

Administering Agency: Nevada County Information and General Services Department

Contract No. _____

Contract Description: **Animal Shelter Management Services**

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made at Nevada City, California, as of July 1, 2024 by and between the County of Nevada, ("County"), and Sammie's Friends ("Contractor") (together, "Parties", individual "Party"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed One Million and One-Hundred Thousand Dollars (\$1,100,000).**
3. **Term** This Contract shall commence on July 1, 2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2025.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract above and beyond those spaces and substances defined in Exhibit A-2 (Use of Shelter Facilities).
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party. See Notice to Cure Clause in Section 21.

8. **Liquidated Damages**
Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages **shall apply** **shall not apply** to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.
9. **Relationship of Parties**
- 9.1. **Independent Contractor**
In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.
- 9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.
- 9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.
10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the industry standards observed by other shelters in the geographical area practicing the profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor's personnel, when on County's premises and when accessing County network remotely, shall comply with County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by County's Chief Information Officer or his/her designee.

14. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
 - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable

prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
- County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

15. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
16. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
18. **Political Activities** Contractor shall in no instance expend County funds or use County resources derived from this Contract on any political activities.
19. **Financial, Statistical and Contract-Related Records:**
- 20.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.
- 20.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

20.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

20. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, with a written Notice to Cure. The Contractor will have thirty (30) calendar days from receipt of such notice to cure such default.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **thirty (30) calendar days written notice to Contractor**.
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **one hundred and twenty (120) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of

the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

21. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the "works made for hire." Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
22. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
23. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 20, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
27. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with all federal, state, and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the services or type of services to be provided by this Contract.
28. **Subrecipient** This contract shall not shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

29. **Additional Contractor Responsibilities**
- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
 - B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
 - C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

30. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

COUNTY OF NEVADA:

Nevada County
 Information and General Services Department
 Address: 950 Maidu Avenue, Ste. 130
 City, St, Zip Nevada City, CA 95959
 Attn: Elise Strickler
 Email: Elise.Strickler@nevadacountyca.gov
 Phone: 530-265-1705

CONTRACTOR:

Name of firm
 Sammie's Friends
 Address 14647 McCourtney Road
 City, St, Zip Grass Valley, CA 95949
 Attn: Fran Cole
 Email: Fran@sammiesfriends.org
 Phone: 530-557-9073

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the Parties have executed this Contract to begin on the Effective Date.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Honorable Hardy Bullock, Chair, of the Board of Supervisors


By: _____

Attest: Clerk of the Board of Supervisors or designee

Approved as to Form – County Counsel:

By: _____ Date: _____

CONTRACTOR: Sammie's Friends

By:  Date: 06/07/2024
Fran Cole (Jun 7, 2024 11:26 PDT)

Name: Fran Cole

* Title: Executive Director

By:  Date: 06/07/2024
Cheryl Berg (Jun 7, 2024 18:57 PDT)

Name: Cheryl Berg

* Title: Board President

****If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Exhibits

- A. [Schedule of Services](#)
- B. [Schedule of Charges and Payments](#)
- C. [Insurance Requirements](#)
- D. [Liquidated Damages](#)

EXHIBIT A

SCHEDULE OF SERVICES

Contractor agrees that it will, at all times, during the term of this Agreement, provide the County with animal shelter services. Contractor will provide each service listed in this Exhibit A at no additional cost to the County.

Contractor agrees to operate and maintain the shelter located at 14647 Mccourtney Road, Grass Valley, California ("Shelter") and shall accept for the confinement, disposal, and handling of any and all animals, including but not limited to: strays, impounds, animals acquired through the Public Administrative process, animals held as evidence, animals to be held in quarantine, owner turn-ins, animals that may be picked up by Nevada County Animal Control (NCAC), Sheriff's Office or delivered to said Shelter, and deceased domestic animals that the public or Caltrans picks up.

Contractor shall comply with all applicable state and federal laws, Nevada County Ordinances and Nevada County Animal Control Regulations during the term of this Agreement. The contractor agrees to provide the following services to animals from the unincorporated areas of Nevada County:

I. Shelter Services

- a. Contractor shall provide animals housed at the Shelter with adequate nutrition, water, shelter, space, care, treatment, and transportation.
- b. All Shelter services must be provided in accordance with [The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters](#).
- c. Contractor shall provide humane treatment of all animals while in the Shelter and must provide basic first aid services including licensed veterinary care and Canine Distemper, Infectious Hepatitis, Parainfluenza, and Parvovirus (DHPP) / Feline Viral Rhinotracheitis, Calicivirus, and Panleukopenia (FVRCP) vaccinations at the Contractor's expense. Veterinary services provided must meet federal and state statutory and regulatory requirements for the practice of veterinary medicine, including, but not limited to, the California Business and Professions Code, commencing with Section 4800, and the California Code of Regulations, commencing with Section 2000 of Title 16. Pursuant to California Code of Regulations Section 2035 of Title 16, Division 20. The primary veterinarian or Contracted Veterinarian as hired by Sammies shall be responsible for determining the competency of all veterinary tech employees, registered or otherwise, involved in the veterinary care of animals at the Shelter and shall make all decisions related to diagnoses, treatment, management, and future disposition of all animal patients while under the care of veterinarian. Any delegation of animal health care tasks by the supervising veterinarian to employees shall be provided in accordance with California law. To lower the cost of veterinary care for the Shelter, the Contractor should use selected veterinarians who offer discounted rates or veterinarians who perform services without charge.
- d. In accordance with Hayden's law, the Contractor must spay/neuter each animal prior to adoption.
- e. Contractor agrees to vaccinate every animal upon intake in line with The Association of Shelter Veterinarians' Guidelines for Standards of Care.

- f. Owner turn-ins ("OTI") by members of the public wishing to relinquish their animals to the Shelter will be required to follow the Contractor's OTI process (Attachment B). This includes spay or neuter their animal, permitting time for posting the re-homing need on social media for at least 7 days, and scheduling a behavior assessment with a licensed behaviorist. These steps are for the evaluation and guidance of the Shelter team and will be used as guidelines to help steer conversations, while understanding extreme circumstances will require alternate considerations. Only if an animal is deemed an extreme threat to other animals and/or people, in consultation with Animal Control and in line with the criteria shown in the Shelter's euthanasia policy, the Shelter will not accept these animals and will provide resources for that owner to pursue euthanizing that animal. The Shelter shall maintain a list of all requested OTI's within the current year in their Shelter software system and will be made available for the County and other shelters to view, if requested. List must include name of owner, owner address, phone number, date (XX/XX/XXXX) of requested OTI, reason for OTI, type of animal and breed, and if the animal poses a danger to humans or animals. The Contractor will only accept OTI's when they have the capacity to do so.
- g. The Shelter shall accept seized or stray "other" animals, including but not limited to livestock, birds, rodents, snakes, and exotic animals; however, the OTI process will be applied when the "other" animal has a current owner and is pending space and/or foster availability.
- h. Contractor will provide NCAC personnel with 24/7 access to the Shelter for the purpose of housing an animal secured after hours.
- i. All animals shall have County-approved disposition/identification cards attached to the kennels or cages. The cards will indicate, at a minimum, the color, sex, age, information, date the animal was received and a file reference number.
- j. Contractor shall be responsible for the humane euthanasia of any animal using methods conforming to the State of California's euthanasia policy and the Contractor's Euthanasia Policy (Exhibit A-1). If euthanasia is required for reasons of public safety or welfare for animals that are irremediably suffering from injury or illness Euthanasia will be accomplished by lethal injection. Contractor is responsible for provision of euthanasia solution. Euthanasia solution and administration shall be provided at no additional cost to the County.
- k. Contractor will purchase and maintain an adequate inventory of all consumable supplies and equipment necessary to conduct Shelter operations including but not limited to, kennels, bedding, cleaning supplies, travel crates, trash cans, animal food, and food containment (storage and feeding).

II. Policies and Procedures:

- a. Contractor shall provide the County with a written copy of an '**adoption policy**' that will be align with current industry adoption best practices that will seek humane, compatible, and permanent homes for animals. Contractor will maintain a documented adoption procedure and maintain complete records of all adoption attempts and placements.
- b. Contractor must provide a written '**at-risk dog policy**' as well as a '**bite mitigation policy**' to the County that is in line with current industry standards. These policies must indicate how Shelter staff are ensuring the safety of the public and staff from potentially aggressive animals.

