Best Friends program's division requiring at least 3 years of director level or higher shelter leadership and management experience related to the key responsibilities, including overseeing large-scale strategy, operations, budgeting and staffing, preferably including oversight of multiple locations and/or facilities.
- Strengths and experience in utilizing statistical information to inform, develop and implement division and department level strategic plans, including change management strategies and program direction; proven attention to detail with advanced organizational and time management skills.
- Customer-centric, non-judgmental approach to engaging with adopters, partners, visitors, volunteers, and colleagues; familiarity and comfort with nonjudgmental philosophies.
- Strong leadership skills with the ability to act decisively with a get-it-done attitude in difficult and fast-paced situations; strong interpersonal skills, a team player, upbeat, energetic, tactful, and diplomatic, able to get along with people from different backgrounds, as well as the ability to handle sensitive and confidential situations.
- Excellent communication skills, public speaking, and presentation experience with the ability to professionally advocate Best Friends' position on issues; experience in supporting, engaging with, and developing relationships with volunteers and donors.

Physical & other requirements

- Must be able to:
 - Work at a computer or driving a car for extended periods of time with repetitive typing, sitting, arm, and hand motion.
 - Work indoors and outdoors in a variety of weather conditions including extreme heat and cold.
- Travel is required for this role between different LAAS shelters ongoing and the Best Friends West LA adoption center.
- Embed team members are required to live in the Los Angeles area during the time of the project.
- Exposure to dogs, cats and other animals of all sizes, temperaments, and medical status.
- Valid driver's license with ability to be covered by Best Friends insurance during work travel.
- Daily hours and days of the week may vary according to the needs of the department schedule; position includes weekends, nights, and holiday work.
- Proficiency with Microsoft Office products; familiarity with shelter software/animal management software and Asana, or desire to learn, comfort learning new systems, including online information systems.

Best Friends Animal Society
Job Description

Position Title: Manager, Embed Project Operations
Reports to: Senior Manager, Embed Project Operations
Location: Los Angeles
FLSA status: Exempt
Date: Dec 2025

Position Summary: This position is a leadership and management position within Best Friends Animal Society where the Manager, Embed Project Operations (ME), is working within Los Angeles Animal Services (LAAS) as an “embed” consultant to advise prioritized, lifesaving efforts for said organization. The ME is responsible, in assistance with the Senior Manager, Embed Project Operations and onsite leadership team, for advising the general management of a partner organization’s training and implementation of the 3-year LAAS, Best Friends and ASPCA plan, creating systemic change, and achieving safety, efficiency and lifesaving impact for LAAS shelter workers and animals.

Emphasis for the ME will be on implementing and training core shelter proven practices based on the aforementioned 3-year, LAAS, Best Friends and ASPCA plan activity in the six local Los Angeles Animal Services (LAAS) shelter locations. In addition, the embed will assist in creating awareness and buy-in within the LAAS staff, volunteers, and broader stakeholders and community in maintaining awareness. The embed will be responsible for communicating mentorship needs with the leadership team at the Best Friends Pet Adoption Center in Los Angeles to ensure support needs are met.

This position will be working 95% of the time at one of the assigned LAAS locations with 5% hybrid or remote or reporting to the Best Friends Pet Adoption Center in Los Angeles. The ME is also responsible for managing the day-to-day work and integration of Best Friends’ additional advisory consultants, volunteers and mentors working at LAAS locations.

Culture:

- Treat people around you as our most valuable resource by leading with compassion and kindness in all your actions. Build trust by demonstrating authenticity and following through on your commitments, encourage self-care and work-life balance through your own example, and work to build strong relationships with your team by creating communication loops to share and receive honest feedback. You are responsible and accountable for the culture of your team.

Key Responsibilities:

- Work in an LAAS shelter location for approximately 3 years in a leadership position, working collaboratively with LAAS to create systemic change to achieve stated goals for the project. Direct consultation of shelter and field lifesaving operations in assigned embed organization; plan, implement, facilitate, monitor, and evaluate all lifesaving programs ongoing for proven strategies and continuing education for attainment of organizational goals and to achieve no-kill by scheduled deadline.
- Implement and communicate on the operations plan with specific metrics and goals for Best Friends and LAAS. Act on written recommendations on how the program, embed partner organization and partner city shelter(s) or rescue(s) can fill those gaps and how they can work collaboratively with others outside the shelter system to achieve no kill in that community.
- Work within the operations budget as well as the LAAS budget to facilitate resources for LAAS appropriately to achieve goals with LAAS and within LAAS constraints.
- Identify areas where additional support is needed to create or improve specific programs and coordinate with Best Friends staff to facilitate additional support needed to ensure success and sustainability of the project.
- Manage communication within assigned agency and with stakeholders to ensure that all teams, leaders and stakeholders are communicated with regularly and are delivering training to staff and volunteers. With LAAS general manager and leadership team, ensure the performance of tasks and behaviors in conjunction with all policies and procedures of LAAS by assisting in the creation of, updating, and obtaining approval implementation of standard operating procedures in compliance with laws and ordinances for all LAAS locations. This also includes timely and proficient performance management oversight for BF staff and job descriptions for BF staff and volunteers, as well as training with LAAS staff in support of LAAS leadership.
- Manage communications within Best Friends, ensuring everyone is updated on progress and challenges and kept abreast of lifesaving progress to goal. Work with Senior Manager, Embed Project Operations to extend that to other communities and LAAS stakeholders. Identify opportunities for content (stories, videos, pictures, testimonials), marketing, public relations, communications, and development to showcase progress on local and national platforms. Oversee the data collection for the KPI and shelter programs including shelter and field stats and update HERO and KPI's accordingly. Build relationships in the LAAS and broader LA community to improve awareness and image of the shelter, grow partnerships with local organizations, increase brand exposure for Best Friends, and increase opportunities for safety, better shelter practices and reduction in shelter death in neighboring communities.
- Establish and track key quantitative and qualitative success metrics, ensuring alignment with mission impact, organizational priorities and collaboration across teams.

Leadership

- Responsible for collaboration with other LAAS teams and volunteers to communicate and implement strategic direction for the LA project.
- Responsibility to advance the measurement and collaborative advancement of identified tasks and services in the LAAS plan, both shared and independent.
- Elevate programming stories and achievements for promotion and increased industry credibility and to maintain strong interdepartmental/divisional relationships to ensure we are supporting one another's goals as appropriate.
- Provide feedback and tactical guidance ensuring work maximizes value towards Best Friends' LAAS shared plan and goals; stay abreast of external changes in animal welfare and community support systems; work with leadership to support the Sanctuary's value and contributions to organizational objectives.
- Ensure and execute key relationship building with LAAS stakeholders as well as community partners, city officials, community members and other key stakeholders as needed to increase strategic partnerships to implement community strategies and/or grow unengaged partners into the Best Friends Network.
- Generate ideas and content topics on animal welfare industry-related thought leadership for BF leadership and board communication channels including PR, blog, and social media.

Required Skills and Experience:

- This is a leadership position for Best Friends program's division requiring at least 3 years of manager level or higher shelter leadership and management experience related to the key responsibilities, including overseeing large-scale operations and staffing, preferably including experience in shelter operations in multiple locations and/or facilities.
- Strengths and experience in utilizing statistical information to inform programming and operational success, including change management strategies and program direction; proven attention to detail with advanced organizational and time management skills.
- Customer-centric, non-judgmental approach to engaging with adopters, partners, visitors, volunteers, and colleagues; familiarity and comfort with nonjudgmental philosophies.
- Strong leadership skills with the ability to act decisively with a get-it-done attitude in difficult and fast-paced situations; strong interpersonal skills, a team player, upbeat, energetic, tactful, and diplomatic, able to get along with people from different backgrounds, as well as the ability to handle sensitive and confidential situations.
- Excellent communication skills, public speaking, and presentation experience with the ability to professionally advocate Best Friends' position on issues; experience in supporting, engaging with, and developing relationships with volunteers and donors.

Physical & other requirements

- Must be able to:
 - Work at a computer or driving a car for extended periods of time with repetitive typing, sitting, arm, and hand motion.

- Work indoors and outdoors in a variety of weather conditions including extreme heat and cold.
- Travel is required for this role between different LAAS shelters ongoing and the Best Friends West LA adoption center.
- Embed team members are required to live in the Los Angeles area during the time of the project.
- Exposure to dogs, cats and other animals of all sizes, temperaments, and medical status.
- Valid driver's license with ability to be covered by Best Friends insurance during work travel.
- Daily hours and days of the week may vary according to the needs of the department schedule; position includes weekends, nights, and holiday work.
- Proficiency with Microsoft Office products; familiarity with shelter software/animal management software and Asana, or desire to learn, comfort learning new systems, including online information systems.

Implementation Timeline

Implementation of this Grant Project will begin as soon as possible after the Execution Date. The Parties envision three (3) phases of implementation, as set forth in the timeline below.

Phase 1: Foundational positions and basic Department staff trainings

Initial 6 months

- **Hire Granted Positions**
 - Three (3) District Supervisors in order to have a shelter manager at each of the six (6) Department shelters
 - One (1) Director of Field Operations to oversee District Supervisors and to report directly to the Assistant General Manager
- **Advisory Consultant Positions**
 - Work with Department and City leadership to update, develop and schedule protocol, procedure and SOP changes of all areas identified. This includes the City working with the Union to make any changes well communicated and collective.
 - Work with City leadership on internal communication for staff, volunteers, commission, union, and other stakeholders on this work, plan and timing to ensure clear expectations, roles and communication on this partnership ahead of changes.
- **Trainings**
 - Disease control and sanitation practices
 - Cat and dog body language
 - Chameleon data entry and usage
 - Cat and dog enrichment
 - Basic Animal Handling

Phase 2: Foundational Lifesaving Programming Implementation

Months 6 – 12

- **Hire Granted Positions**
 - Three (3) Animal Care Technicians to serve as Citywide Cat Program Specialists
 - Six (6) Animal Care Technicians to serve as Foster Program Specialists

- Ten (10) Animal Care Technicians to serve as Adoption Program and Return to Home Program Specialists
- **Advisory Consultant Positions**
 - Work with Department and City leadership to begin implementation of adoption, community cat, foster, pathway planning and managed intake procedure and SOP changes identified with Department staff and volunteers. This includes the City working with the Union to make any changes well communicated and collective.
 - Work with City leadership on internal communication for staff, volunteers, commission, union, and other stakeholders on this work, plan and timing to ensure clear expectations, roles and communication on this partnership ahead of changes.
 - With staff and partners, implement core lifesaving program trainings where such protocol changes can occur
- **Trainings:**
 - Adoption process and client service
 - Update existing adoption processes and training for implementation.
 - Pathway planning and intake
 - Community cat program management
 - Foster program process
 - Lead a foster program mentorship to grow the overall impact of the foster program.
 - Community needs based intake
 - Diversion tactics and support self-rehoming/owner retention for dogs.
 - Return to owner (RTO) and in-field return to owner (F-RTO)

Phase 3: Additional training, onboarding and continuing education on identified SOP and procedures after BFAS and the ASPCA's departure.

Months 12 - 18

- Ensure all implemented training is happening daily and SOPs are being followed.

- Work with Department and City leadership to begin implementation of additional procedure and SOP changes identified with Department staff and volunteers.
- Work with City leadership on internal communication for staff, volunteers, commission, union, and other stakeholders on this work, plan and timing to ensure clear expectations, roles and communication on this partnership ahead of changes.
- With staff and network partners, implement trainings where such protocol changes can occur

Trainings

- Volunteer process and volunteer management training
- Management and team development (in person or virtual)
- Change Management Training
- Collective Impact and Teamwork
- Create clear onboarding and continuing training education on identified areas for ongoing stability and adherence to implemented changes with Department leadership.

