



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: May 16, 2023

or Procurement Director Award: ☐

*\* = Mandatory, information must be provided*

**\*Contractor/Vendor Name/Grantor (DBA):**

Friends of Pima Animal Care Center

**\*Project Title/Description:**

PACC Mobile Medical Unit Animal Care Supervisor Funding Agreement

**\*Purpose:**

Pima Animal Care Center (PACC) currently employs a staff of veterinarians. Friends of PACC wishes to enter into an agreement to provide funding for one Animal Care Supervisor working in support of the Mobile Medical Unit.

**\*Procurement Method:**

Not Applicable

**\*Program Goals/Predicted Outcomes:**

To provide support for a supervisor to oversee clinic staff assigned to the PACC Mobile Medical Unit, and to coordinate activities and participate in animal care, treatment and disposition of activities surrounding the PACC Mobile Medical Unit. The predicted outcome is to increase the number of pets that receive basic veterinary care that otherwise would not receive it.

**\*Public Benefit:**

To provide supervisory staffing and coordination to constituents of Pima County for basic veterinary services, such as vaccines and microchips, through PACC's Mobile Medical Unit. The Mobile Medical Unit will provide services to targeted locations in order to increase the number of pets that receive veterinary care that may otherwise not receive it due to a lack of available veterinarians in their area, financial hardship, transportation challenges, etc., and to reduce the spread of disease.

**\*Metrics Available to Measure Performance:**

Semi-annual reporting is required of all activities of the Animal Care Supervisor personnel supported by this grant. The reports are due on October 31 and April 30. Reports will include the following: Number of animals served by the mobile medical unit over the previous six (6) months, number of pets saved (live outcomes) during each month over the previous six (6) months, and a summary for each period of any notable activities, challenges or outcomes.

**\*Retroactive:**

No. This Agreement is not retroactive; it is intended to start on June 1, 2023.

6mT approves  
(signature) 4/24/23

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_\* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☒ Award ☐ Amendment

Document Type: GTAW Department Code: PAC Grant Number (i.e., 15-123): 23-130  
Commencement Date: June 1, 2023 Termination Date: May 31, 2024 Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ N/A ☒ Revenue Amount: \$ 73,008.00

**\*All Funding Source(s) required:** Friends of PACC

**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** N/A

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

N/A

Contact: JJ Johnson

Department: PAC

Telephone: 724-2796

Department Director Signature: \_\_\_\_\_ Date: 4/20/23

Deputy County Administrator Signature: \_\_\_\_\_ Date: 28 Apr 2023

County Administrator Signature: \_\_\_\_\_ Date: 5/1/2023

**FUNDING AGREEMENT BETWEEN  
FRIENDS OF PIMA ANIMAL CARE CENTER AND  
PIMA ANIMAL CARE CENTER FOR  
MOBILE MEDICAL UNIT  
ANIMAL CARE SHELTER SUPERVISOR**

**1. Parties and Purpose.**

1.1. Parties. This Funding Agreement (“Agreement”) is between Pima County, a body politic and corporate of the State of Arizona (the “County”), on behalf of Pima Animal Care Center (“PACC”), and Friends of Pima Animal Care Center (“Friends of PACC”), an Arizona nonprofit corporation; collectively, “the Parties.”

1.2. Purpose. PACC currently employs a staff of veterinarians. Friends of PACC currently funds one of the veterinary staff positions at PACC. Friends of PACC wishes to enter into an Agreement to provide funding for one Animal Care Shelter Supervisor working in support of the Mobile Medical Unit.

1.3. Authority. The County is authorized to enter into this Agreement pursuant to A.R.S. § 11-251(62).

**2. Term.**

2.1. Initial Term. The term of this Agreement for funding is for a one-year period that commences on June 1, 2023 and will terminate on May 31, 2024 (“Initial Term”). “Term,” when used in this Agreement, means the Initial Term plus and exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Agreement, the Parties will, for all purposes, deem the Agreement to have been in effect as of the commencement date.

2.2 Extension Options. The County may renew this Agreement for up to three (3) additional periods of up to one year each (each an “Extension Option”). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

**3. Scope of Work.**

The County and Friends of PACC agree upon the Scope of Work as described in **Exhibit A** (3 Pages), at the dates and times described in **Exhibit A**, or, if **Exhibit A** contains no dates or time frames, then upon agreement by the Parties. This position will provide professional veterinary services in conjunction with the Mobile Medical Unit that Friends of PACC has donated to PACC.