- c. A minimum of 28 separate dog kennels and 37 separate cat cages must be available and maintained at the Shelter. Cat cages must be separated from dog kennels. All quarters must be sanitized and cleaned daily or more frequently as aligned with the sanitation provisions as shown in The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters
- d. The Contractor will collect and properly dispose of all animal refuse, manure, or other animal waste in and around the facility as needed throughout the day. All fecal matter in drains should be removed and cleaned daily. Animal refuse, manure, and animal waste shall be removed from the site and taken to an approved facility.
- e. Every effort should be made to ensure same species animals are separated by sex. On occasion, altered animals previously housed together peacefully will be allowed to share quarters with prior approval of the Deputy Executive Director of the Shelter.
- f. Hold-stray animals shall be clearly identified on their kennels to avoid confusion between hold-stray animals and adoption animals.
- g. Quarantine kennels will be separate from all other kennels.
- h. The Contractor shall be responsible for the enforcement of the quarantine for a ten-day (10-day) period of any animal which has bitten a person and shall document and monitor all animals under quarantine in accordance with state and federal law, Nevada County Ordinances and Nevada County Animal Control Regulations.
- i. Contractor shall notify the County in writing whenever an animal on the premises is known to be aggressive and must report all bites to the County within 24 hours. Aggressive behavior refers to any behavior connected with an impending attack including, but not limited to, growling, snarling, baring teeth, lunging, nipping, hissing, or biting.
- j. Contractor shall immediately report to NCAC the illegal, unauthorized, or accidental release of any animal from the Shelter and shall immediately take any actions reasonably necessary to ensure the safe return of the animal to the Shelter.
- k. In accordance with Public Health regulations, Contractor will properly store all animal carcasses until such time as the carcasses are removed from the Shelter.
- l. Contractor must, at all times, maintain a clean and sanitary environment that aligns with industry best practices and in accordance with The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters.
- m. Contractor will ensure that all Shelter staff are trained a minimum bi-annually based on their respective job classifications in accordance with industry standards. These trainings should cover bite mitigation, adoption best practices, and customer service. Training for each staff member should be documented by Shelter Management and shared with the County at its request.
- n. During the term of the Contract, the Contractor must not rescue any animals from other entities unless it is in the form of a trade, and it is beneficial for the Contractor to do so.

III. Shelter Hours:

- a. Contractor shall keep the Shelter open to the public at least six days per week for 24 hours per week. The Contractor has the right to determine the hours each day that the Shelter will be open to the public. Hours of operations must be consistent and posted on the front door of the Shelter and Shelter website.
- b. The Shelter may be closed to the public on Sundays and County holidays.
- c. County recognizes that, on occasion, circumstances beyond the control of the Contractor may arise that require reduced service hours. When these events occur,

- the Contractor will notify the public via recorded phone message to the Shelter phone number and signage at the Shelter of the date and time that the Shelter will reopen. Any altered hours of operation shall be first reviewed and approved by the County.
- d. The Contractor must notify the County within 24 hours of any unscheduled closure and report the reason(s) for the closure and projected time the Shelter will reopen to the public.

IV. Records, Inventory and Reports:

- a. The Contractor must report the number of animals housed at the Shelter at the start of the business day of July 1, 2024, to ensure the County has the base number of animals housed at the start of the contract.
- b. Contractor shall maintain complete records of all animals delivered to the Contractor by NCAC, an owner, other government Agency or a member of the public. At the end of each calendar year, the Contractor shall transfer all such records to the Contract Administrator who will be responsible for document retention in accordance with the County's document retention policy. All such documents and records shall remain the property of Nevada County and any other use, release, outside of providing shelter services pursuant to this contract, shall require the prior approval of the County. Records should be maintained in an electronic format. Contractor shall maintain records per the County retention policy.
- c. Contractor shall maintain and submit to the County a detailed inventory of all animals delivered to the Contractor by the **15th** of each month. The detailed inventory shall include but not limited to the following:
 1. Type of animal, breed, sex, license tag number (if available), microchip information (if available), date the animal was received, from whom the animal was received (designated as: Owner, County, other government agency, member of public), owner's name, address, and government identification (if available), and the final disposition of the animal, date of disposition, any associated fees collected and any spay and neuter vouchers issued. The report will also include service information, euthanasia, licenses issued, impounds, and other programmatic statistics that may be identified by the County. The report shall be in the form set forth in Exhibit B.
- d. County and Contractor agree that any new software system to be implemented will be reviewed by both Parties in an attempt to meet the needs of both Parties. If the system is to be used by both Parties, that the system meets the needs of both Parties in terms of capabilities, cost, and confidentiality. Any new software systems shall be approved by the County prior to purchase and/or implementation.
- e. Contractor shall fully cooperate in the performance of an annual Financial Agreed Upon Procedure (AUP) as prescribed by the Auditor-Controller in collaboration with the Contract Administrator. This may be done in conjunction with the annual financial audit for cost effectiveness. The AUP must be performed by a Certified Public Accountant, licensed and in good standing with the State of California.
- f. As a minimum requirement, Contractor shall conduct a financial statement audit every year. Audits must be performed by a Certified Public Accountant, licensed and in good standing with the State of California.
- g. Contractor shall provide the most recent copy of the Contractor's IRS Form 990 and annual financial statements. These statements are due to the County within fifteen (15) days of filing the IRS Form 990.

- h. Contractor shall report all revenues derived by the [County Fee Schedule](#) adopted by the Board, to be included with the monthly Shelter Report. This information can be provided in a different form agreed upon by both Parties.

V. Volunteer Program:

- a. Contractor may operate a volunteer program. The Contractor must properly screen and train volunteers assisting at the Shelter. All volunteers must be supervised by an employee of the Contractor designated to perform this supervision. All volunteers shall execute, as a condition of their participation, a waiver of County liability, in the form and content acceptable and approved by the County.
- b. The volunteer program is operated under Sammie's Friends. The County is not responsible for the recruitment, supervision, and/or oversight of the volunteers.

VI. Foster Care Program:

- a. The Contractor shall operate a foster care program in alignment with a foster care placement program. The purpose of this program shall be to improve animal care, giving certain animals a better chance of adoption, and lift the spirits of staff and volunteers.
- b. To the extent possible, all animals in the care of Contractor shall be made available for foster care.
- c. Contractor shall submit foster animal data including audit and evaluation mechanisms of both the animals in foster and the foster care provider with the required monthly report. Reporting shall also include length of stays in foster care.

VII. Collection of County Fees:

- a. Contractor may collect license and impound fees and other fines on behalf of the County and as directed by the County and in accordance with the requirements set forth by the County Auditor- Controller, according to the adopted County fee schedule set by the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- b. Contractor may sell and issue dog licenses to the citizens residing in the unincorporated areas of the County in accordance with the NCAC procedure for issuing licenses and the adopted County fee schedule set by the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- c. Contractor shall collect the requisite sums for rabies vaccination where required and license fee for all dogs returned to owner or adopted if their dog is four months of age or older, according to the adopted County fee schedule set the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- d. Contractor may present any proposed changes to the County fee schedule, together with appropriate justification for the changes, to the Contract Administrator, for review and recommendation to the Nevada County Board of Supervisors.

VIII. County Responsibilities:

- a. County shall provide Contractor with full use of the Shelter facilities located at 14647 Mccourtney Rd., Grass Valley, CA 95949. The Shelter facilities are comprised of a 3,294 square foot building ("Building"), a 2160 square foot modular office/cat facility, and the grounds appurtenant to the Building (the Building and additional structures and property used for shelter services under this contract are collectively known as the "Premises") to the extent such grounds are used for and necessary to the operation of the Building. Contractor shall comply with all terms and conditions regarding its use of the Shelter facilities as set forth in Exhibit A-2 attached hereto and incorporated herein by reference.
- b. If an animal has been at the Shelter for longer than 6 months, the County may, at its own cost, hire an outside behavioralist to evaluate said animals for a second opinion and recommendations.
- c. County may provide all templates required by Contractor for intake, medical treatment, adoption, redemption, rescue, and spay and neuter certificates for the Shelter. If specific reporting and documentation procedures are required, County shall provide training on these procedures.
- d. County shall retain the duties and financial responsibilities for removal and transport of animal carcasses from the Shelter.
- e. NCAC shall retain the duties related to the testing for rabies in animals that show signs of the disease, as required by State Law, subject to the Nevada County Public Health policy.
- f. Certain equipment used in the operation of the Shelter shall remain in the Shelter for use by Contractor. Maintenance and replacement of said equipment is addressed in Attachment A and is the responsibility of the Contractor.
- g. NCAC will coordinate with Contractor to assure that animals brought in by NCAC will be accommodated and housed properly at the Shelter. If animals are brought into the Shelter that exceed the Shelter's kennel capacity, NCAC will work collaboratively with the Contractor to find alternative proper and safe placements for said animals within the Shelter.
- h. If NCAC requires an alternative veterinarian other than the Contractor's chosen veterinarian, the County will be responsible for those costs.
- i. The Contractor must provide proper board and care for animals that are being housed as evidence in a criminal case. The County shall be responsible for the costs associated with the board and care for such animals, not to exceed \$25,000 for the term of the Contract. These costs include the Kennel Fee of \$15.00 a day derived from the County Fee Schedule, as well as any reasonable veterinary and medical costs that are required by the Contract (spay/neuter, vaccinations, etc.). These charges will start to accrue as of the first boarding day for the animal and will continue until the animal or animals are released, surrendered, or to become property of the Shelter. The Contractor will be responsible for the costs that exceed the \$25,000 that the County will not cover. See Exhibit B for invoicing requirements.

IX. Disaster Preparedness:

- a. In the event of a declared emergency under County direction, the Contractor shall maintain responsibility for evacuation of Shelter animals. Any County requests for emergency response will be forwarded by telephone, text and/or electronic mail directly to the Deputy Executive Director. Any Shelter emergency will be immediately relayed by telephone, text, and/or electronic mail to the County Contract Administrator and Director of Emergency Services. The Contractor must maintain an emergency response plan and Shelter evacuation plan. This plan must be provided to County Contract Administrator upon request. All emergency responses must be approved by the County Director of Emergency Services. Contractor understands that in addition to the County of Nevada, emergency and disaster preparedness applies to City of Grass Valley and City of Nevada City. The County's existing plan accounts for the entire pet population not just pets at the Shelter.