Months 18-36

Ongoing support and real-time problem solving to continue lifesaving progress

Required Insurance and Minimum Limits

Name: The American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS)Date: 04/02/2026Agreement/Reference: Grant Agreement - Support LA City Animal Services with Grant Funding and Staff Resources

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

☒ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

 WC Statutory
 EL \$1,000,000
☒ Waiver of Subrogation in favor of City
☐ Longshore & Harbor Workers
☐ Jones Act

☒ **General Liability** At least \$2,000,000 aggregate GL coverage. City of Los Angeles must be named as an additional insured party

\$1,000,000☒ Products/Completed Operations☐ Sexual Misconduct☐ Fire Legal Liability☐

☒ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

☐ **Professional Liability** (Errors and Omissions)

Discovery Period _____

☐ **Property Insurance** (to cover replacement cost of building - as determined by insurance company)

☐ All Risk Coverage☐ Flood☐ Earthquake☐ Boiler and Machinery☐ Builder's Risk☐

☐ **Pollution Liability**

☐

☐ **Surety Bonds - Performance and Payment (Labor and Materials) Bonds**

100% of the contract price

☐ **Crime Insurance**

Other: 1) If a contractor has no employees and decides to not cover themselves for Workers' Compensation, please complete the form entitled "Request for Waiver of Workers' Compensation Insurance Requirement" located at <http://lacity.org/cao/risk/InsuranceForms.htm>
 2) In the absence of imposed Auto Liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.

CONFIDENTIALITY AGREEMENT

I understand that [LEGAL NAME OF ENTITY] ("ENTITY") has entered into an agreement ("Agreement") with the City of Los Angeles ("City") to provide grant funding and staff resources for the purpose of supporting the City's Department of Animal Services ("Department") to improve the treatment and care of companion animals under the Department's custody and control.

ENTITY has assigned me to provide support services to the City, and as part of that assignment I may have access to the City's Confidential Information. "Confidential Information" means all documents, information, and materials received or provided to me by the City or a consumer in the course of providing the services under the Agreement. "Confidential Information" does not include information (i) provided by the City through the Shelter Pet Data Alliance and Shelter Animal Control platforms; (ii) provided by the City through the Grant Reports required under Section 7.1 of the Agreement; or that is defined as Animal Information under Section 7.1 of the Agreement and does not include any personally identifiable information.

I agree not to provide or disclose Confidential Information to any person or entity, or to make copies of any Confidential Information, except as authorized by the City or as required by law.

I further agree to immediately notify ENTITY and the City of any request or attempt by a third party to receive or obtain access to any Confidential Information

I have read and understand the foregoing and my signature below signifies my agreement to comply with the terms of this Confidentiality Agreement. I acknowledge that violation of this Confidentiality Agreement may subject me to legal action and that the City of Los Angeles and/or the City Attorney's Office will seek all possible legal redress.

PRINT NAME

SIGNATURE

DATE

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

ALISON McBETH-FEATHERSTONE
PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

ALEXANDER KASENDORF

THERESA SARDISCO

YVETTE SMITH

City of Los Angeles
CALIFORNIA



KAREN BASS
MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6th Floor, Suite #800
Los Angeles, CA 90012

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

ANNETTE G. RAMIREZ
INTERIM GENERAL MANAGER

CURTIS R. WATTS
ASSISTANT GENERAL MANAGER
Administration

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

REPORT TO THE BOARD OF ANIMAL SERVICES COMMISSIONERS
Report No. 26-012

MEETING DATE: April 28, 2026

PREPARED BY: Sharon Lee

REPORT DATE: April 24, 2026

TITLE: Senior Management Analyst II

SUBJECT: ACCEPTANCE OF A \$14,220,000 GRANT FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS AND BEST FRIENDS ANIMAL SOCIETY TO FOCUS GREATER RESOURCES TOWARD PRIORITIZING POSITIVE OUTCOMES FOR ANIMALS BY FUNDING SALARIES AND RELATED COSTS FOR 23 NEW POSITIONS WITH THE DEPARTMENT OF ANIMAL SERVICES, AND BY PROVIDING ADVISORY SERVICES AND TRAINING, AND APPROVAL OF GRANT AGREEMENT

BOARD ACTION RECOMMENDED:

1. **APPROVE** the acceptance of a \$14,220,000 grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) and Best Friends Animal Society (BFAS) to focus greater resources toward prioritizing positive outcomes for animals by: funding three years of salaries and related costs for 23 new positions with the Department of Animal Services (Department), and providing advisory services and training from the ASPCA and BFAS staff;
2. **APPROVE** a grant agreement with the ASPCA and BFAS that establishes the details of the grant and the roles and responsibilities of the parties, in substantially the form attached as Attachment 1;
3. **AUTHORIZE** Department staff to prepare necessary documents consisting of, but not limited to Controller Instructions, position descriptions, and organization charts to effectuate fund appropriations, disbursements, and position authority requests;
4. **AUTHORIZE** the Department staff 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;

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Report to the Board of Animal Services Commissioners

SUBJECT: ACCEPTANCE OF A \$14,220,000 GRANT FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS AND BEST FRIENDS ANIMAL SOCIETY TO FOCUS GREATER RESOURCES TOWARD PRIORITIZING POSITIVE OUTCOMES FOR ANIMALS BY FUNDING SALARIES AND RELATED COSTS FOR 23 NEW POSITIONS WITH THE DEPARTMENT OF ANIMAL SERVICES, AND BY PROVIDING ADVISORY SERVICES AND TRAINING, AND APPROVAL OF GRANT AGREEMENT

5. **REQUEST** the City Council to accept the grant from the ASPCA and BFAS and approve the corresponding grant agreement, in substantially the form attached as Attachment 1
6. **DIRECT** staff to transmit the Board's requests to the City Council; and,
7. **APPROVE** the disbursement of the grant funds restricted for the purposes of the grant and consistent with the terms of the grant agreement.

SUMMARY:

In 2024, BFAS and the ASPCA contacted the 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 are now offering a joint 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 support
- 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 ASPCA and BFAS to define the parameters of the grant and the roles and responsibilities of the parties. A copy of the draft grant agreement is attached to this Report as Attachment 1. 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.

FISCAL IMPACT:

The first two years of the grant agreement may potentially cost the General Fund approximately \$30,970 for boot, uniform, and supply allowances, with potential increases if positions have multiple incumbents.

Report to the Board of Animal Services Commissioners

SUBJECT: ACCEPTANCE OF A \$14,220,000 GRANT FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS AND BEST FRIENDS ANIMAL SOCIETY TO FOCUS GREATER RESOURCES TOWARD PRIORITIZING POSITIVE OUTCOMES FOR ANIMALS BY FUNDING SALARIES AND RELATED COSTS FOR 23 NEW POSITIONS WITH THE DEPARTMENT OF ANIMAL SERVICES, AND BY PROVIDING ADVISORY SERVICES AND TRAINING, AND APPROVAL OF GRANT AGREEMENT

Grant funds for salaries are to be paid in advance and billed on a quarterly basis for all filled positions, reducing the need for advanced General Fund dollars.

Total grant funding (up to \$14.22 million) may not fully cover three years for 23 positions, as it is based on prior wage averages and cost allocation rates (which can change annually and have recently increased). Actual costs may rise due to higher salaries for existing employees, promotions (minimum 5.5% increase), step increases, and cost-of-living adjustments.

The grant does not cover overtime or bonuses; any such costs would impact the General Fund. If grant funds are insufficient and the City cannot cover the shortfall, newer employees may be laid off and promoted staff may revert to prior roles.

The Department is asked to take good-faith measures to request funding to continue the positions after the grant ends, but ASPCA and BFAS acknowledge that the City cannot guarantee continued funding due to the unknown condition of the City's future budgets.

Approved:

Curtis R. Watta for

Annette G. Ramirez, Interim General Manager

Attachments: Attachment 1 -- Grant Agreement between the City of Los Angeles and The American for the Prevention of Cruelty to Animals and Best Friends Animal Society for Support of the Los Angeles Department of Animal Services

BOARD ACTION:

<u> X </u>	Approved	Disapproved	<u> </u>
<u> </u>	Approved with noted modifications	Continued	<u> </u>
<u> </u>	Tabled	New Date	<u> </u>

ATTESTATION:

Alison McBeth-Featherstone
President

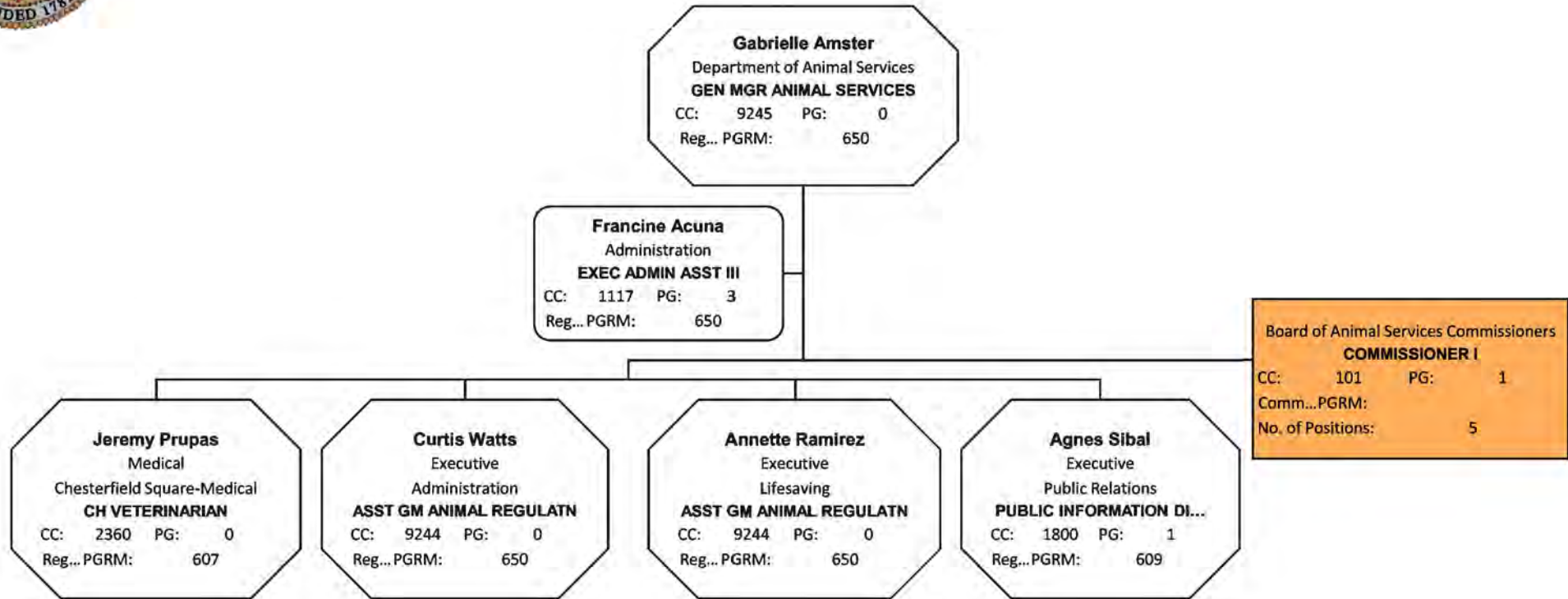
[Signature]
Olivia E. Garcia
Vice-President

[Signature]
Francine Acuna
Secretary to the Board



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

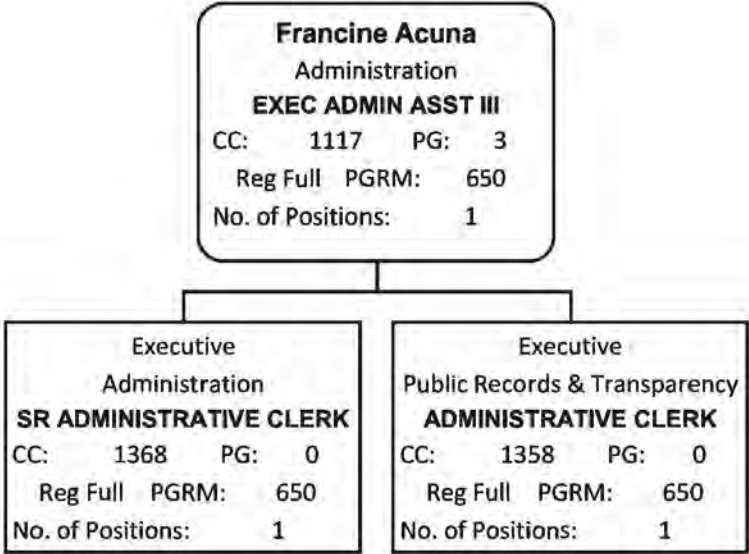
Supervisor

Assistant

Staff



Department of Animal Services
FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