3.1. Personnel. Friends of PACC will be consulted on the hiring and date of hire for the Animal Care Shelter Supervisor position. A valid driver's license is required at the time of application. A valid Arizona driver's license and access to a registered/insured vehicle for business travel is required (business mileage reimbursed) at time of appointment.

#### **4. Financing.**

4.1. Payment. Friends of PACC will commit to funding for one Animal Care Shelter Supervisor position (including benefits) for a maximum of \$73,008.00 per year for the term of the Agreement. Friends of PACC agrees to reimburse the County for the employment costs (salary and employee-related expenses) for one Animal Care Shelter Supervisor (Pima County Classification 3414 – Animal Care Shelter Supervisor - Classified).

4.2 Invoices. Within 30 days of the end of each quarter, the County will submit a detailed invoice to Friends of PACC for the total of all costs related to the personnel referenced herein and paid by PACC during that quarter period. The Parties understand that the County issues paychecks every two weeks and the payday falls on the Friday after the close of a pay period. Invoices will be billed to Friends of PACC based on pay period end-dates. Within thirty (30) days of receipt of an invoice from County, Friends of PACC will remit to the County the amount due.

Invoices will be addressed to:

Chair of the Board of Directors  
Friends of Pima Animal Care Center  
P.O. Box 85370  
Tucson, AZ 85754

## 5. Reporting.

5.1 Semi-annual Reporting. PACC will submit semi-annual reports of all activities of the Animal Care Shelter Supervisor personnel supported by this Agreement. The reports are due on October 31 and April 30. Reports will include the following:

- Number of animals served by mobile medical unit over the previous six (6) months.
- Number of pets saved (live outcomes) during each month over the previous six (6) months.
- Summary for each period of any notable activities, challenges, or outcomes.

6. **Notice.** Any notice required or permitted to be given under this Agreement must be in writing and be served by personal delivery or by certified mail upon the other party, as follows:

If to County: Monica Dangler Pima Animal Care Center 4000 N. Silverbell Road Tucson, AZ 85745	If to Friends of PACC: Laura O'Brien Friends of Pima Animal Care Center PO Box 85370 Tucson, AZ 85754-5370
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## 7. Laws and Regulations.

7.1 Compliance with Laws. The County will comply with all federal, state, and local laws, rules, regulations, standards, and Executive Orders in carrying out the Activities under this Agreement.

7.2 Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the Parties under this Agreement. Any action relating to this Agreement must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

8. **Conflict of Interest.** This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

9. **Non-Discrimination.** Friends of PACC will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated by reference into this Agreement, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Agreement, Friends of PACC will not discriminate against any employee, client, or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability, or national origin.

[Remainder of page intentionally blank.]

**FUNDING AGREEMENT BETWEEN FRIENDS OF PIMA ANIMAL CARE CENTER AND  
PIMA ANIMAL CARE CENTER FOR MOBILE MEDICAL UNIT  
ANIMAL CARE SHELTER SUPERVISOR**

IN WITNESS WHEREOF, the parties have affixed their signatures to this Agreement on the date written below.

**PIMA COUNTY**

**FRIENDS OF PACC**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Laura O'Brien, Chair

\_\_\_\_\_  
Date


\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

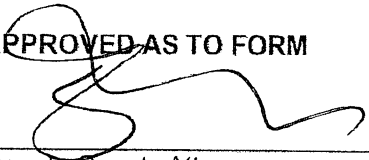
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Director

4/6/23  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

**Jonathan Pinkney**  
4/20/23  
\_\_\_\_\_  
Date

**EXHIBIT A (3 Pages) SCOPE OF WORK**  
**Code: 3414, Title: Animal Care Shelter Supervisor for**  
**Pima Animal Care Center**