X. Miscellaneous:

- a. The County reserves the right to make inspections of the Shelter at any time, with or without notice, to assure compliance with the scope of work, terms, and conditions of the contract and to ensure the animals are cared for in a humane manner.
- b. County and Contractor agree to act in a professional and collaborative manner at all times.
- c. County will pay University of California Davis Veterinary Medicine, Shelter Medicine Program to provide a program review of Shelter operations every three years, beginning three years after the effective date of this contract. The review findings will be used as a tool to enhance and protect the health of Shelter animals and enhance Shelter operations.

EXHIBIT A-1

SAMMIE'S EUTHANASIA POLICY

Sammie's Friends in conjunction with Nevada County Animal Control (NCAC) collectively referred to as "We" provides shelter services that are dedicated to saving and improving the lives of pets through adoptions, spay/neuter services, humane education programs and behavior modification/socialization programs. We believe animals should be adopted into suitable homes as soon as possible. We strongly maintain the approach that all adoptable animals will be given the opportunity to find permanent homes and every effort will be made to maintain or improve their quality of life until they are placed.

No adoptable animal will be euthanized solely to make room at the Shelter.

All euthanasia cases will be conducted in accordance with all applicable state and local laws.

Two circumstances will be considered cause for euthanasia.

- A. Sick or Injured Animals with consideration to the animal's welfare, quality of life, and the available options and cost for care and treatment.
- B. Animals with Severe Behavioral Issues with consideration of the safety of humans and other animals, as well as the welfare of the aggressive animal itself

A. Sick or injured animals

Euthanasia for animals that are ill, in pain, or injured will be considered, after evaluation and medical consultation with a licensed veterinarian.

In cases of emergency when a veterinarian recommends an animal be euthanized immediately, a trained staff member will approve and administer the euthanasia.

B. Animals with Severe Behavioral Issues

Each animal must be evaluated for suitability for adoption before it is made available for adoption.

The evaluation will consider the following factors:

- Credible reports of behavior history.
- Observations of current behavior.
- The likelihood that any behavior problems can be corrected with reasonable shelter resources. Sammie's Friends will take financial responsibility to obtain outside resources as deemed necessary on a case-by-case basis.
- All dogs will be evaluated by trained staff and or animal behaviorist.

Criteria for determining suitability for adoption include the animal's history and current propensity for aggression towards humans and other animals.

All evaluations will be made by trained staff in consultation with a professional animal behaviorist.

If an animal is considered possibly unadoptable, an evaluation will take place to determine if a program can be developed for behavior correction and/or modification and re-evaluation. The

trained staff will follow the progress of the animal and do follow-up assessments weekly to identify progress or lack thereof.

If rehabilitation attempts are exhausted and it is concluded that an animal cannot be safely placed, euthanasia will be considered as a last resort. This decision will be made after the behavior correction/modification program has been completed and no longer than 12 mos. from the start of the behavioral correction program. All Parties concerned in the animal's case will be interviewed and the final decision will be made by the Shelter Director.

Sammie's Friends shall post on the bulletin board of the Animal Shelter lobby a list of any animals that the Shelter intends to euthanize, not less than ten days in advance of the intended euthanasia. If the animal to be euthanized has been deemed by the Shelter Director to be unadoptable due to behavioral or temperamental defects that pose a health or safety risk, any 501(c)(3) animal rescue or adoption organization wishing to receive the animal must sign an agreement that the organization will indemnify and hold Sammie's Friends, its officers, and employees harmless from any liability to that organization or third Parties that may subsequently receive or come into contact with the animal and provide the County with evidence of satisfactory liability and bite insurance. Sammie's Friends may waive the requirement of liability or bite insurance on a case-by-case basis and with written approval from the County Risk Manager.

Any 501(c)(3) animal rescue or adoption organization that wishes to be informed of the scheduled euthanasia of an animal that has requested to be notified of such and provides a current email address shall receive notification by email of scheduled euthanasia by the Animal Shelter not less than ten days in advance. In certain circumstances, unadoptable animals may be surrendered to a sanctuary or placed in another situation as deemed appropriate with minimal fee allowance not to exceed \$2,000 per transfer.

All euthanasia decisions and activities must be reported to Sammie's Friends Board of Directors at the next scheduled Board Meeting.

EXHIBIT A-2

USE OF SHELTER FACILITIES

1. Use:

Contractor shall use the Premises for the operation of contracted animals shelter services and no other purposes.

2. Precluded Uses:

Contractor shall not do or permit anything to be done in or around the premises nor bring or keep anything inside the premises that will in any way increase the potential for a fire (including permit any waste in or around Premises), affect insurance policy coverage, or cause cancellation of insurance coverage of the Premises.

Contractor shall comply with laws, statutes, ordinance, or governmental regulations pertaining to the use of the Premises. This also will apply to any improvements or changes to the Premises. Violation of any laws, statutes, ordinances, or governmental regulations during the term of this agreement shall be grounds for termination of said agreement.

3. Alterations and Additions:

Contractor shall be allowed to make reasonable improvements and alternations to the interior of the Premises with written consent of the County Contract Administrator. Such alterations and improvements shall be made at Contractors sole expense. Contractor shall not make any structural changes to the Building or Premises without prior written consent of County Contract Administrator. If Contractor erects signs to direct the public on the Premises, said signs must be approved in writing in advance by the County Contract Administrator and in compliance with all state and County regulations.

4. Maintenance and Repairs:

County shall at its own expense, keep and maintain the Premises in good condition. County shall be responsible for the maintenance and any repairs of the exterior roof, exterior sidewalls (including windows), common areas, the main plumbing and electrical systems, central heating, and any structural members of the Building.

Contractor shall, at its own expense, keep the interior of the Building in good and clean condition. This includes all janitorial services, pest control services, and maintenance or repair of all items of personal property and equipment installed by Contractor. Contractor shall also, at its own expense, maintain and repair all appliances on the Premises that may be owned by the County.

Contractor shall, at its own expense, maintain and keep clean and free of animal waste, the grounds surrounding the Shelter, including but not limited to landscape maintenance and irrigation requirements. Contractor will keep the grass on Premises cut to avoid rodent harborage. Contractor will ensure all leaking faucets, fixtures and hoses are turned off, repaired, and reported to mitigate rodent infestation, as well as manage onsite waste in a way to avoid eyesore, unpleasant smells, and rodent infestation. Additionally, Contractor

will ensure that the snow and ice removal is completed on all parking areas, sidewalks, walkways, and entrance areas on Premises during regular business hours.

Contractor shall return the Premises to County in the same condition as it was delivered to Contractor, apart from ordinary wear and tear.

The Contractor shall maintain the Shelter in a clean and sanitary condition to control the growth or presence of bacteria, disease, and unpleasant odors. Policies and procedures for disease control and sanitation should be based on standards and/or guidelines commonly employed in public animal shelter operations. Policies and procedures in this area may include beneficial standards and/or guidelines derived from reputable animal care organizations including, but not limited to, the following: Humane Society of the United States, American Humane Association, and American Veterinary Medical Association. Contractor shall submit policies and procedures for disease control and sanitation if requested by County Contract Administrator.

5. Utilities:

Contractor is responsible for the costs of all water, gas, heating, light, power, trash services, telephone, internet, and other utilities and services supplied specifically to the Premises so long as said utility services are separately metered. All utilities that are not separately metered to the Premises shall be paid for by the County.

6. Parking and Common Areas:

Contractor agrees to comply with rules and regulations for parking as County may adopt from time to time for the orderly and proper operation of common and parking areas. Such rules may include but are not limited to the restricting of employee or volunteer parking to a limited designated area and the regulation of the removal and disposal of Contractor's refuse and other rubbish.

7. Taxes:

During the Term, Contractor shall pay all tax bills without abatement, deduction, or offset for all real and personal property taxes, possessory interest taxes, general and special assessments, and other charges (including any increase caused by a change in the tax rate or by a change in assessed valuation).

8. Entry:

County and County's agents shall have the right to enter the Premises without notice for the purpose of inspecting the premises but will give notice prior to making alterations, repairs, improvements, or additions to the Premises or to the Building as County deems necessary or desirable.

9. Damage or Destruction of Premises:

If the Premises are damaged or destroyed in whole or in part by fire or other casualty, County shall repair and restore Premises to good tenantable condition or provide a relocation plan.

County shall commence and complete all work required to be done with reasonable promptness and diligence unless the delay in performance results from a fire, flood, storm, labor disputes, shortage of materials or transportation facilities, governmental regulations, war, Acts of God, or other causes beyond County's reasonable control. If the County does not commence the repair or restoration within sixty (60) days after damage or destruction occurs, or if repair or restoration will require more than 120 days to complete, County and Contractor will work cooperatively on a relocation plan for Shelter facilities to a new location or by mutual agreement, the Parties may terminate the agreement. If the Premises are more than 50% destroyed, County may elect to not repair the premises and upon written notice to the Contractor, may relocate the Shelter facilities and/or terminate the agreement without further liability to the Contractor.