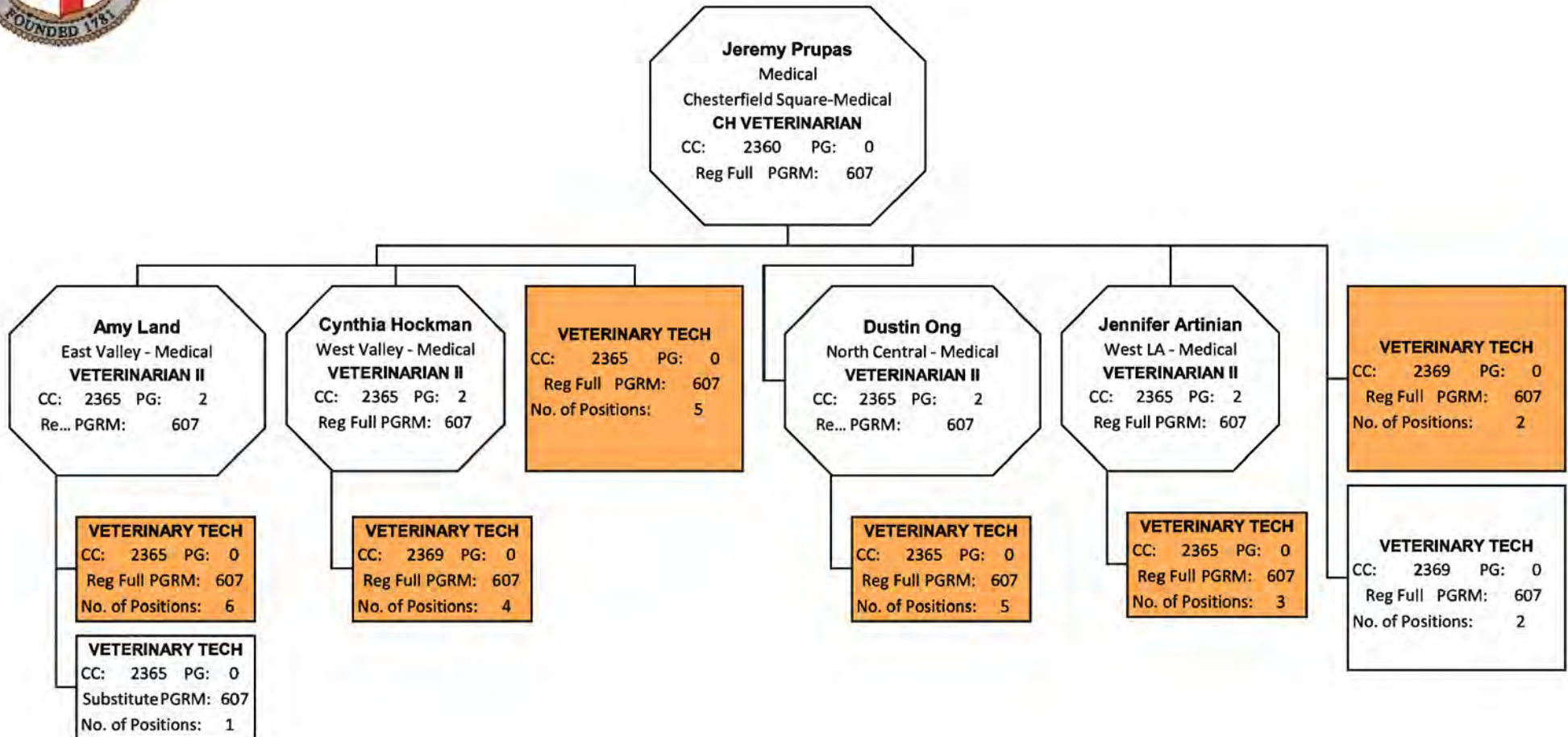
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Department of Animal Services

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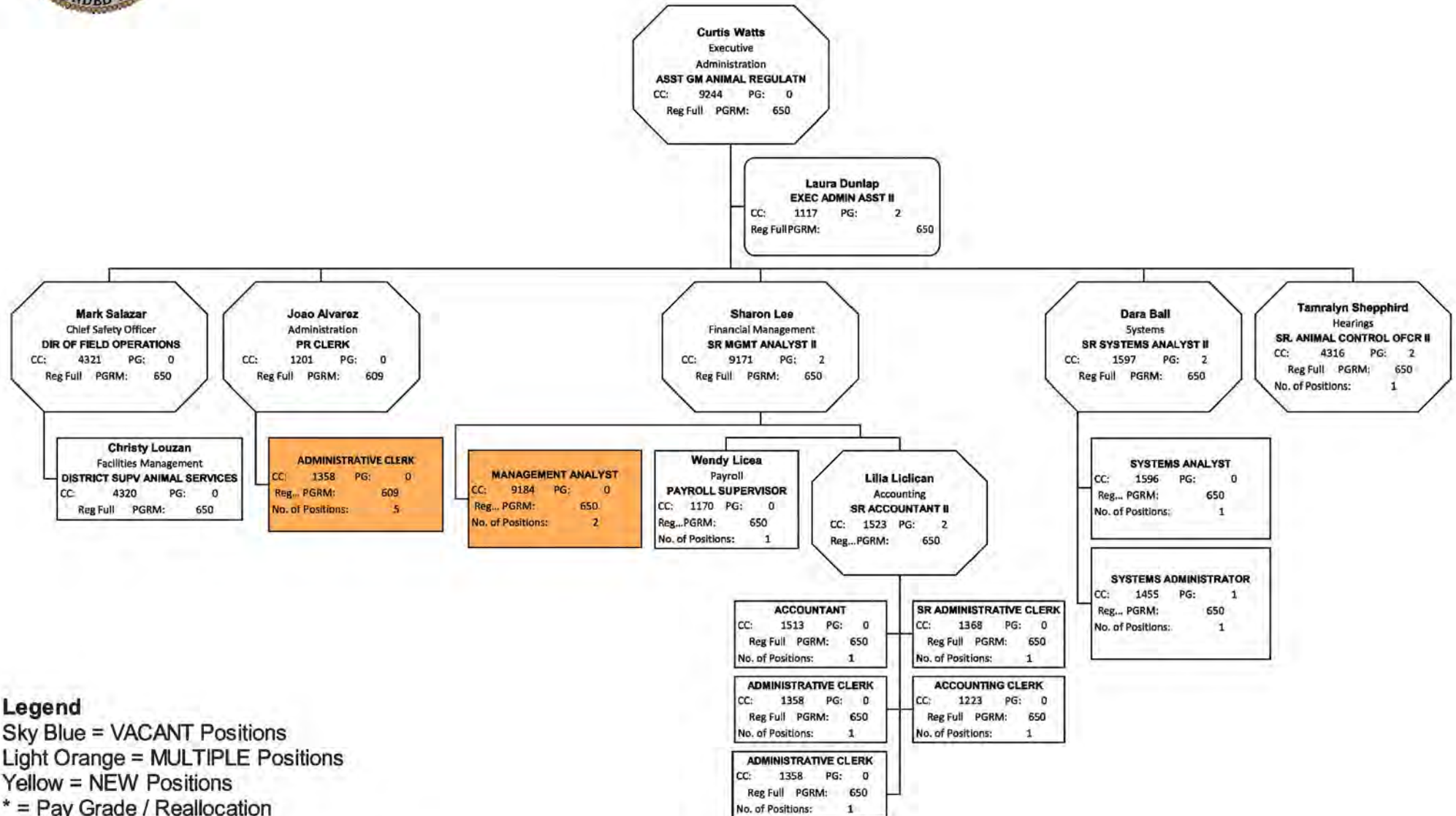
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Department of Animal Services