SUMMARY: Supervises kennel/clinic staff, coordinates activities and participates in animal care, treatment, and disposition activities for the Pima Animal Care Center (PACC).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Supervises, coordinates activities and monitors all procedures involved within the area of assignment which may include the receiving, maintenance, treatment, adoption, quarantine, redemption, fostering or euthanasia of impounded animals, including all husbandry procedures to ensure humane and safe handling of all animals;
- Ensures the humane treatment of animals maintained at the shelter's kennel/clinic;
- Trains and monitors Animal Care Technicians in the fundamentals of humane animal care and treatment, adoption and euthanasia procedures and proper cleaning of the kennel/clinic area;
- Schedules staff and makes work assignments; Supervises and participates in the requisition, procurement, inventory, employment and/or use, maintenance and operator-training for vehicle, materials, tools and equipment necessary for PACC operations;
- Prepares work unit budget, oversees expenditures, performs cost and statistical analyses and prepares reports and recommendations;
- Recommends and monitors outside contractors providing goods and services related to animal treatment, emergency care, animal rescue, pre-release spaying/neutering of adopted animals and facility maintenance;
- Evaluates employee performance, makes recommendations to management on hiring, termination, and related personnel actions and initiates progressive discipline process as necessary;
- Bandages and/or places splints on injured animals, vaccinates healthy animals and administers medication to sick animals as prescribed and directed by a veterinarian;
- Performs daily health checks on impounded animals and monitors animal behavior and eating patterns;
- Consults with a veterinarian on difficult animal health problems and performs treatment procedures under direction;
- Plans, organizes and implements initial and recurring training for kennel/clinic staff and volunteers; Establishes, revises and implements work unit procedures and develops recommendations for policy changes for consideration by senior management;
- Maintains manual and computer-based records and databases on PACC operations, compiles and submits routine, recurring and special reports;
- Receives and monitors the procurement, storage, security, use and disposal of chemicals and pharmaceuticals for PACC operations and assures compliance with applicable Federal, State, and local laws, rules, and standards;



- Assists in determining which animals are to be made available for adoption or held for other disposition, ensures the proper transfer of these animals and completes necessary documentation;
- Assists the public with booking-in, redemption and selecting suitable animals for adoption;
- Provides information to the public concerning animal control policies, procedures, appropriate laws and ordinances;
- Researches and resolves problems and complaints received from the public; Performs euthanasia of designated animals;
- Ensures proper documentation regarding potential or identified owners, animals on hold, and all other pertinent information in automated systems, cage cards and other clinic/shelter forms as appropriate;
- Maintains effective and productive working relations with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions;
- Ensures the safety of other PACC staff, reports accidents to the shelter manager and prepares written accident/incident reports;
- Documents dead-on-arrival cases and coordinates the collection and disposal of dead animals;
- Decapitates euthanized potentially rabid animals and sends heads to the laboratory for analysis;
- Monitors stock levels and orders cleaning, office, and routine food and medical supplies for animals;
- May assist in the preparation, monitoring and management of the PACC budget;
- May act as unit or departmental representative to various committees and working groups;
- May release designated rescue or special need animals to appropriate rescue groups or private individuals and records transfer of animals into databases and completes other, appropriate documentation.

#### KNOWLEDGE & SKILLS:

##### Knowledge of:

- principles, practices and techniques of animal control and care, including procedures for rabies control, animal adoption and euthanasia;
- dog and cat breeds, temperaments and their common health problems;
- effect of animals in public health, including zoonosis and injuries caused by animals;
- applicable city, County, state and federal laws and statutes pertaining to animal control;
- procedures for animal care and treatment of sick or injured animals;
- animal shelter/kennel cleaning and maintenance practices and procedures;
- procedures for animal adoption and euthanasia;
- principles and practices of supervision, training, evaluation of employees; automated record keeping and report preparation.

##### Skill in:

- identifying and treating animal illness and injuries;
- supervising, evaluating, training and assigning work to assigned staff;

- establishing and implementing training programs;
- administering medications to animals under the direction of a veterinarian;
- humane handling and caring for animals;
- identifying and correcting safety hazards;
- communicating effectively, both orally and in writing;
- matching adoptable animals to potential owners and educating them on pertinent issues;
- use of automated information systems for tracking data and report generation; providing customer service under stressful situations;
- monitoring, inventorying, ordering, and issuing shelter supplies.

MINIMUM QUALIFICATIONS:

EITHER:

1) Three years of experience working in an animal welfare, animal shelter or veterinary clinic environment caring for and treating animals, or enforcing animal care laws, regulations and ordinances and one year of lead or supervisory experience. (Lead/supervisory experience may be concurrent with general experience.)

OR:

Two years of experience with Pima County as an Animal Care Technician or Animal Care Field Officer.

OR:

One year of experience with Pima County as an Animal Care Field Investigation Officer.

OTHER REQUIREMENTS:

**Licenses and Certificates:** All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall result in termination.

**Special Notice Items:** Within nine months of appointment, employees must receive the full series of pre-exposure rabies immunizations. Medical inability to be immunized or previous immunization must be verified by the County Physician prior to employment. Recommended boosters are required for the duration of employment, unless medically excused or physiologically unable to develop immunity. Some positions may require fluency in English and a second language as determined by the Department.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.