EXHIBIT B

SCHEDULE OF CHARGES AND PAYMENTS

Maximum Limit & Fee Schedule

Contractor’s compensation shall be paid at the schedule shown below.

For the Services provided as set forth in Exhibit “A” above, the annual maximum contract amount will be **\$1,100,000**. Payment will be made monthly per the Payment Schedule below.

In the event that spay and neuter costs show a consistent increase during the contract period by over 50% of the current average cost per animal (both dogs and cats) from the current cost rate of spay and neuter services at the initiation date of this contract, the County will pay these additional costs that exceed the total spay and neuter budget line item up to a maximum of \$50,000. The average cost at the initiation of the contract for each animal is listed below. If these costs are exceeded per the Sammie’s Friends budget allocation for the spay and neuter services and the Contractor can provide supporting documentation to substantiate the 50% increase, a budget amendment will be taken to the Board of Supervisors for review and approval.

| Animal | Spay | Neuter |
|---------------|--------------|---------------|
| Dog | \$331 | \$269 |
| Cat | \$288 | \$328 |

Invoices

The Contractor must submit an invoice to the County by the 15th of each month preceding the month of services. Monthly invoices submitted to the County should include the period during which the costs were incurred and the following backup to account for the invoice total and supporting documentation:

- A payroll report that includes staff positions, hours worked, and hours paid accompanied by signed staff timesheets.
- Any invoices or receipts for services paid during the invoiced month of services.
- A financial report that includes monthly and annual (year to date) profit and loss (revenue and expenditure) information for the entire Shelter operations.
- Monthly animal intake and outcome reports (per Exhibit “A”, and as noted in below in the monthly reporting examples).
- Year to date summary of shelter activity including total time each animal spends in the Shelter, status, and length of time of animals in foster homes, as well as intake and outcome information.
- A monthly list of animals that have been at the Shelter longer than six months.

When the Contractor is submitting a reimbursement invoice for costs associated with NCAC seized animals that are being held for evidentiary cases, the Contractor must include the following supporting documentation:

- The intake report (if the County doesn’t already have it) to verify the intake date.

- Invoices for any medical or vet care for the animals.
- The release documents from NCAC when the animal is released, surrendered, or becomes property of the Shelter.

The Contractor may submit invoices to the County before the animal is released to relieve the financial burden of housing such animals. There will be no payment schedule for these invoices. The County will be invoiced only when these situations occur and no more than monthly. The billing for evidentiary animals will account for no more than \$25,000 of the annual 1,100,000 contract amount. Any costs the Shelter incurs for such animals that exceeds the \$25,000 is the responsibility of the Contractor.

The County will review submitted invoices and backup documentation within seven business days of receipt. Should the County discover more than five errors in the invoice or supporting documentation, the County will halt review and return the documents to Contractor for correction. The County will have seven business days to review revised submissions. The County may request additional back-up documentation if necessary. If requested additional information is not provided in a timely manner, future invoice payments may be delayed. If the County anticipates withholding a payment, County will notify Contractor. Both County and Contractor shall work in good faith to resolve any issues in a timely manner.

Contractor must provide a copy of its audited financial statement and most recent IRS 990 form to County by December 31st each year.

Submit all invoices to:

Nevada County
 Information and General Services
 Address: 950 Maidu Ave
 City, St, Zip: Nevada City, CA 95959
 Attn: IGS Admin
 Email: IGSadmin@nevadacountyca.gov
 Phone: 530-265-1238

Payment Schedule

The monthly payments will be made in 11 equal installments and 1 payment of the remaining amount of the contract, which shall be due payable within 30 days of approved invoice. The total monthly billing will account for \$1,075,000 of the annual \$1,100,000 contract amount. Payment Schedule below is inclusive of costs required to run the shelter. The monthly fee is inclusive of services described in Exhibit A Schedule of Services, as well as standard animal care expenses, staffing, animal care and support materials such as bedding, food and nutrition and overhead costs.

| <u>Payment Schedule</u> | | |
|---------------------------------------|------------------------------|------------------------------|
| <u>Payment Allocation Date</u> | <u>Month Billed</u> | <u>Monthly Amount</u> |
| <u>07/01/2024</u> | <u>July 2024</u> | <u>\$89,584</u> |
| <u>07/15/2024</u> | <u>August 2024</u> | <u>\$89,584</u> |
| <u>08/15/2024</u> | <u>September 2024</u> | <u>\$89,584</u> |
| <u>09/15/2024</u> | <u>October 2024</u> | <u>\$89,584</u> |

| | | |
|----------------------------|----------------------|-----------------|
| <u>10/15/2024</u> | <u>November 2024</u> | <u>\$89,584</u> |
| <u>11/15/2025</u> | <u>December 2024</u> | <u>\$89,584</u> |
| <u>12/15/2025</u> | <u>January 2025</u> | <u>\$89,584</u> |
| <u>01/15/2025</u> | <u>February 2025</u> | <u>\$89,584</u> |
| <u>02/15/2025</u> | <u>March 2025</u> | <u>\$89,584</u> |
| <u>03/15/2025</u> | <u>April 2025</u> | <u>\$89,584</u> |
| <u>04/15/2025</u> | <u>May 2025</u> | <u>\$89,584</u> |
| <u>05/15/2025</u> | <u>June 2025</u> | <u>\$89,576</u> |
| Total - \$1,075,000 | | |

Unless otherwise agreed to by the County, all payments owed by the County to Contractor under this Contract shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

Sammie's Annual Budget

| Account | FY 23-24* Budget | Annualized Actual | FY 24-25 Budget |
|--|----------------------|----------------------|----------------------|
| Income | | | |
| Total 400 Adoption Program | \$ 73,083.00 | \$ 51,435.72 | \$ 70,000.00 |
| Total 401 Shelter Income | \$ 78,045.00 | \$ 31,823.40 | \$ 45,000.00 |
| Total 402 Donations & Store | \$ 282,264.00 | \$ 296,944.18 | \$ 392,000.00 |
| Total 403 Municipal | \$ 1,016,425.77 | \$ 1,016,425.77 | \$ 1,075,000.00 |
| Total 404 County Case Expenses | | | \$ 25,000.00 |
| Total Income | \$ 1,449,817.77 | \$ 1,396,629.07 | \$ 1,607,000.00 |
| Expenses | | | |
| 66002 Salary and Wages | \$ 440,500.00 | \$ 388,378.80 | \$ 509,760.00 |
| 66001 Management & Support Salary and Wages | \$ 167,708.00 | \$ 167,708.00 | \$ 130,938.92 |
| 66100 Executive Salary and Wages | \$ 77,000.00 | \$ 77,000.00 | \$ 135,692.31 |
| 65090 Medical benefits | \$ 43,125.00 | \$ 19,858.80 | \$ 22,000.00 |
| 65200 Work Comp Insurance | \$ 28,750.00 | \$ 28,772.40 | \$ 28,000.00 |
| 66009 Employer Tax Expense | \$ 60,758.00 | \$ 56,482.09 | \$ 70,000.00 |
| Medical | | \$ (9,184.69) | \$ (10,551.54) |
| Total Salaries | \$ 685,208.00 | \$ 633,086.80 | \$ 776,391.23 |
| Total other expenses | \$ 132,633.00 | \$ 95,928.60 | \$ 109,448.46 |
| Total 66000 Payroll Expenses | \$ 817,841.00 | \$ 729,015.40 | \$ 885,839.69 |
| 60156 Spay | | \$ 76,617.71 | \$ 75,000.00 |
| 60157 Neuter | | \$ 61,970.05 | \$ 61,000.00 |
| Total 60155 Spay/Neuter Expense | \$ 99,122.00 | \$ 138,587.76 | \$ 166,305.31 |