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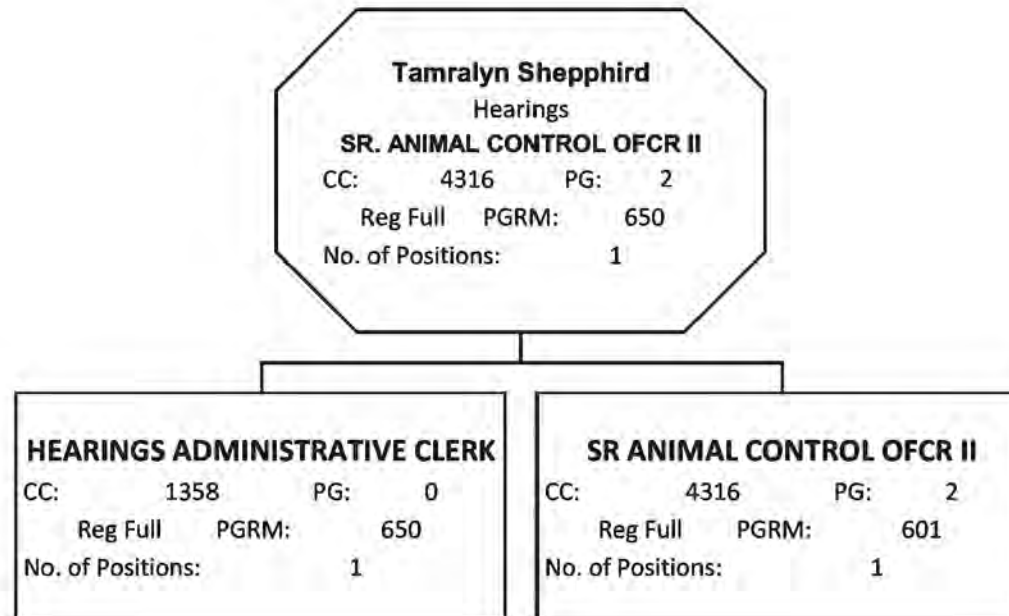
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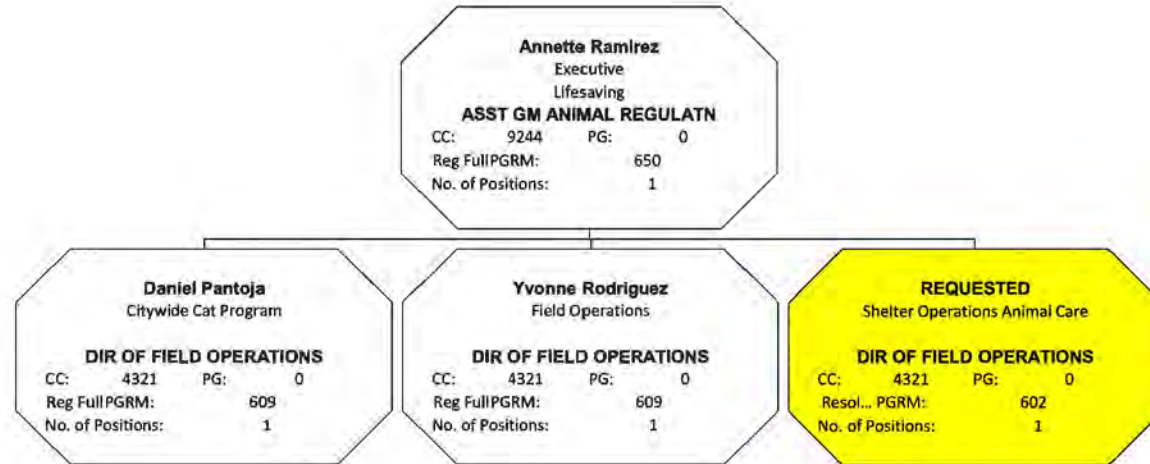
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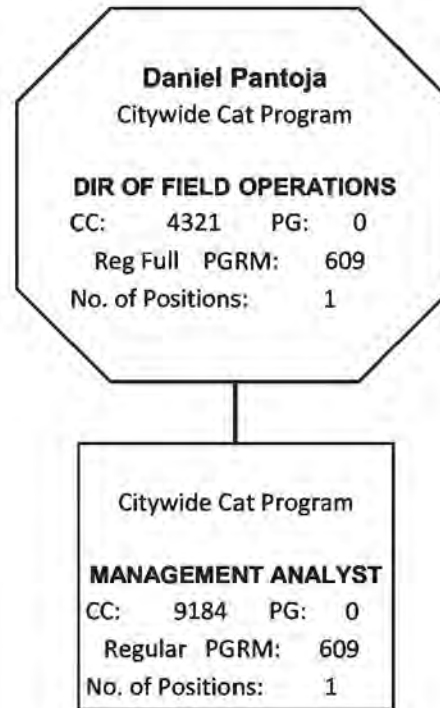
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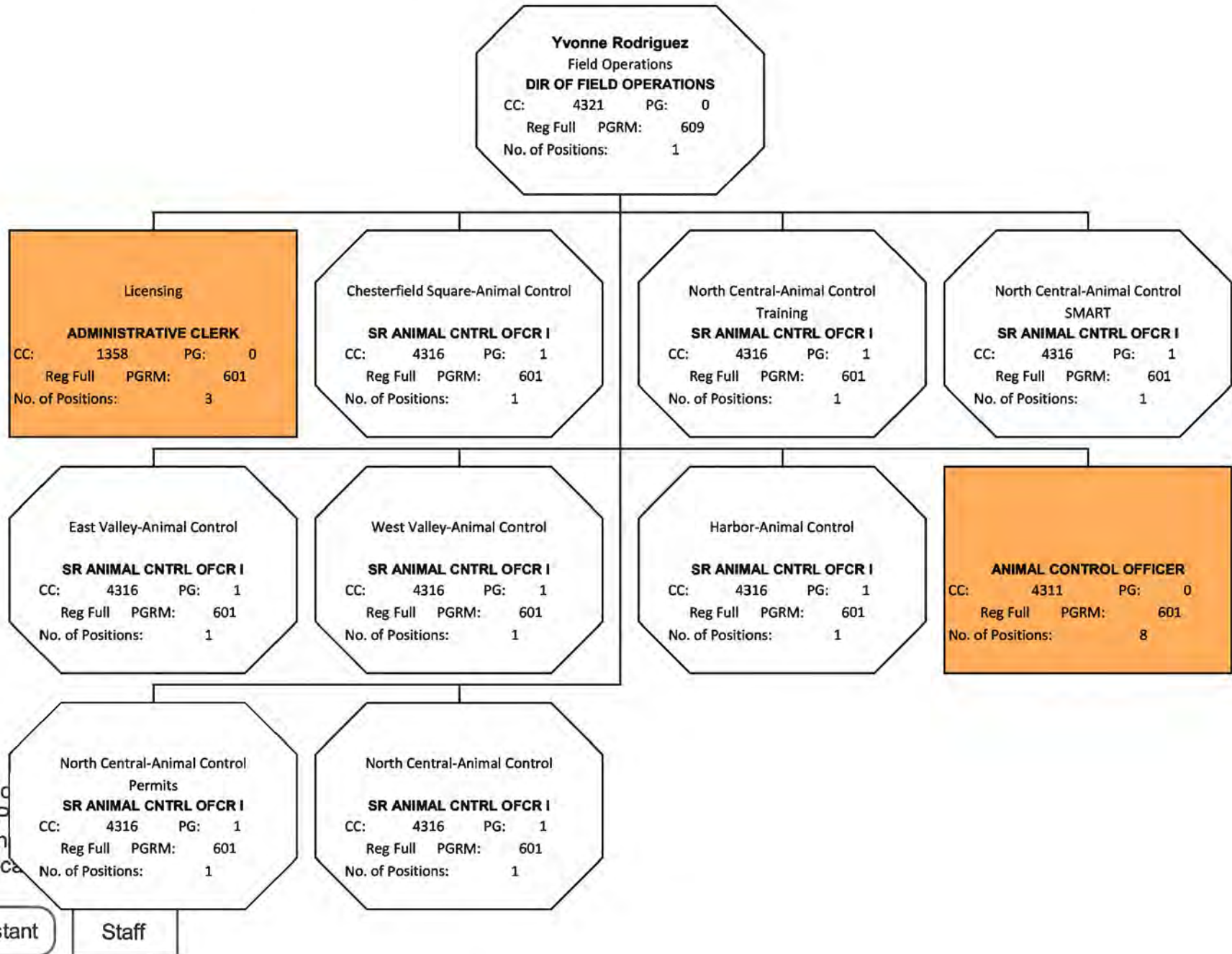
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Department of Animal Services

