



Esteban Rodriguez  
Director

Donna Gillesby  
Deputy Director

April 29, 2025

Board of Supervisors of the County of Ventura

**Subject:** Approval of a Grant Agreement between the Animal Services Foundation of Ventura County and the County of Ventura to Support the Creation of a Ventura County Community Mobile Spay/Neuter Program; Delegation of Authority to the Animal Services Director to Make Non-Material Changes to the Grant Agreement, Subject to Prior County Counsel Approval; Approval of the Animal Service Director's Acceptance of a Donation of a Mobile Trailer Valued at Approximately \$250,000; Approval of the Animal Service Director's Acceptance of a Donation in the Amount of \$1,700,000 to Support the Creation of Four Fixed-Term Positions; Adoption of a Resolution to Create the Following Four Fixed-Term Positions: One Veterinarian, One Veterinary Technician - Registered, and Two Veterinary Assistants from August 1, 2025, through August 1, 2028; Waive the Requirement in the Ventura County Administrative Policy Manual that the Board of Supervisors Approve Cash Donations of More than \$10,000; Delegation of Authority to the Animal Services Director or his/her Designee to Review and Approve Name Recognition on the Mobile Trailer for Any Person or Entity Providing the Grantor a Directed Gift between \$10,000 and \$100,000 for the Benefit of the Ventura County Community Mobile Spay/Neuter Program, in Coordination with the County Executive Office; and Authorization for the Auditor-Controller to Process Budgetary Transactions Necessary to Revise the Adjusted Budget for Animal Services (RECOMMENDATION NO. 7 REQUIRES 4/5ths VOTE).

**Recommendation(s):**

It is recommended that your Board:

1. Approve a grant agreement between the Animal Services Foundation of Ventura County and the County of Ventura ("Grant Agreement") to support the creation of a Ventura County Community Mobile Spay/Neuter Program, and authorize the Animal Services Director to sign the grant agreement (Exhibit 1);
2. Authorize the Animal Services Director to make non-material changes to the Grant Agreement subject to prior County Counsel approval;

3. Authorize the Animal Services Director to accept a donation of a mobile trailer valued at approximately \$250,000;
4. Authorize the Animal Services Director to accept a donation of \$1,700,000 to support the creation of four new fixed-term positions;
5. Adopt a resolution to create four new fixed-term positions of one Veterinarian, one Veterinary Technician - Registered, and two Veterinary Assistants for the time period of August 1, 2025, through August 1, 2028 (Exhibit 2).

Class Code	Classification Title	Budget Unit	FTE	Range	Annual Salary
517	Veterinary Assistant	2860	2	\$21.000000 - \$30.005410 / hr.	\$43,680.00 - \$62,411.25
365	Veterinary Technician - Registered	2860	1	\$27.758117 - \$38.971880 / hr.	\$57,736.88 - \$81,061.51
363	Veterinarian	2860	1	\$5,043.153200 - \$7,060.414080 Biweekly	\$131,121.98 - \$183,570.77

6. Waive the Requirement in the Ventura County Administrative Policy Manual Policy No. Chapter VII (B)-9, that the Board of Supervisors approve cash donations of more than \$10,000 to support the Mobile Spay/Neuter Program, and delegate authority to the Animal Services Director or his/her designee to review and approve name recognition on the Mobile Trailer for any person or entity providing the Foundation a direct gift between \$10,000 and \$100,000 for the benefit of the program, in coordination with the County Executive Office (CEO); and; and
7. Authorize the Auditor Controller to process the necessary budgetary transactions to increase appropriations and revenue (requires a 4/5ths vote).

**Fund G001 – ANM**  
**Budget Unit 2860 – 2864: Veterinary Services**

**INCREASE Miscellaneous Revenue \$1,700,000**  
**INCREASE Salaries and Benefits \$1,700,000**

**Fiscal Impact:**

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Revenues	\$ -	\$500,000.00	\$ 570,000.00	\$ 580,000.00	\$ 50,000.00
Costs	\$ -	\$500,000.00	\$ 570,000.00	\$ 580,000.00	\$ 50,000.00
Net County Cost	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source(s): Animal Services Foundation of Ventura County  
Match Requirement: None

**Discussion:**

Ventura County Animal Services' (VCAS) vision is clear: to be a catalyst in creating a County future where we holistically support the mental, physical, and emotional needs of animals, while simultaneously nurturing the human-animal bond through accessible resources and educational initiatives.

On March 18, 2025, your Board recently approved a Second Amendment to the Pets for Life Mentorship Grant Agreement between the Humane Society of the United States and the County of Ventura to accept \$289,000 for the continuation of our Pets for Life program.

Building upon Pets for Life's success in serving historically underserved communities, and in recognition of the need for further spay/neuter services in the community, the Animal Services Foundation of Ventura County, a California non-profit public benefit corporation ("Foundation") has committed to purchasing and gifting a mobile spay/neuter trailer, outfitted with veterinary medical equipment, to VCAS to support the creation of a Ventura County Community Mobile Spay/Neuter Program. In addition, the Foundation will generously fund four fixed-term veterinary staff positions for a three-year period. This significant donation, made possible by the vision of the Foundation, not only reflects strong support from our local community but is a force-multiplier that sets the stage for enhanced service delivery and improved community relationships.

VCAS has identified a significant gap in accessible low-cost spay/neuter services within our County, with a pronounced need within our underserved communities. Accessible low-cost community spay/neuter programs are essential, not only for reducing the overpopulation of pets, but also for decreasing the number of animals entering our shelters each year.

By proactively addressing pet overpopulation within our most underserved communities, as well as vaccinating against common pet diseases and facilitating other basic veterinary care, VCAS can begin to decrease annual shelter intakes, mitigate shelter population pressures, retain staffing, help minimize shelter disease outbreaks, reduce pet overpopulation overtime, improve pet health wellness, and ultimately promote a healthier community for both people and animals in the County's unincorporated area and in the eight contract cities that VCAS proudly serves. In time, the Ventura County Community Mobile Spay/Neuter Program may also be expected to generate important cost savings for Ventura County taxpayers.

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County Administrative Manual Policy No. Chapter VII (B)-9, addressing donated cash or assets, requires your Board's approval for donated cash of more than \$10,000. Your Board is asked to waive this policy and to delegate authority to the Animal Services Director or his/her Designee to review and approve name recognition on the Mobile Trailer for any person or entity providing the Foundation a directed gift between \$10,000 and \$100,000 for the benefit of the Ventura County Community Mobile Spay/Neuter Program.

Thank you for your ongoing sponsorship and commitment to making Ventura County a model of excellence in animal care and community health. Animal Services looks forward to continuing our work together.

**Strategic Plan:**

The proposed Ventura County Community Mobile Spay/Neuter Program, made possible through the grant agreement with, and the generous donations from, the Foundation, aligns with Ventura County's strategic plan to maintain the highest standard of health and remain one of the safest and most resilient counties in the nation

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel, and Human Resources.

If you have any questions regarding this item, please call Esteban Rodriguez, Animal Service Director at 805-388-4355.

  
Esteban Rodriguez  
Animal Services Director

**Attachments:**

Resolution – Classification and Salary Ranges  
Exhibit 1: Grant Agreement