| Account | FY 23-24* Budget | Annualized Actual | FY 24-25 Budget |
|--|------------------|-------------------|-----------------|
| Total 60155 Spay/Neuter Expense | \$ 99,122.00 | \$ 138,587.76 | \$ 166,305.31 |
| 60555 Food | \$ 69,000.00 | \$ 53,082.59 | \$ 55,000.00 |
| 62122 Grooming | \$ 479.00 | \$ 783.60 | \$ 1,000.00 |
| 65999 Litter | \$ 3,833.00 | \$ 3,632.94 | \$ 4,000.00 |
| 66600 Animal Medical Expense | \$ 220,417.00 | \$ 198,240.07 | \$ 200,000.00 |
| 66601 Medicine | \$ 46,288.00 | \$ 60,145.79 | \$ 60,000.00 |
| 69050 Pet Supplies | | \$ 3,770.04 | \$ 4,500.00 |
| 66603 Medical Supplies | \$ 2,396.00 | \$ 6,147.96 | \$ 7,000.00 |
| Total Animal Expense | \$ 342,413.00 | \$ 325,802.99 | \$ 331,500.00 |
| 62110 Accounting Fees | \$ 38,333.00 | \$ 44,486.40 | \$ 30,000.00 |
| 62112 Animal Rehabilitation | \$ 38,333.00 | \$ 34,920.00 | \$ 30,000.00 |
| 62150 Outside Contract Services | \$ 16,771.00 | \$ 4,246.80 | \$ 4,500.00 |
| Total 62100 Contract and Services | \$ 93,437.00 | \$ 83,653.20 | \$ 64,500.00 |
| 65100 Insurance | | \$ - | \$ 16,500.00 |
| 65102 Fire and Property | | \$ 221.80 | \$ 300.00 |
| 65120 General Liability, Auto Liability | | \$ 525.56 | \$ 600.00 |
| Total 65100 Insurance | | \$ 747.36 | \$ 17,400.00 |
| 65501 Maintenance Supplies | | \$ 4,246.52 | \$ 4,500.00 |
| 62116 Bank Charges and CC Processing fees | | \$ 3,310.07 | \$ 3,500.00 |
| 65000 Supplies-General | | \$ 24,629.69 | \$ 25,000.00 |
| 65020 Postage, Mailing Service | | \$ 96.83 | \$ 100.00 |
| 65121 Licenses and Fees | | \$ 624.00 | \$ 700.00 |
| 66701 Miscellaneous Expense | | \$ 762.11 | \$ 875.00 |
| 66703 Employee Training/Meals | | \$ 1,360.93 | \$ 1,500.00 |
| 66777 Dues and Subscriptions | | \$ 4,451.94 | \$ 4,500.00 |
| 668801 Office Supplies | | \$ 4,704.34 | \$ 4,500.00 |
| 68000 Advertising and Promotion | | \$ 179.80 | \$ 200.00 |
| 68006 Event Expense | | \$ 121.70 | \$ 200.00 |
| 69063 Internet | | \$ 2,806.20 | \$ 1,680.00 |
| 69066 Telephone | | \$ 13,264.45 | \$ 6,000.00 |
| Total 66800 Operating Expenses | \$ 63,442.00 | \$ 62,053.30 | \$ 88,055.00 |
| 69061 Garbage | | \$ 8,437.00 | \$ 9,000.00 |
| 69062 Gas & Electric | | \$ 29,640.12 | \$ 30,000.00 |
| 69064 Propane | | \$ 3,961.34 | \$ 4,000.00 |
| Total 69060 Utilities | \$ 31,146.00 | \$ 42,038.46 | \$ 43,000.00 |
| 69119 Fuel | | \$ 1,994.58 | \$ 1,500.00 |

| Account | FY 23-24* Budget | Annualized Actual | FY 24-25 Budget |
|--|------------------|-------------------|-----------------|
| 69119 Fuel | | \$ 1,994.58 | \$ 1,500.00 |
| 69220 Auto Repair and Maintenance | | \$ 138.53 | \$ - |
| 69222 Auto Insurance | | \$ 3,903.66 | \$ 4,000.00 |
| 69224 Auto Registration | | \$ 366.00 | \$ 400.00 |
| Total 69115 Automobile Expenses | \$ 4,792.00 | \$ 6,402.77 | \$ 5,900.00 |
| Total Operating costs | \$ 634,352.00 | \$ 663,532.36 | \$ 721,160.31 |
| Total Expenses | \$ 1,236,568.00 | \$ 1,444,906.44 | \$ 1,607,000.00 |

Sammy's Staffing Schedule

| Position | Funding Source | Role | M | T | W | TH | F | SA | SU | Weekly Totals |
|------------------------------|-----------------------|------------|---|---|---|----|---|----|----|---------------|
| Executive Director | 70% County 30% Sammys | Executive | 8 | 8 | 8 | 8 | 8 | | | 28 |
| Deputy Executive Director | 70% County 30% Sammys | Executive | 8 | 8 | 8 | 8 | 8 | | 8 | 28 |
| Operations Manager | 70% County 30% Sammys | Management | | | 4 | 4 | 8 | 8 | 8 | 22.75 |
| Accounting Specialist | 30% County 70% Sammys | Management | 8 | 8 | 8 | 8 | 8 | | | 12 |
| Marketing Specialist | 50/50 | Management | 8 | 8 | 8 | 8 | 8 | | | 16.25 |
| Shelter Manager | 100% County | Management | | 8 | 8 | 8 | 8 | 8 | 8 | 40 |
| Feline Supervisor | 100% County | Staff | | 8 | 8 | 8 | 8 | 8 | 8 | 40 |
| Kennel Supervisor | 100% County | Staff | | 8 | 8 | 8 | 8 | 8 | 8 | 40 |
| Registered Vet Tech | 100% County | Staff | 2 | 2 | | 2 | 2 | 2 | | 10 |
| Adoption Specialist | 100% County | Staff | | | | 8 | 8 | 8 | 8 | 32 |
| Veterinarian Coordinator | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | | 40 |
| Canine Training Assistant | 100% County | Staff | 6 | 6 | | | 8 | | | 20 |
| Front Office Support | 100% County | Staff | | | | 8 | | | | 8 |
| Kennel Support | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 56 |
| Kennel Attendant | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 56 |
| Kennel Attendant | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 56 |
| Community Outreach/Livestock | 100% County | Staff | 8 | 8 | 8 | 8 | | | | 24 |
| Feline Attendant 1 | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 56 |
| Feline Attendant 2 | 100% County | Staff | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 56 |
| Total Hours a week | | | | | | | | | | 650.8 |
| FTE Equivariant | | | | | | | | | | 16.27 |

The County is not obligated to pay for the salary and benefit costs for additional positions or hours worked in excess of this schedule.

If the Contractor desires modifications either to the staffing schedule or to shift budget among major expenditure categories (such as Salaries & Benefits and Services & Supplies) in excess of 10% of the attached Budget, Contractor must provide a written request to the County in advance for approval, with justification for the desired change. The County can accept the change at its discretion if there is no modification to exceed the contract amount.

Monthly Reporting

Monthly Financial Reporting

| Revised July 16th 2023 - April 2024 Monthly Shelter Budget Report | | | | |
|---|----------------|--------------------|-------------------|------------|
| | FY 23-24* | July-April Monthly | July-April Actual | Difference |
| Income | | | | |
| 400 Adoption Program | | | | |
| 40001 Adoptions | | | | |
| 41002 Rabies Shot | | | | |
| 41006 Microchip | | | | |
| Total 400 Adoption Program | 73,083 | 60,373 | 39,414 | 20,959 |
| 401 Shelter Income | | | | |
| 40000 Shelter Fees 2018 | | | | |
| 40002 Kennel Fees | | | | |
| 40003 Owner Turn-In Fees | | | | |
| 40004 Quarantine Fees | | | | |
| 40007 IAL Fees | | | | |
| Total 401 Shelter Income | 10,962 | 9,056 | 5,511 | 3,545 |
| Total 402 Donations | 67,083 | 55,417 | 32,942 | 22,475 |
| Total 403 Municipal | 987,083 | 815,417 | 815,417 | 0 |
| Total 409 Sales | 3,724 | 3,076 | 1,131 | 1,945 |
| Total Cost of Goods Sold | 8,960 | 7,402 | 939 | 6,463 |
| Gross Profit | 1,132,976 | 935,937 | 893,476 | 42,461 |
| Expenses | | | | |
| 1 Class I | | | | |
| 66000 Payroll Expenses | | | | |
| 65090 Medical benefits | 43,125 | 35,625 | 16,549 | 19,076 |
| 65200 Work Comp Insurance | 28,750 | 23,750 | 23,977 | 227 |
| 66002 Salary and Wages | 440,500 | 363,891 | 323,649 | 40,243 |
| 66009 Employer Tax Expense | 60,758 | 50,192 | 48,142 | 2,050 |
| 66100 Salary | | | | |
| Executive Director | 77,000 | 63,609 | 62,192 | 1,416 |
| Shelter Management | 167,708 | 138,542 | 122,883 | 15,659 |
| Total 66000 Payroll Expenses | | | | |
| Total 1 Class I | 817,842 | 675,608 | 597,392 | 78,216 |
| 2 Class II | | | | |
| 60155 Spay/Neuter Expense | | | | |
| 60156 Spay | | | | |
| 60157 Neuter | | | | |
| Total 60155 Spay/Neuter Expense | 99,122 | 81,883 | 110,877 | 28,994 |
| 62100 Contract and Services | | | | |
| 62110 Accounting Fees | 38,333 | 31,667 | 37,072 | 5,405 |
| 62112 Animal Rehabilitation | 38,333 | 31,667 | 29,100 | 2,567 |
| Total 62100 Contract and Services | 76,667 | 63,333 | 66,172 | 2,838 |
| 65500 Maintenance | 16,771 | 13,854 | 3,539 | 10,315 |
| 66610 Direct Animal Costs for Operati | | | | |
| 60555 Food | 69,000 | 57,000 | 40,652 | 16,348 |
| 62122 Grooming | 479 | 396 | 653 | 257 |
| 65999 Litter | 3,833 | 3,167 | 3,027 | 139 |
| 66600 Animal Medical Expense | | | | |
| 66601 Medicine | 46,288 | 38,238 | 43,641 | 5,404 |

Monthly Financial Reporting Cont.