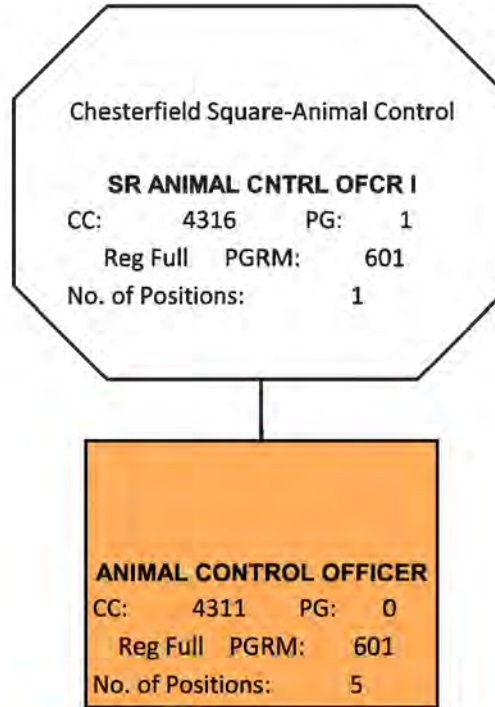
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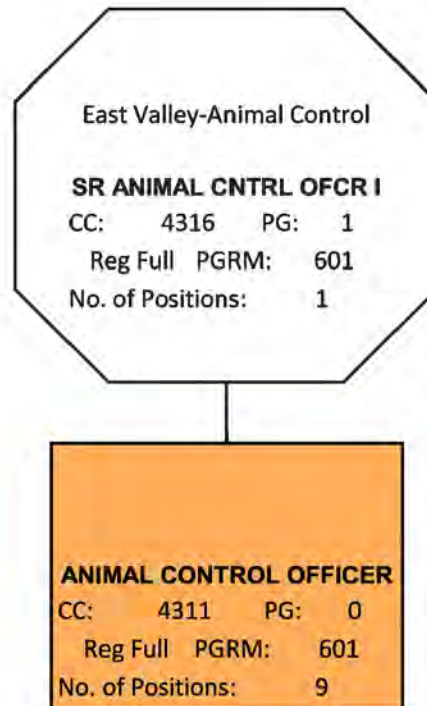
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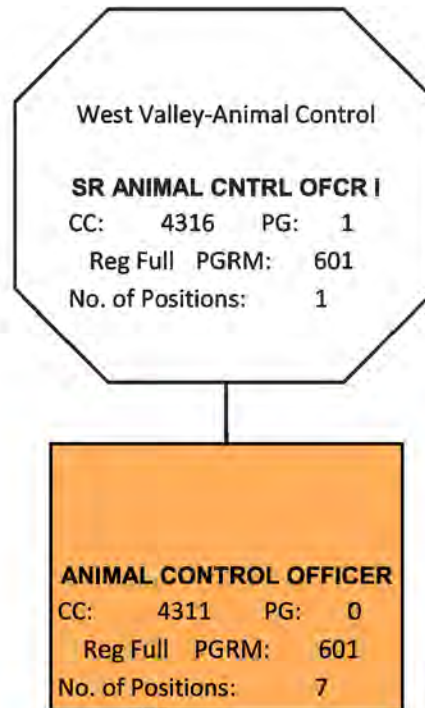
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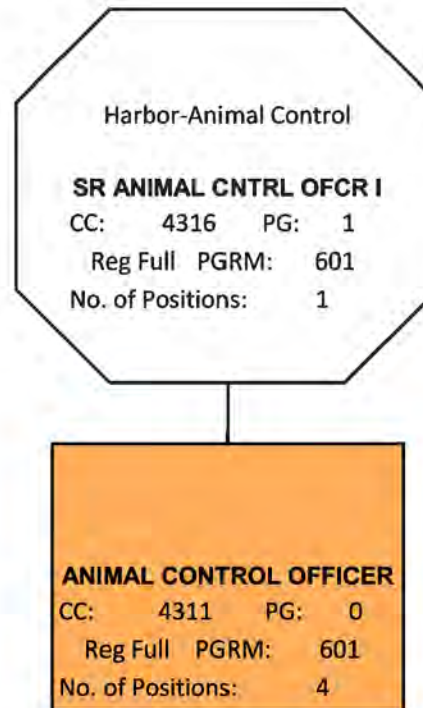
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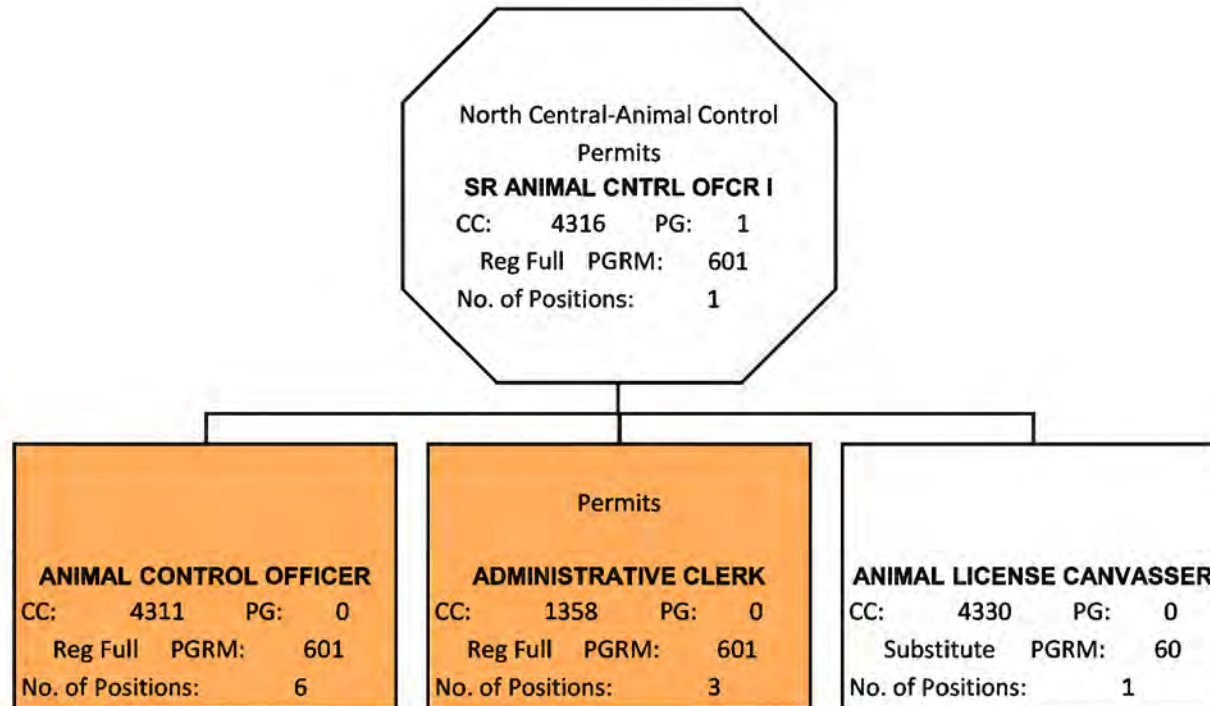
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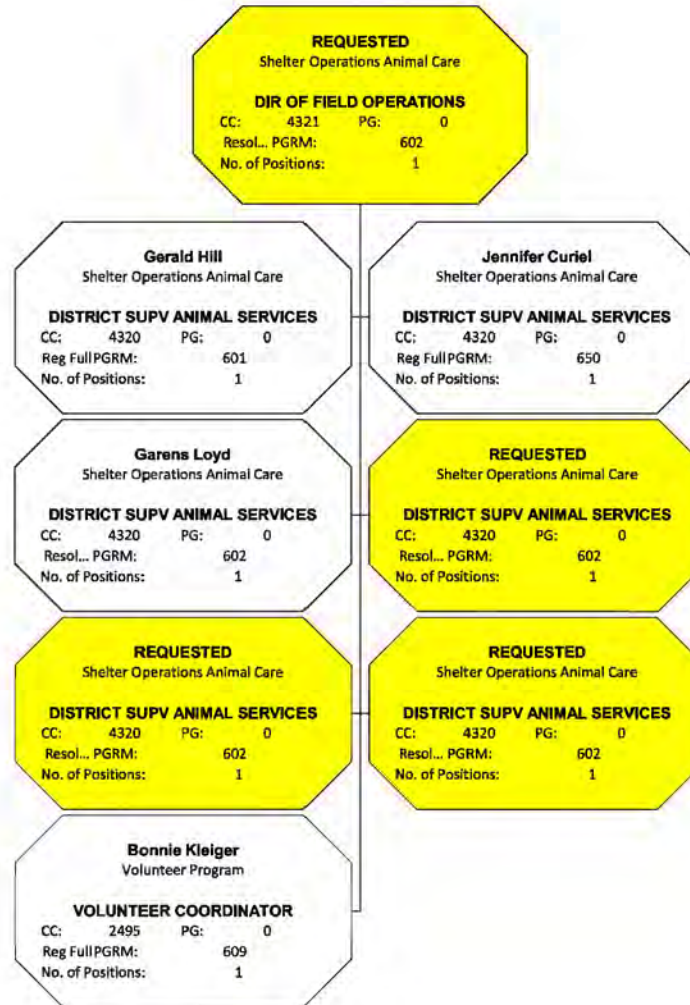
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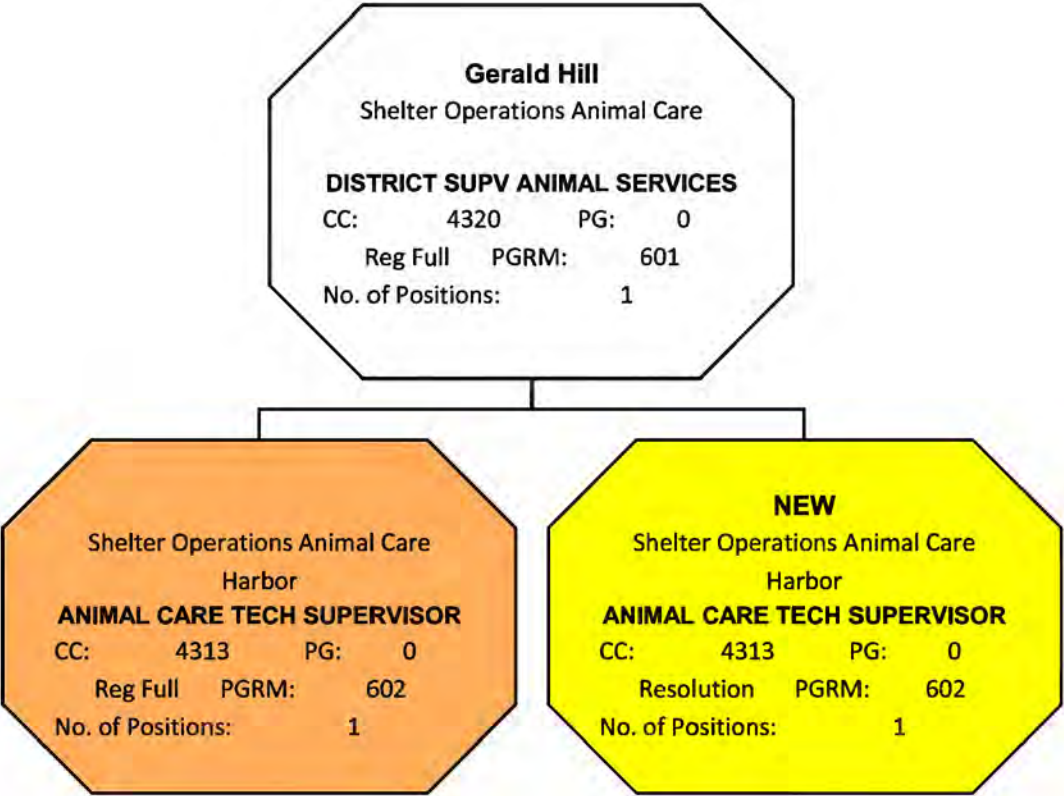
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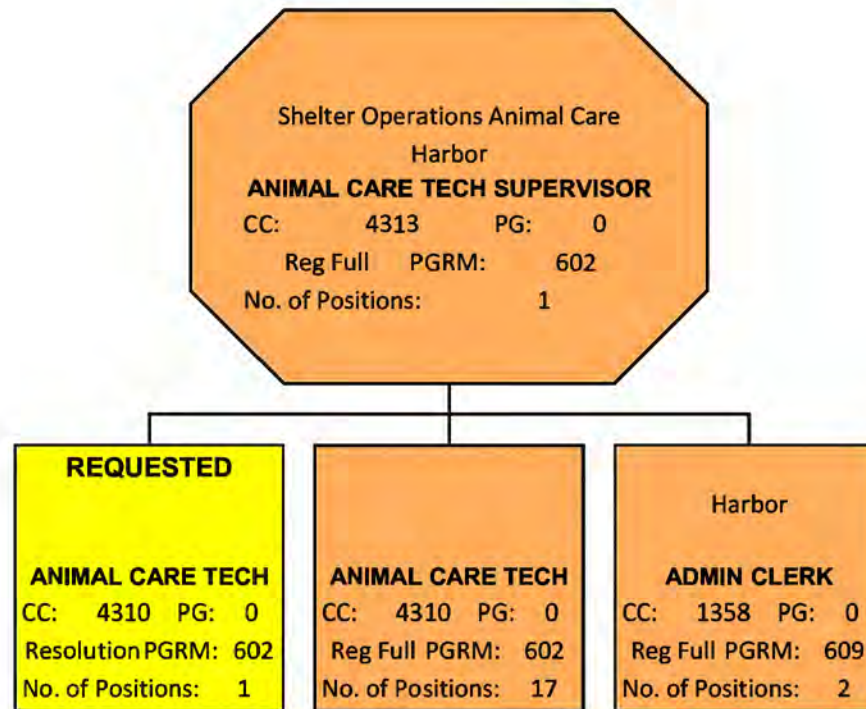
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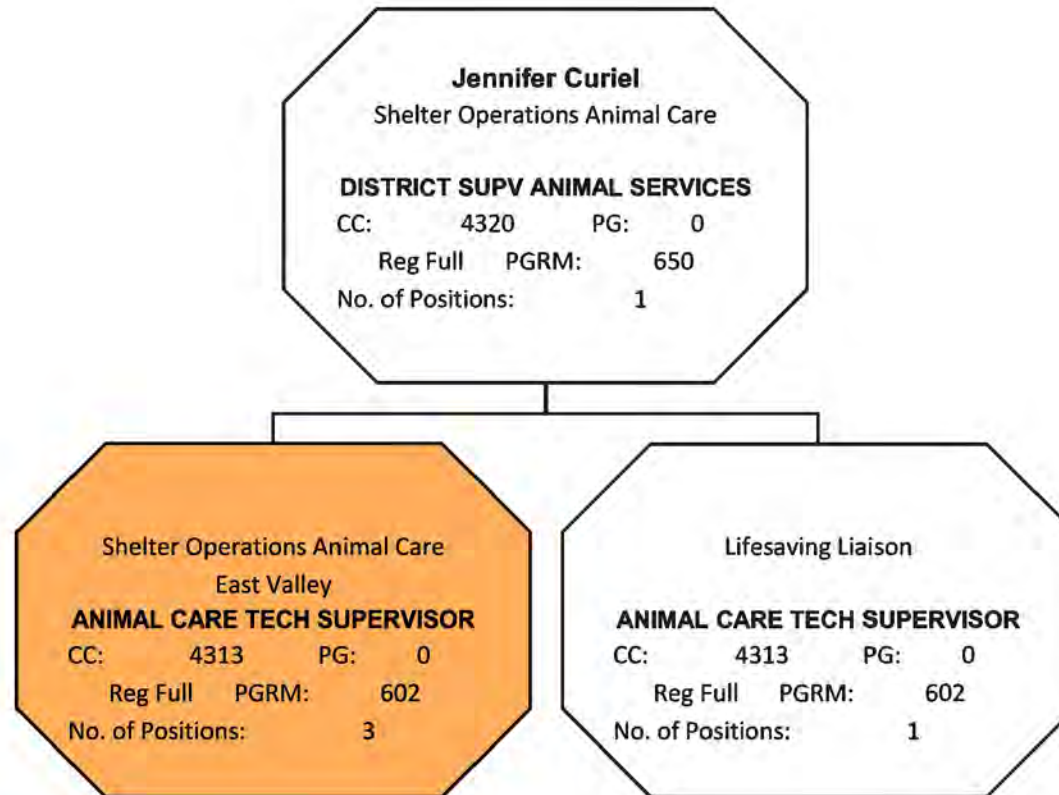
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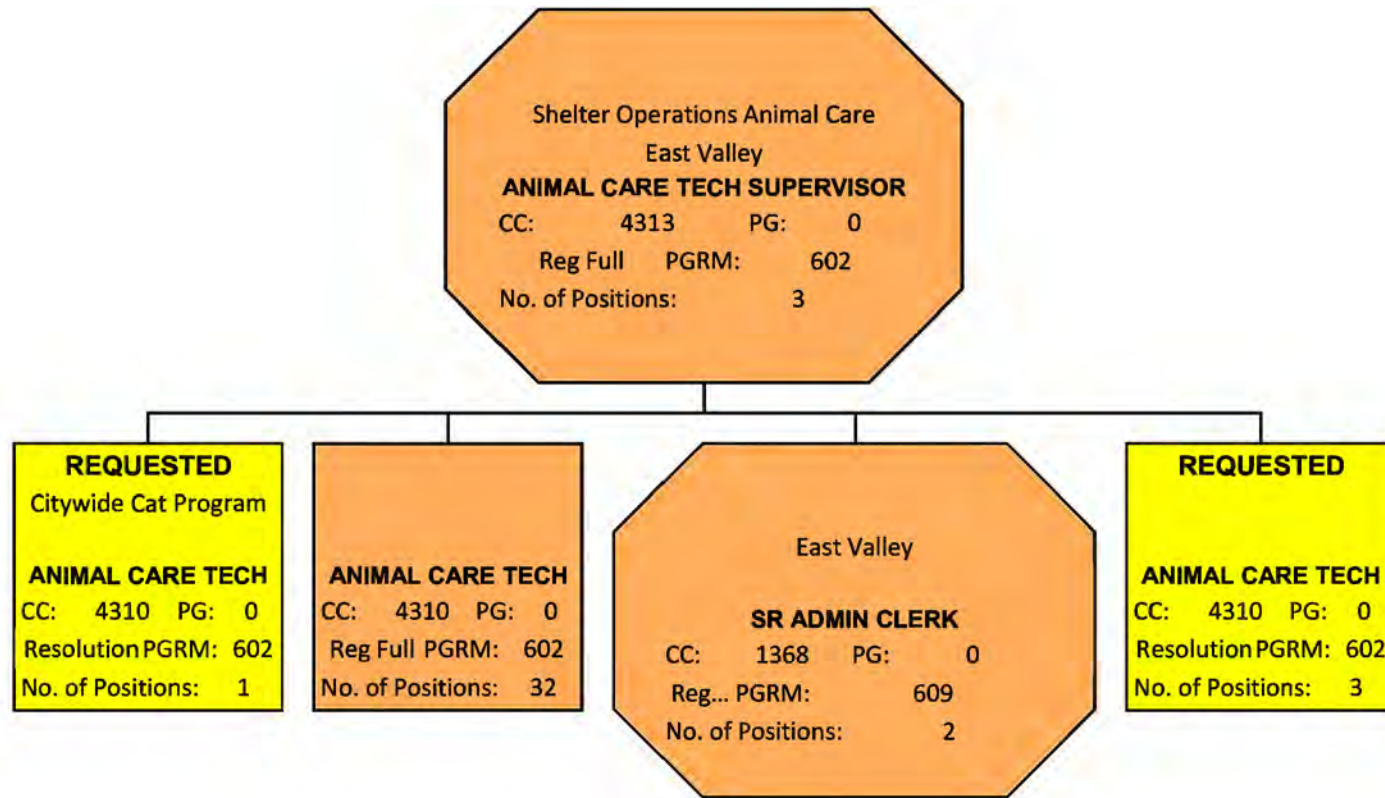
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* = Pay Grade / Reallocation