| | | | | |
|--|------------------|------------------|----------------|---------------|
| 66601 Medicine | 46,288 | 38,238 | 43,641 | 5,404 |
| 66603 Medical Supplies | 2,396 | 1,979 | 3,651 | 1,672 |
| 66600 Animal Medical Expense | 220,417 | 182,083 | 160,593 | 21,491 |
| Total 66610 Direct Animal Costs for Operati | 121,996 | 100,779 | 91,625 | 9,155 |
| 66800 Operating Expenses | | | | |
| Transfer Expense | | | 8,000 | |
| 62116 Bank Charges and CC Processing fees | | | 2,526 | |
| 65000 Supplies-General | | | 19,643 | |
| 65020 Postage, Mailing Service | | | 81 | |
| 65121 Licenses and Fees | | | 520 | |
| 66701 Miscellaneous Expense | | | 144 | |
| 66777 Dues and Subscriptions | | | 3,438 | |
| 668801 Office Supplies | | | 3,700 | |
| 68000 Advertising and Promotion | | | 150 | |
| 69063 Internet | | | 2,141 | |
| 69066 Telephone | | | 10,028 | |
| Total 66800 Operating Expenses | 63,442 | 52,408 | 42,369 | 10,039 |
| 69060 Utilities | | | | |
| 69061 Garbage | | | 7,031 | |
| 69062 Gas & Electric | | | 22,956 | |
| 69064 Propane | | | 3,301 | |
| 69065 Sewer and water | | | 0 | |
| Total 69060 Utilities | 31,146 | 25,729 | 33,288 | 7,559 |
| 69115 Automobile Expenses | | | | |
| 69119 Fuel | | | 1,662 | |
| 69220 Auto Repair and Maintenance | | | 115 | |
| 69224 Auto Registration | | | 305 | |
| 69225 Mileage Reimbursement | | | 0 | |
| Total 69115 Automobile Expenses | 4,792 | 3,958 | 2,083 | 1,876 |
| Total 2 Class II | | | | |
| 62120 Equipment and Furniture | | | | |
| 62125 Shelter Equipment | | | 0 | |
| 65055 Office Equipment | | | 107.49 | |
| Total 62120 Equipment and Furniture | 4,792 | 3,958 | 107.49 | 3,851 |
| 62121 Reimbursed Fees | | | | |
| 62123 Impound Fees | | | | |
| 65220 License Deposit Fee | | | | |
| 652221 County IAL FEE | | | | |
| Total 62121 Reimbursed Fees | | | | |
| 68001 Rent and Facilities | | | | |
| 62801 Security | | | | |
| 68003 Building | | | | |
| 68005 Building repairs/Maintenance | | | | |
| 68561 Property Tax Expense | | | | |
| Total 68001 Rent and Facilities | | | | |
| Total Expenses | 1,236,568 | 1,021,513 | 947,453 | 74,060 |
| Net Operating Income | 103,592 | 85,576 | 53,977 | 31,599 |
| Other Income | | | | |
| Sammie's Friends | 282,264 | 233,174 | 210,109 | 23,065 |
| | | | | |

* Contract modified to run from July 16, 2023 to June 30, 2024

Monthly Payroll Report

*Employee names have been redacted but should be included in the monthly payroll report to the County.

| Name | Position | Total Hours | Net Hours | Total Gross pay | Gross Pay | Percentage |
|--------------|------------------------------|----------------|----------------|--------------------|--------------------|------------|
| | Feline Attendant 1 | 245.88 | 245.88 | \$4,024.40 | \$4,024.40 | |
| | Kennel Attendant | 6.4 | 6.4 | \$205.86 | \$205.86 | |
| | Adoption Specialist | 141.21 | 141.21 | \$2,613.79 | \$2,613.79 | |
| | Executive Director | 240 | 168 | \$12,692.31 | \$8,884.62 | 70% |
| | Registered Vet Tech | 7.75 | 7.75 | \$224.75 | \$224.75 | |
| | Feline Supervisor | 243.33 | 243.33 | \$5,328.55 | \$5,328.55 | |
| | Front Office Support | 8.12 | 8.12 | \$147.24 | \$147.24 | |
| | Front Office Support | 47.5 | 47.5 | \$1,187.50 | \$1,187.50 | |
| | Kennel Attendant | 31.95 | 31.95 | \$546.39 | \$546.39 | |
| | Kennel Attendant | 47.28 | 47.28 | \$807.42 | \$807.42 | |
| | Adoption Specialist | 190.48 | 190.48 | \$3,470.67 | \$3,470.67 | |
| | Shelter Manager | 268.97 | 268.97 | \$7,159.20 | \$7,159.20 | |
| | Kennel Supervisor | 215.75 | 215.75 | \$4,779.03 | \$4,779.03 | |
| | Community Outreach/Livestock | 186.88 | 186.88 | \$3,573.62 | \$3,573.62 | |
| | Feline Attendant 1 | 57.38 | 57.38 | \$977.59 | \$977.59 | |
| | Kennel Attendant | 140.4 | 140.4 | \$2,398.70 | \$2,398.70 | |
| | Deputy Executive Director | 200 | 140 | \$8,173.08 | \$5,721.16 | 70% |
| | Kennel Attendant | 230.6 | 230.6 | \$3,957.44 | \$3,957.44 | |
| | Marketing Specialist | 130.6 | 65.3 | \$2,612.00 | \$1,306.00 | 50% |
| | Feline Attendant 1 | 135.2 | 135.2 | \$2,366.01 | \$2,366.01 | |
| | Kennel Attendant | 62.2 | 62.2 | \$1,095.68 | \$1,095.68 | |
| | Feline Attendant 1 | 176.95 | 176.95 | \$3,021.33 | \$3,021.33 | |
| | Kennel Attendant | 47.95 | 47.95 | \$839.13 | \$839.13 | |
| | Operations Manager | 235.39 | 235.39 | \$6,244.79 | \$6,244.79 | |
| | | | | | | |
| Total | | 3298.17 | 3100.87 | \$78,446.48 | \$70,880.86 | |

Monthly Intake Reports

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | |
|----|------------------------|--------------|----------|----------------|-------------|---|--------------|--------------|--------|-------------------|---------|-------------|--------|------------|-------------|-------------------|-----------------|---------------|----------------|-----------|-------------|--------------|---|
| 1 | Animal ID | Animal ID * | Animal N | Animal Nam | Intake Date | Contact List | Intake Conta | Intake Conta | Gender | BREED | Species | Chip Number | Spayed | Neute | Rabies | Outcome Ty | Color | Current Days# | Invoice Date | OTI FEE | I Discounts | Intake Month | |
| 2 | Moira AKA Aizley | 01-975 | 9757 | Moira AKA A | 1/1/2024 | Animal Conti AC - Stray | | | F | German Shep Dog | | 9.8102E+14 | Y | | | Redeemed | Black/Tan | | Moira AKA A | 1/1/2024 | | | 1 |
| 3 | Bodhi | 01-9763-24 | 9763 | Bodhi | 1/4/2024 | Animal Conti AC - Stray | Nevada City | M | | Airedale,Mix Dog | | | Y | | | Redeemed | Beige | | Bodhi 01-97 | 1/4/2024 | | | 1 |
| 4 | Jillian aka Indica | 01-9764 | 9764 | Jillian aka In | 1/4/2024 | Animal Conti AC - Stray | Nevada City | F | | Shepherd,Pit Dog | | 9.8102E+14 | Y | | | Redeemed | Tan/Black | | Jillian aka In | 1/5/2024 | | | 1 |
| 5 | Millie | 01-9777-24 | 9777 | Millie | 1/6/2024 | Nevada Cour AC - Stray | | | F | Labrador Ret Dog | | 9.56E+14 | N | | | Redeemed | Black | | Millie 01-97 | 1/7/2024 | | | 1 |
| 6 | Panther | 01-9797-24 | 9797 | Panther | 1/13/2024 | Nevada Cour AC - Stray | PENN VALLE' | M | | Labrador Ret Dog | | 9.8102E+14 | N | 12/30/2023 | | | Black/White | 20 | | | | | 1 |
| 7 | Chocolate | 01-9798-24 | 9798 | Chocolate | 1/13/2024 | Nevada Cour AC - Stray | PENN VALLE' | F | | Labrador Ret Dog | | 9.8102E+14 | N | | | | Black/White | 20 | | | | | 1 |
| 8 | Hero | 01-9803-24 | 9803 | Hero | 1/14/2024 | Nevada Cour AC - Stray | | | M | Bulldog Ame Dog | | 9.772E+14 | N | 1/19/2024 | | Redeemed | Grey/White,Tan | | Hero 01-98 | 1/19/2024 | | | 1 |
| 9 | Jack | 01-9804-24 | 9804 | Jack | 1/14/2024 | Nevada Cour AC - Stray | | | M | Bulldog Ame Dog | | 9.8102E+14 | N | | | Redeemed | Grey,Tan,White | | Jack 01-98 | 1/19/2024 | | | 1 |
| 10 | Root Beer | 01-9805-24 | 9805 | Root Beer | 1/16/2024 | Animal Conti AC - Stray | Nevada City | F | | Alaskan Husl Dog | | 9.8102E+14 | N | | | Redeemed | Black/White | | Root Beer C | 1/16/2024 | | | 1 |
| 11 | Lovie aka: Daisy | 01-982 | 9821 | Lovie aka: Di | 1/21/2024 | Nevada Cour AC - Stray | | | F | Beagle Dog | | 9.8102E+14 | N | | | Redeemed | White/Black,Red | | Lovie aka: Di | 1/22/2024 | | | 1 |
| 12 | Ripple | 01-9824-24 | 9824 | Ripple | 1/22/2024 | Animal Conti AC - Stray | | | M | Belgian Mali Dog | | 9.8102E+14 | N | 1/28/2024 | | | Black/Tan | 11 | | | | | 1 |
| 13 | Shelby | 01-9844-24 | 9844 | Shelby | 1/31/2024 | steven pears AC - Stray | nevada city | F | | Rottweiler Dog | | | Y | | | Redeemed | Black/Brown | | Shelby 01-9 | 1/31/2024 | | | 1 |
| 14 | Onyx | 01-9845-24 | 9845 | Onyx | 1/31/2024 | Animal Conti AC - Stray | | | M | Cane Corso Dog | | | N | | | Redeemed | Black | | Onyx 01-98 | 1/31/2024 | | | 1 |
| 15 | Paco | 01-9848-24 | 9848 | Paco | 1/28/2024 | Animal Conti AC - Stray | Grass Valley | M | | Pit Bull,Mix Dog | | | N | | | | Black/White | 5 | | | | | 1 |
| 16 | Pico | 01-9849-24 | 9849 | Pico | 1/28/2024 | Animal Conti AC - Stray | Grass Valley | M | | Pit Bull Dog | | | N | | | | Brindle | 5 | | | | | 1 |
| 17 | Sprinkle | 01-9783-24 | 9783 | Sprinkle | 1/10/2024 | Animal Conti AC - Stray | Nevada City | F | | DSH Cat | | 9.8102E+14 | Y | 1/10/2024 | Foster Care | Grey Tabby | 23 | | | | | | 1 |
| 18 | Bowling Ball | 01-9786-24 | 9786 | Bowling Ball | 1/10/2024 | Animal Conti AC - Stray | Grass Valley | M | | DSH Cat | | 9.8102E+14 | Y | 1/20/2024 | | Black Tabby, | 23 | | | | | | 1 |
| 19 | Song | 01-9829-24 | 9829 | Song | 1/27/2024 | Nevada Cour Seized / Custody,AC - Stra F | | | | German Shep Dog | | | U | | | Redeemed | Black/Tan | | Song 01-98: | 1/27/2024 | | | 1 |
| 20 | Song 1 | 01-9830-24 | 9830 | Song 1 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 21 | Song 2 | 01-9831-24 | 9831 | Song 2 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 22 | Song 3 | 01-9832-24 | 9832 | Song 3 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 23 | Song 4 | 01-9833-24 | 9833 | Song 4 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 24 | Song 5 | 01-9834-24 | 9834 | Song 5 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 25 | Song 6 | 01-9835-24 | 9835 | Song 6 | 1/27/2024 | Nevada Cour AC - Stray,Seized / Custod U | | | | German Shep Puppy | | | N | | | Redeemed | Black/Tan | | "Song 1 01- | 1/27/2024 | | | 1 |
| 26 | Charlee | 01-9808-24 | 9808 | Charlee | 1/16/2024 | Brighton Gre Owner/Guardian Surrende M | | | | DSH Cat | | | Y | | | Recovered | Grey | | | | | | 1 |
| 27 | Tank | 01-9823-24 | 9823 | Tank | 1/22/2024 | Debra Stotne Owner/Guan Grass Valley M | | | | DMH Cat | | | U | | | Euthanized f | Black | | | | | | 1 |
| 28 | Forrest | A 01-9828-24 | 9828 | Forrest | 1/26/2024 | Jennifer Blal Owner/Guan Foresthill F | | | | DSH Cat | | 9.8102E+14 | Y | 9/2/2023 | | White,Grey | 7 | | | | | | 1 |
| 29 | Goblin | 01-9838-24 | 9838 | Goblin | 1/30/2024 | Tyler Hughes Owner/Guan Chicago M | | | | DMH Cat | | | Y | 1/31/2024 | | Brown Tabby | 3 | Goblin 01-9 | 1/30/2024 | \$25.00 | | | 1 |
| 30 | Baby Girl | 01-9788-24 | 9788 | Baby Girl | 1/11/2024 | Animal Conti Owner/Guan Grass Valley F | | | | German Shep Dog | | 9.8102E+14 | U | | | Foster Care | Black/Tan | 22 | | | | | 1 |
| 31 | Green | 01-9789-24 | 9789 | Green | 1/11/2024 | Animal Conti Owner/Guan Grass Valley F | | | | German Shep Dog | | 9.8102E+14 | U | 1/19/2024 | Foster Care | Black/Tan | 22 | | | | | | 1 |
| 32 | Lincoln | 01-9790-24 | 9790 | Lincoln | 1/11/2024 | Animal Conti Owner/Guan Grass Valley M | | | | German Shep Dog | | 9.8102E+14 | N | 1/19/2024 | | Black/Tan | 22 | | | | | | 1 |
| 33 | Gyro aka Hero B | 01-9761 | 9761 | Gyro aka Her | 1/3/2024 | Jennifer Tayl Return Nevada City M | | | | Siberian Hus Dog | | 9.8102E+14 | Y | 5/15/2023 | Adoption | Black/White,Beige | | Gyro aka Her | 1/12/2024 | | | | 1 |
| 34 | Crixus | A 01-9837-24 | 9837 | Crixus | 1/29/2024 | Justin Van Di Return Big Oak Vall M | | | | Pit Bull Dog | | 9.8102E+14 | Y | | | Tan/Brindle | 4 | | | | | | 1 |
| 35 | Padfoot | A 01-9813-24 | 9813 | Padfoot | 1/18/2024 | Cara Hirschb Return Grass Valley M | | | | DLH Cat | | 9.8102E+14 | Y | 1/8/2024 | Adoption | Black/White | | Padfoot A 0: | 1/25/2024 | | | | 1 |
| 36 | Kong | A 01-9839-24 | 9839 | Kong | 1/30/2024 | Alexa Hause Return Grass Valley M | | | | DSH Cat | | 9.8102E+14 | Y | | | Black | 3 | | | | | | 1 |
| 37 | Holiday | A 01-9760-24 | 9760 | Holiday | 1/2/2024 | Jeanne Gleni Return Grass Valley F | | | | DSH Kitten | | 9.8102E+14 | Y | 12/21/2023 | Adoption | dilute (calico) | | Holiday A 0: | 1/2/2024 | | | | 1 |
| 38 | Holiday | B 01-9792-24 | 9792 | Holiday | 1/11/2024 | Justus Brook Return Grass Valley F | | | | DSH Kitten | | 9.8102E+14 | Y | 12/21/2023 | Adoption | dilute (calico) | | "Waffles 01 | 1/12/2024 | | | | 1 |
| 39 | Salt | A 01-9806-24 | 9806 | Salt | 1/16/2024 | Carina Silver Return Nevada City M | | | | DSH Kitten | | 9.8102E+14 | Y | | | Black/White | 17 | | | | | | 1 |
| 40 | Pepper | A 01-9807-24 | 9807 | Pepper | 1/16/2024 | Carina Silver Return Nevada City M | | | | DMH Kitten | | 9.8102E+14 | Y | | | Black | 17 | | | | | | 1 |
| 41 | Shep Puppy 1 aka: Nyna | | 9767 | Shep Puppy 1 | 1/5/2024 | Animal Conti Seized / Cust Grass Valley F | | | | German Shep Dog | | 9.8102E+14 | N | | | Foster Care | Black/Tan | 28 | | | | | 1 |
| 42 | Shep Puppy 2 | 01-9768-24 | 9768 | Shep Puppy 2 | 1/5/2024 | Animal Conti Seized / Cust Grass Valley M | | | | German Shep Dog | | 9.8102E+14 | N | | | Foster Care | Tan | 28 | | | | | 1 |