Supervisor

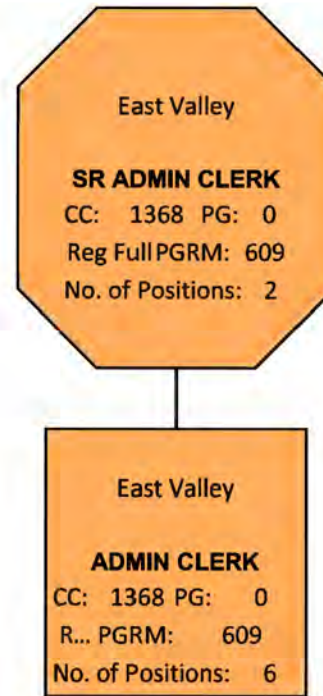
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

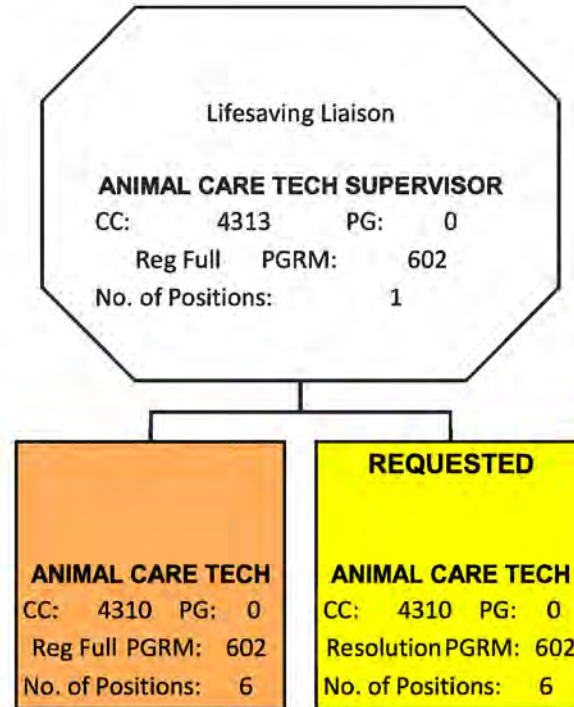
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

Assistant

Staff



Department of Animal Services
FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend
Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

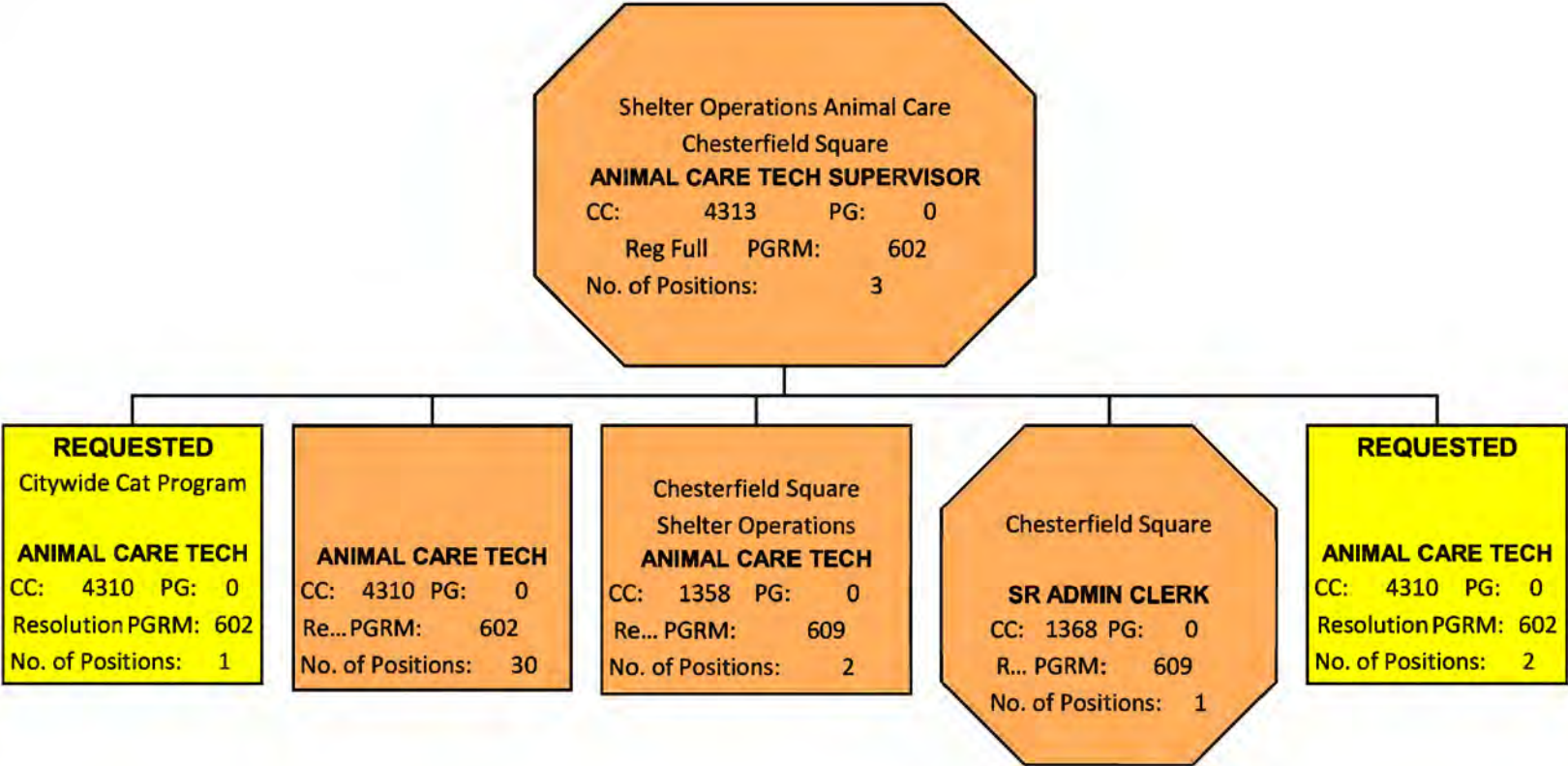
Supervisor

Assistant

Staff



Department of Animal Services
FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend
Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

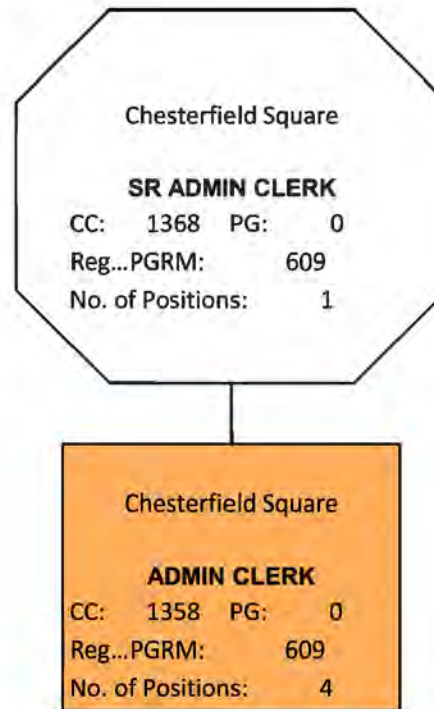
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

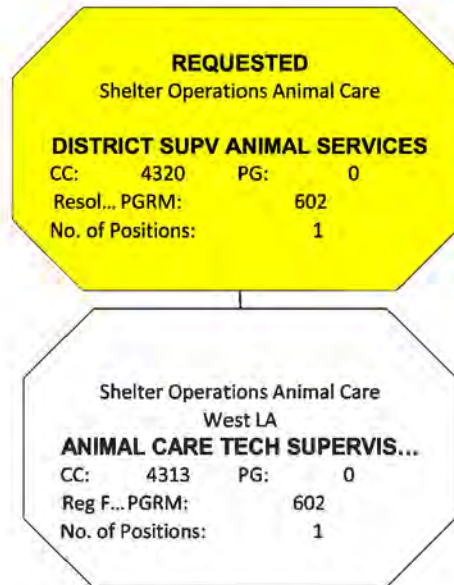
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

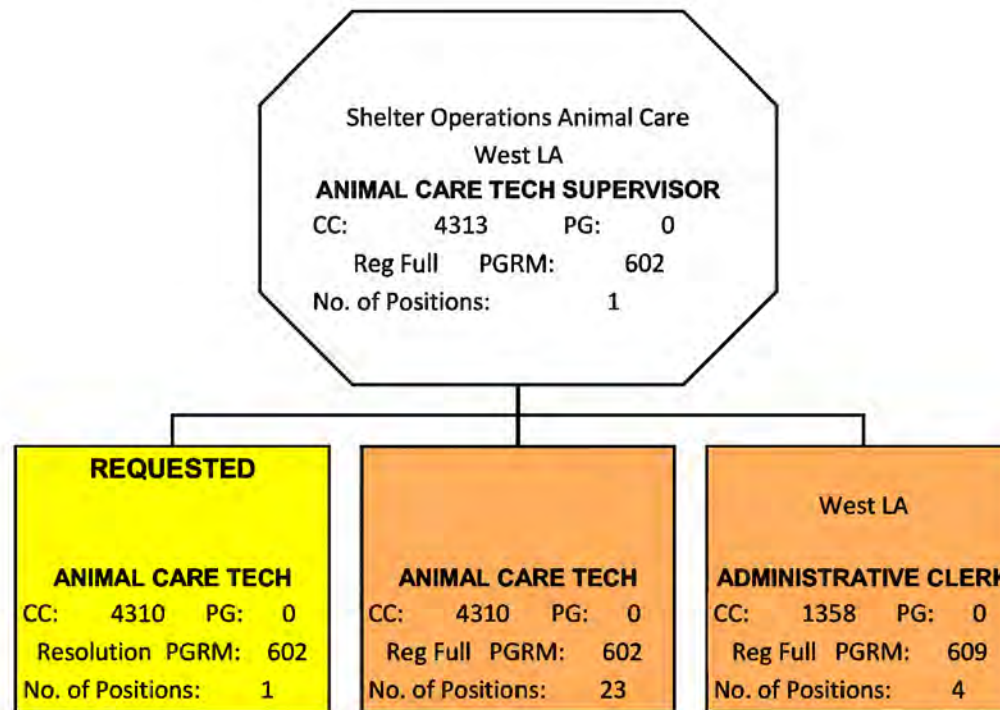
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions

Light Orange = MULTIPLE Positions

Yellow = NEW Positions

* = Pay Grade / Reallocation

Supervisor

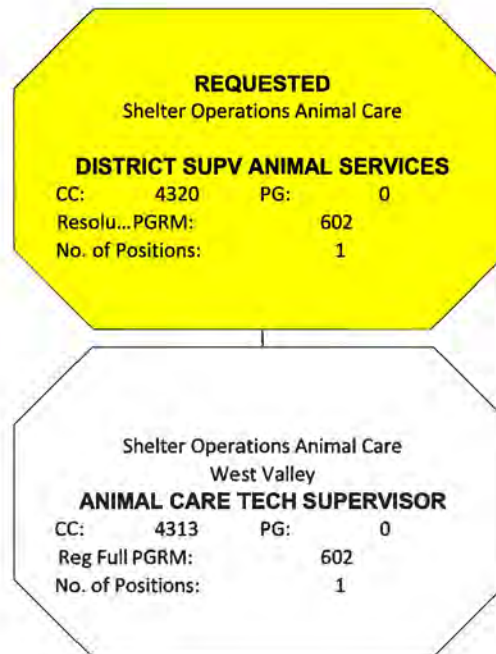
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

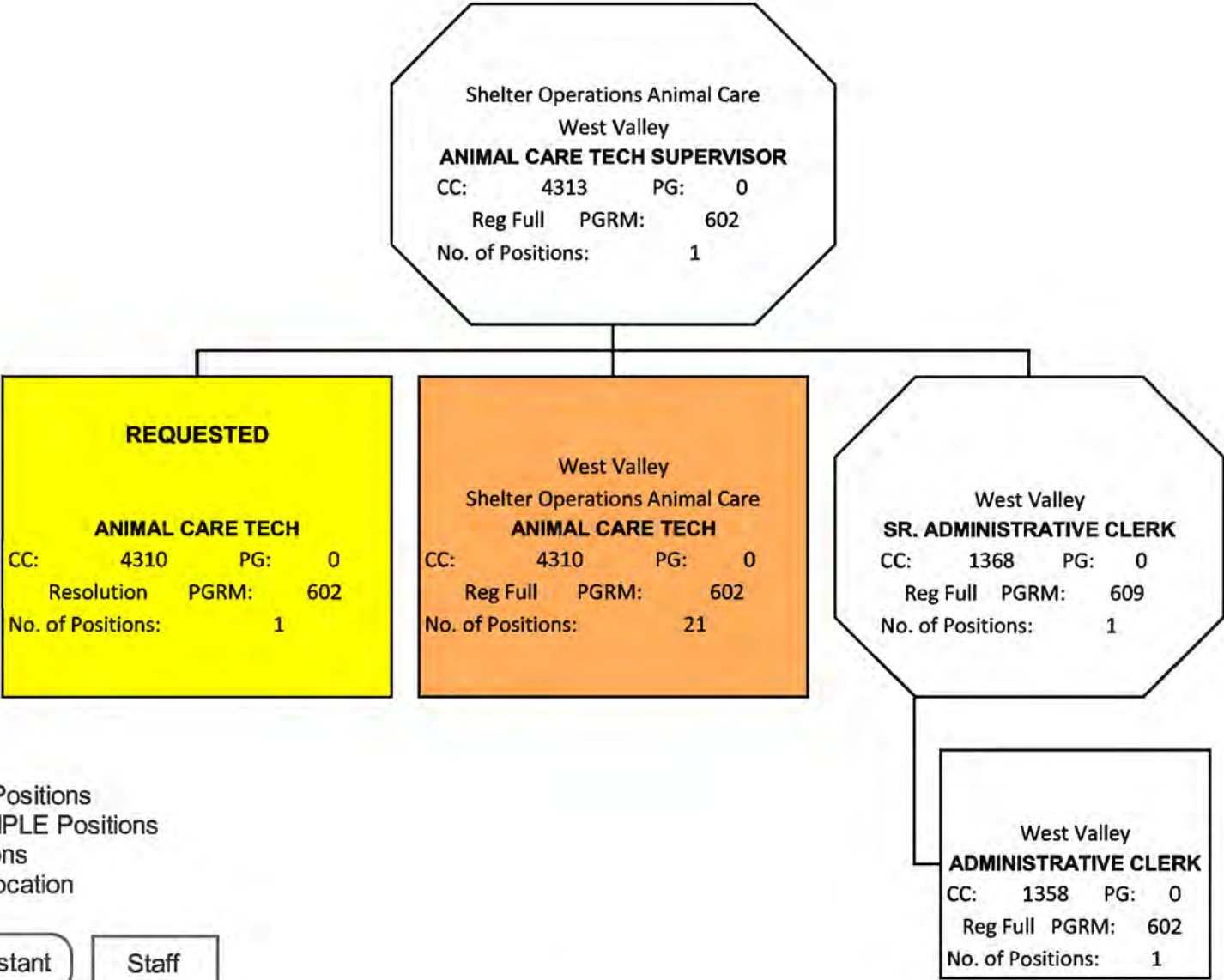
Supervisor

Assistant

Staff



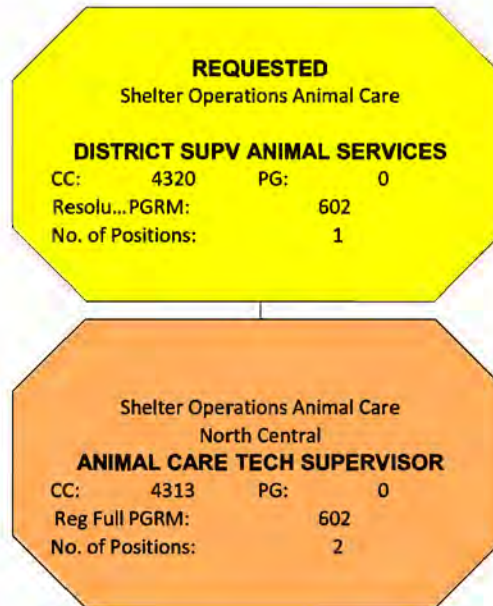
Department of Animal Services
FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART





Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

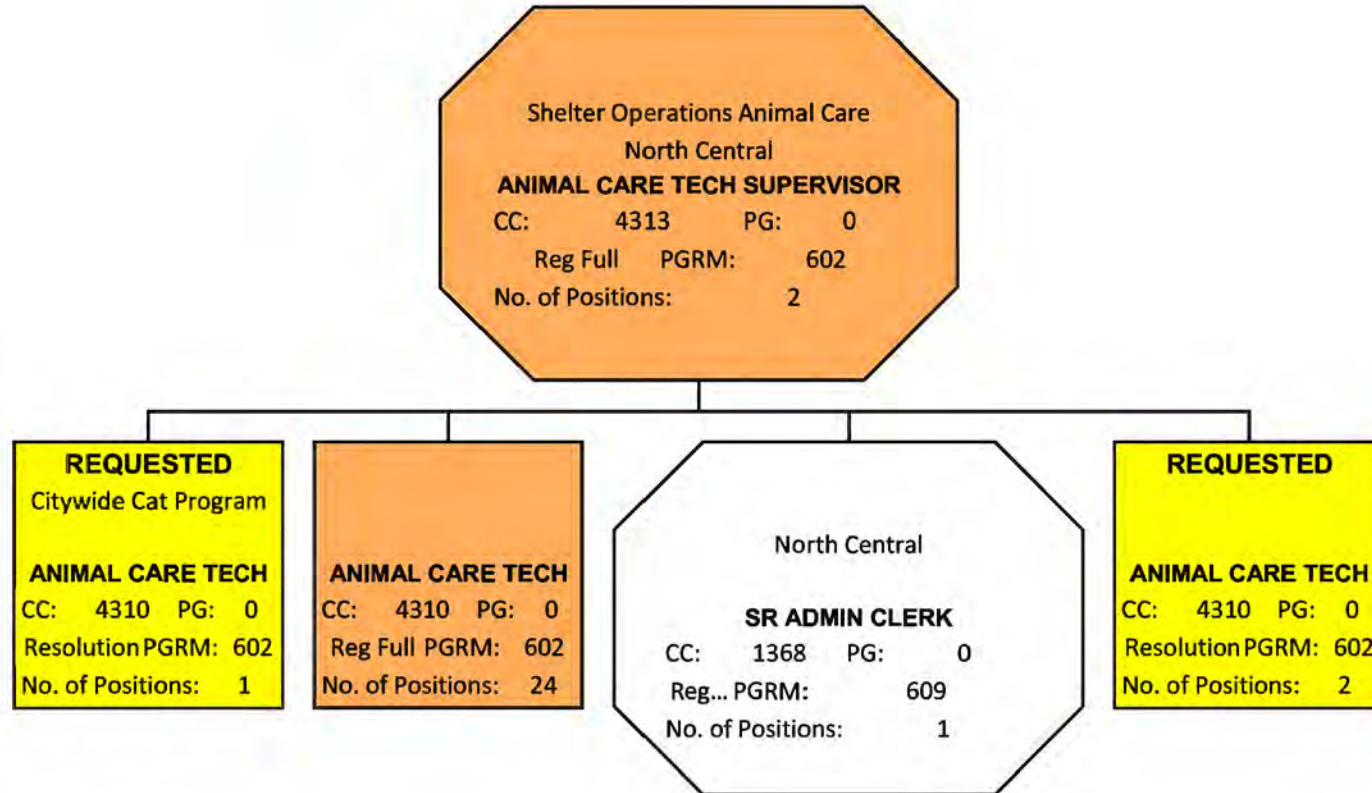
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

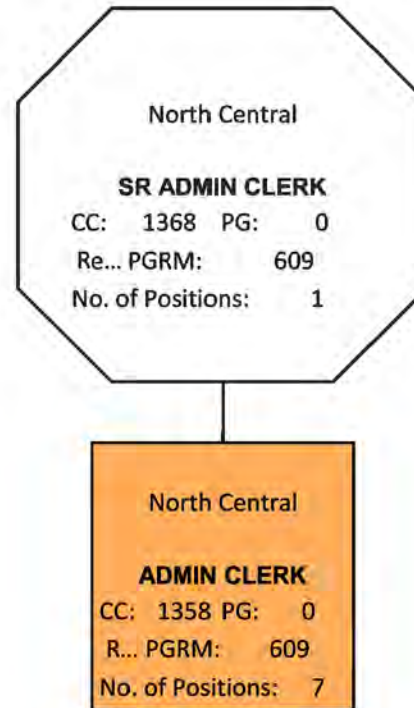
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

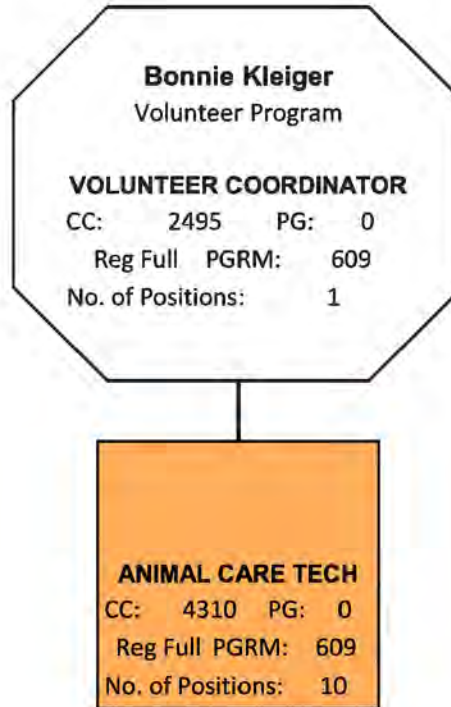
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

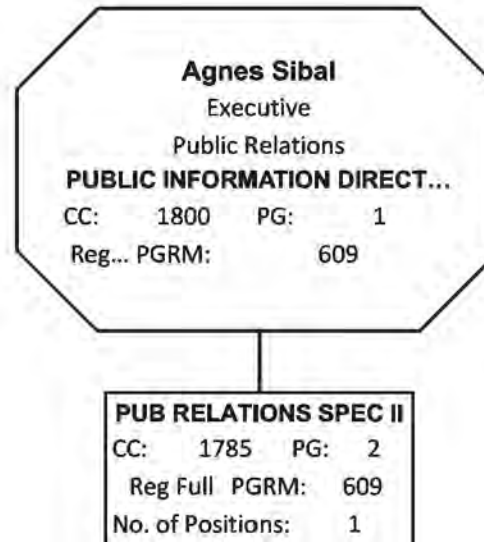
Assistant

Staff



Department of Animal Services

FY 2026-27 ADOPTED BUDGET ORGANIZATIONAL CHART



Legend

Sky Blue = VACANT Positions
Light Orange = MULTIPLE Positions
Yellow = NEW Positions
* = Pay Grade / Reallocation

Supervisor

Assistant

Staff

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: New Position	2. Employee's Present Class Title/Code: Director of Field Operations / 4321	3. Present Salary or Wage Rate: \$186,250
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4. Reason for Preparing Description:	☒ New Position	☐ Routine Report of Duties	Date Prepared 04/27/26
	☐ Change in Existing Position	☐ Review for Proper Allocation	

5. Location of office or place of work: 221 N. Figueroa Street, Suite 600 Los Angeles, CA 90012	6. Name of Department Department of Animal Services
	Division Shelter Operations Section Kennels

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title Assistant General Manager

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Provides direct oversight of District Supervisors, clerical operations, and the Director of Volunteers across all six animal care centers, ensuring consistent operations, accountability, customer service excellence, employee development, and organizational performance department-wide.
20%	Monitor shelter population management, capacity for care, animal movement, and operational workflows to support lifesaving outcomes and public safety.
10%	Respond to operational challenges, emergencies, critical incidents, and disaster-related activations.
10%	Monitoring operational budgets for shelter operations, supplies, equipment, and contractual services.
10%	Prepares information related to City Council instructions on practices, policies and procedures for the Department. Presents information to City Council, Board of Animal Services Commission, or other boards or regulatory bodies inside of the City or in the community.
10%	Assist in responding to high-level public concerns, media inquiries, and sensitive operational matters. Handles disciplinary and grievances issues. Other related duties, as needed.

9. How long have the duties been substantially as described above? New Position
--

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, telephone, City vehicle, animal control devices. May be involved in capture of potentially dangerous animal.
--

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 60%

12. Indicate the number of employees supervised by class titles. 6 District Supervisors 1 Director of Volunteers
--

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature <u><i>Curtis R. Watts</i></u>	Date 06/02/26	Phone No. _____
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ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Oral communications are maintained on a daily basis. Assignments are given orally and in writing. Follow ups are made to ensure completeness.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per the job bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per the job bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 50 Heaviest weight 100

☒ Climbing (stairs, ladders, poles)

How far _____

☒ Face severe work conditions

Outdoors X on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☐ Legs, for walking/standing _____

☐ Hands and fingers _____

☐ Back, for strenuous labor _____

Other/explain _____

**Hours per
week**

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

N/A

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for the interpretation of City and State law and enforcement of Department policies and methods. Develops and maintains all procedures for executing policies involving license canvassing and permits.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

High volume personal, email, and telephonic contact.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Develops and presents information to City Council, Board of Animal Services Commission, or other boards or regulatory bodies inside of the City or in the community.

Signature of the immediate supervisor _____ Date _____

Class Title Assistant General Manager Phone No. _____

Signature of department head Curtis R. Watta Date 06/02/26

City of Los Angeles

1. Name of Employee: Three New Positions	2. Employee's Present Class Title/Code: Animal Care Technician / 4310	3. Present Salary or Wage Rate: \$73,915
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4. Reason for Preparing Description:	☒ New Position	☐ Routine Report of Duties	Date Prepared 04/27/26
	☐ Change in Existing Position	☐ Review for Proper Allocation	

5. Location of office or place of work: Various Locations	6. Name of Department Department of Animal Services
	Division Lifesaving Section Citywide Cat Program

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:	
Name	Title District Supervisor Animal Services

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
50%	Coordinate with all District Locations to pick up cats participating in the Citywide Cat Program (CCP). Transport CCP cats from various shelters post spay/neuter operations and release in designated areas utilizing a Department vehicle.
40%	Ensure all information is gathered appropriately, i.e., address, caregiver status. Initiates pathway to spay or neuter.
10%	Maintain records of the Department's CCP cats using Department files, databases, and Chameleon software. Ensure Department vehicle has sufficient gas for daily activities. Regularly inspect equipment such as animal handling tools, radios, etc. for safety and functionality.

9. How long have the duties been substantially as described above?	New Positions
--	---------------

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Department fleet vehicle, microchip scanners, and various office equipment, including computer, copier, fax, phones, etc.
--

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).	0%
--	----

12. Indicate the number of employees supervised by class titles. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature	Curtis R. Watts	Date 6/2/2026 Phone No.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Statements are accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is assigned and reviewed by the District Supervisor Animal Services.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per the job bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per the job bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 40 Heaviest weight 100

☒ Climbing (stairs, ladders, poles)

How far 6 ft

☒ Face severe work conditions

Outdoors X on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☒ Back, for strenuous labor

Other/explain _____

Hours per
week

40

40

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Reasonable accommodations will be evaluated on an individual basis.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Support Citywide Cat Program activities.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Operation and coordination of maintenance and fueling of Department fleet vehicles.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

High volume personal, email, and telephonic contact with the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

N/A

Signature of the immediate supervisor _____ Date _____

Class Title District Supervisor Animal Services Phone No. _____

Signature of department head Curtis R. Watts Date 6/2/2026

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Three New Positions	2. Employee's Present Class Title/Code: District Supervisor Animal Services / 4320	3. Present Salary or Wage Rate: \$139,290
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4. Reason for Preparing Description:	☒ New Position ☐ Change in Existing Position	☐ Routine Report of Duties ☐ Review for Proper Allocation	Date Prepared 04/27/26
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5. Location of office or place of work: Various Locations	6. Name of Department Department of Animal Services
	Division Shelter Operations Section Kennels

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title Director of Field Operations

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
25%	Provides direct leadership and oversight of shelter staff, clerical operations, kennel operations, animal care services, customer service functions, and public interactions while ensuring high standards of animal welfare, operational accountability, and employee performance.
20%	Oversee the daily operations of an assigned Animal Care Center, including kennel operations, animal care, public services, intake, adoptions, redemptions, and clerical operations.
20%	Ensure the shelter remains operationally efficient, clean, safe, and compliant with all departmental procedures and City regulations.
10%	Monitor shelter population levels and capacity for care to support animal welfare and operational effectiveness.
10%	Reviews and analyzes intake data input to identify trends and verify timely, accurate input. Prepares complex details, statistical data, reports, and correspondence.
5%	Respond to operational emergencies, staffing challenges, critical incidents, and public concerns.
5%	Investigates complaints against subordinates and prepares appropriate response/recommendations(s). Conducts more complex or unusual investigations. Answers high volume of public calls, communications, and emails.
5%	Implements Department policies for improving processes, procedures, and policies. Represents Department at public meetings, including the Board of Animal Services Commissioners and City Council. Liaisons with City departments and other governmental organizations, and other related duties, as assigned.

9. How long have the duties been substantially as described above? New Positions

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Cars, trucks, two-way radios, calculator, computers, and extensive use of spreadsheet and data-entry programs.
--

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 75%

12. Indicate the number of employees supervised by class titles. Up to 4 Animal Care Technican Superviosrs Up to 1 Senior Clerk

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.
Signature <u><i>Curtis R. Watta</i></u> Date 06/02/26 Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

This position will supervise Animal Care Technician Supervisors. There will be heavy public contact and reporting. Supervisor may oversee one of six districts.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Oral communications are maintained on a daily basis. Assignments are given orally and in writing. Follow up on assignments are made to ensure completion.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per the job bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per the job bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: 70 Lift 70 Push 70 Pull

Average weight 70 Heaviest weight _____

☒ Climbing (stairs, ladders, poles)

How far vary

☒ Face severe work conditions

Outdoors X on/near water _____

Other/explain Aggressive Animals

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☒ Back, for strenuous labor

Other/explain _____

**Hours per
week**

10

30

10

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Reasonable accommodations will be evaluated, if necessary.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for interpretation of City and State law and enforcement of Department's policies and methods.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for vehicle and equipment maintenance and training subordinates on the proper use of equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

Responsible for the security of credit card and cash receipts. May authorize expenditure of petty cash.

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Numerous contacts with the public and other agencies, heavy contact via phone calls, email, and correspondences.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Responsible for preparing and reviewing many reports, and claims for damages. Responsible for preparing extensive stat reports and data, heavy data entry, project-oriented research and reporting. Prepares personnel reports and conducts investigations.

Signature of the immediate supervisor _____ Date _____

Class Title Director of Field Operations Phone No. _____

Signature of department head Curtis R. Watta Date 06/02/26

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Six New Positions	2. Employee's Present Class Title/Code: Animal Care Technician / 4310	3. Present Salary or Wage Rate: \$73,915
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4. Reason for Preparing Description:	☒ New Position ☐ Change in Existing Position	☐ Routine Report of Duties ☐ Review for Proper Allocation	Date Prepared 04/27/26
--------------------------------------	--	--	----------------------------------

5. Location of office or place of work: Various Locations	6. Name of Department Department of Animal Services
	Division Shelter Operations Section Foster Liaison

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:	
Name _____	Title Animal Care Technician Supervisor

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
35%	Coordinate with Department foster contacts and organizations to locate foster homes for animals at various life stages, including those that are abandoned or surrendered when they are not yet weaned or too young to be self-sufficient in basic survival abilities, such as, eating, drinking, or defecating without foster assistance.
25%	Conduct pet adoptions, pet transports, foster care activities, foster parent trainings on how to care for Department animals, and prepare kits for unweaned animals, weaned animals, and adults for fosters who need supplies
20%	Perform foster recruitment activities to increase the Department's number of foster participants. This is done by making phone calls, and utilizing computers to perform research, communicate via email, and coordinate through social medial platforms, such as Slack and Trello, which are utilized by the Department's Coalition partners. Review and process new foster applications.
10%	Maintain records of the Department's fostered animals using Department files, databases, and Chameleon software.
10%	Contribute troubleshooting solutions and develop recommendations towards increasing the Department foster program's operational efficiency, implementing increased lifesaving activities, and for providing pre- and post-adoption and foster parent support. Other related duties, as needed.

9. How long have the duties been substantially as described above? New Positions

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Microchip scanners and various office equipment, including computer, copier, fax, phones, etc.
--

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 0%
--

12. Indicate the number of employees supervised by class titles. N/A
--

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature <u><i>Curtis R. Watta</i></u>	Date 06/02/26	Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Statements are accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is assigned and reviewed by an Animal Care Technician Supervisor of Lifesaving.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per the job bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per the job bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 40 Heaviest weight 100

☒ Climbing (stairs, ladders, poles)

How far 6 ft

☒ Face severe work conditions

Outdoors X on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☒ Back, for strenuous labor

Other/explain _____

Hours per
week

40

40

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Reasonable accommodations will be evaluated on an individual basis.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Educate the public about the benefits of spaying and neutering their animals. Explain Department policies and regulations regarding disposition of animals to the public. Work with animal owners to encourage pet retention and divert shelter intakes.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

High volume personal, email, and telephonic contact with the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

N/A

Signature of the immediate supervisor _____ Date _____

Class Title Animal Care Technician Supervisor Phone No. _____

Signature of department head Curtis R. Watts Date 06/02/26

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Ten New Positions	2. Employee's Present Class Title/Code: Animal Care Technician / 4310	3. Present Salary or Wage Rate: \$73,915
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4. Reason for Preparing Description:	☒ New Position ☐ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation	Date Prepared 04/27/26
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5. Location of office or place of work: Various Locations	6. Name of Department Department of Animal Services Division Shelter Operations Section Adoption Counseling
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title District Supervisor Animal Services

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
50%	Provide customer service and conduct potential adopter interviews lasting approximately 20 to 30 minutes to evaluate, determine, and recommend the best pet fit for adopters' specific home environments.
20%	Perform searches of the Department's six animal services centers to recommend the best pet for successful and permanent pet adoptions.
15%	Make arrangements for potential adopters to meet and interact with the animals that are recommended for successful adoptions specific to each scenario.
15%	Maintain files on animals paired with adopters in the Department's Chameleon system, process adoption paperwork for adoptions, and take the "First Family Photo," if permitted, to post on the Department's social media platforms. Other related duties, as needed.

9. How long have the duties been substantially as described above? **New Positions**

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Microchip scanners and various office equipment, including computer, copier, fax, phones, camera, etc.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). **0%**

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature *Curtis R. Watta* Date 06/02/26 Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Statements are accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is assigned and reviewed by District Supervisor Animal Services.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Per the job bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per the job bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 40 Heaviest weight 100

☒ Climbing (stairs, ladders, poles)

How far 6 ft

☒ Face severe work conditions

Outdoors X on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☒ Back, for strenuous labor

Other/explain _____

**Hours per
week**

40

40

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Reasonable accommodations will be evaluated on an individual basis.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

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N/A

Signature of the immediate supervisor _____ Date _____

Class Title District Supervisor Animal Services Phone No. _____

Signature of department head Curtis R. Watta Date 06/02/26