Monthly Outcome Reports

*Names and addresses of adopters have been redacted from reports for privacy but should be included in the monthly reports to the County.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | T | U | V | W | | |
|-----------|--------------------------|-------------------|-------------|--------------|--------------|----------------|--------|---------|--------|----------|-------------|----------------|--------------|--------------|--------|------------------|--------------|-----------|-------------|-----------|----------------|------------|---------|
| Animal ID | Animal ID * | Animal Name | Animal Name | Outcome Date | Outcome Type | BREED | Gender | Species | Spayed | Neutered | Chip Number | Outake Contact | Outcome Code | Outcome Code | Rabies | Total Time Spent | Adoption Fee | Discounts | Impound Fee | Microchip | Collar & Leash | Rabies Fee | |
| 2 | Buck B 07-9219-23 | 9219 Buck | | 1/9/2024 | Adoption | Pit Bull, Gerr | M | Dog | Y | | 9.8102E+14 | ID #125: | a City | 1/9/2024 | 169 | \$50.00 | | | | \$15.00 | | \$10.00 | |
| 3 | Solly (Solomon) 10-9517 | 9517 Solly (Solom | | 1/20/2024 | Adoption | Pit Bull | M | Dog | Y | | 9.56E+14 | ID #864: | der | 10/27/2023 | 88 | \$100.00 | \$50.00 | | | | \$15.00 | | \$10.00 |
| 4 | Larry 11-9593-23 | 9593 Larry | | 1/9/2024 | Adoption | Maltese | M | Dog | Y | | 9.8102E+14 | #1236: | Valley | | 63 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 5 | Curly 11-9595-23 | 9595 Curly | | 1/23/2024 | Adoption | Maltese | M | Dog | Y | | 9.8102E+14 | #12375: | Valley | 12/29/2023 | 77 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 6 | Scorpio aka Bucky 11-96 | 9610 Scorpio aka | | 1/23/2024 | Adoption | Rottweiler | M | Dog | Y | | 9.8102E+14 | --ID #12: | a City | 12/5/2023 | 71 | \$100.00 | \$100.00 | | | | \$15.00 | | \$10.00 |
| 7 | Jada 11-9631-23 | 9631 Jada | | 1/21/2024 | Adoption | Boxer,Pit Bul | F | Dog | Y | | 9.8511E+14 | #1269: | X | 11/29/2023 | 63 | \$100.00 | \$50.00 | | | | \$15.00 | | \$10.00 |
| 8 | Diamond 11-9641-23 | 9641 Diamond | | 1/20/2024 | Adoption | Shepherd,Mi | F | Dog | Y | | 9.8102E+14 | #1256C: | valley | 11/14/2023 | 59 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 9 | Nadine 12-9692-23 | 9692 Nadine | | 1/17/2024 | Adoption | Labrador Ret | F | Dog | Y | | 9.8102E+14 | ID #574: | valley | 12/13/2023 | 37 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 10 | Mayzee aka: Paquita 12 | 9737 Mayzee aka: | | 1/8/2024 | Adoption | Mix | F | Dog | Y | | 9.9E+14 | -ID #12: | a City | 12/27/2023 | 18 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 11 | Ruthie 12-9752-23 | 9752 Ruthie | | 1/14/2024 | Adoption | Coonhound | F | Dog | Y | | 9.8102E+14 | D #1265: | Valley | 12/30/2023 | 17 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 12 | Gyro aka Hero B 01-9761 | 9761 Gyro aka Her | | 1/12/2024 | Adoption | Siberian Hus | M | Dog | Y | | 9.8102E+14 | -ID #12: | a City | 5/15/2023 | 9 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 13 | Jeeves 01-9766-24 | 9766 Jeeves | | 1/23/2024 | Adoption | Hound,Mix | M | Dog | Y | | 9.8102E+14 | D #1264: | Valley | 1/10/2024 | 18 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 14 | Claude 01-9800-24 | 9800 Claude | | 1/29/2024 | Adoption | Siberian Hus | M | Dog | Y | | 9810200354 | --ID #12: | y | 1/19/2024 | 16 | \$100.00 | | | | | \$15.00 | | \$10.00 |
| 15 | Molly Olly Oxenfree 07-5 | 9237 Molly Olly O | | 1/13/2024 | Adoption | DSH | F | Cat | Y | | 9.8102E+14 | r--ID #1: | Valley | 8/4/2023 | 168 | \$60.00 | \$25.00 | | | | \$15.00 | | \$10.00 |
| 16 | Spaghetti 08-9311-23 | 9311 Spaghetti | | 1/31/2024 | Adoption | DSH | F | Cat | Y | | 9.8102E+14 | #12747: | Valley | 8/26/2023 | 160 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 17 | Captain Crunch 11-9625 | 9625 Captain Crur | | 1/5/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | ID #126: | Valley | 11/29/2023 | 50 | \$25.00 | | | | | \$15.00 | | \$10.00 |
| 18 | Cheez-It 11-9651-23 | 9651 Cheez-It | | 1/3/2024 | Adoption | DSH | F | Cat | Y | | 9.8102E+14 | -ID #12: | Valley | 12/7/2023 | 37 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 19 | Big Jake 12-9671-23 | 9671 Big Jake | | 1/5/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | ID #126: | Valley | 12/7/2023 | 32 | \$25.00 | | | | | \$15.00 | | \$10.00 |
| 20 | Bug 12-9690-23 | 9690 Bug | | 1/2/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | ID #125: | s Valle | 12/16/2023 | 22 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 21 | Tinsel 12-9700-23 | 9700 Tinsel | | 1/4/2024 | Adoption | DMH | F | Cat | Y | | 9.8102E+14 | #9601: | Valley | 12/16/2023 | 20 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 22 | One Eyed Willy 12-9703- | 9703 One Eyed W | | 1/15/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #1266C: | Valley | 5/31/2023 | 30 | \$40.00 | \$30.00 | | | | \$15.00 | | \$10.00 |
| 23 | Ike Clanton 12-9728-23 | 9728 Ike Clanton | | 1/17/2024 | Adoption | DMH | M | Cat | Y | | 9.8102E+14 | m--ID #: | Valley | 12/21/2023 | 28 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 24 | Alamo 12-9734-23 | 9734 Alamo | | 1/13/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | -ID #97: | Valley | 12/23/2023 | 22 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 25 | Zephyr 12-9744-23 | 9744 Zephyr | | 1/9/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #3905: | a City | 12/26/2023 | 14 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 26 | Florentine 12-9748-23 | 9748 Florentine | | 1/17/2024 | Adoption | DSH | F | Cat | Y | | 9.8102E+14 | #12671: | s | 12/27/2024 | 21 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 27 | Nicky 12-9749-23 | 9749 Nicky | | 1/4/2024 | Adoption | DMH | M | Cat | Y | | 9.8102E+14 | #12600: | a City | 1/4/2024 | 7 | \$40.00 | | | | | \$15.00 | | \$10.00 |
| 28 | Lexi 12-9750-23 | 9750 Lexi | | 1/4/2024 | Adoption | DMH | F | Cat | Y | | 9.8102E+14 | #12600: | a City | 1/4/2024 | 7 | \$40.00 | | | | | \$15.00 | | \$10.00 |
| 29 | Curly Bill 12-9754-23 | 9754 Curly Bill | | 1/12/2024 | Adoption | DLH | M | Cat | Y | | 9.8102E+14 | #1263: | Valley | 12/30/2023 | 13 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 30 | Luna 01-9759-24 | 9759 Luna | | 1/3/2024 | Adoption | DLH | F | Cat | Y | | 9.8102E+14 | -ID #12: | a City | | 1 | \$60.00 | \$85.00 | | | | \$15.00 | | \$10.00 |
| 31 | Lambo 01-9762-24 | 9762 Lambo | | 1/31/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #12704: | Valley | 1/23/2024 | 27 | \$25.00 | \$36.00 | | | | \$15.00 | | \$10.00 |
| 32 | Padfoot 01-9765-24 | 9765 Padfoot | | 1/15/2024 | Adoption | DMH | M | Cat | Y | | 9.8102E+14 | ID #126: | Valley | 1/8/2024 | 10 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 33 | Miley Cyrus 01-9779-24 | 9779 Miley Cyrus | | 1/15/2024 | Adoption | DSH | F | Cat | Y | | 9.8102E+14 | #1266C: | Valley | 1/8/2024 | 8 | \$40.00 | \$30.00 | | | | \$15.00 | | \$10.00 |
| 34 | Carrot Top 01-9781-24 | 9781 Carrot Top | | 1/23/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #12702: | lle | 1/8/2024 | 15 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 35 | Steve-O 01-9796-24 | 9796 Steve-O | | 1/20/2024 | Adoption | DMH | M | Cat | Y | | 9.8102E+14 | non--I: | Valley | 1/13/2024 | 7 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 36 | Ranger 01-9799-24 | 9799 Ranger | | 1/24/2024 | Adoption | DLH | M | Cat | Y | | 9.8102E+14 | D #1271: | Valley | 1/13/2024 | 11 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 37 | Kong 01-9802-24 | 9802 Kong | | 1/22/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #1270: | Valley | 1/16/2024 | 7 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 38 | Comet 01-9811-24 | 9811 Comet | | 1/25/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | 12716: | y | 1/18/2024 | 7 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 39 | Padfoot A 01-9813-24 | 9813 Padfoot | | 1/25/2024 | Adoption | DLH | M | Cat | Y | | 9.8102E+14 | aries--I: | ae | 1/8/2024 | 7 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 40 | Bayou Billy 01-9817-24 | 9817 Bayou Billy | | 1/26/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | --ID #56: | Valley | 1/19/2024 | 7 | \$15.00 | | | | | \$15.00 | | \$10.00 |
| 41 | Whoopsie Daisy 01-9815 | 9819 Whoopsie D | | 1/27/2024 | Adoption | DMH | F | Cat | Y | | 9.8102E+14 | #12721: | Valley | 1/20/2024 | 7 | \$60.00 | | | | | \$15.00 | | \$10.00 |
| 42 | Jack Black 01-9822-24 | 9822 Jack Black | | 1/31/2024 | Adoption | DSH | M | Cat | Y | | 9.8102E+14 | #12744: | Valley | 1/24/2024 | 9 | \$60.00 | | | | | \$15.00 | | \$10.00 |

Monthly Outcome Reports Cont.

| M | N | O | P | Q | R | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | |
|---------|--------------|------------|------------------|--------------|-----------|-------------|-----------|----------------|------------|------------|------------|------------|---------|----------------|-------------|--|---|-----------------------|------------|----------|--------------|--------|
| Outcome | City | Date | Total Time Spent | Adoption Fee | Discounts | Impound Fee | Microchip | Collar & Leash | Rabies Fee | Kennel Fee | Un Altered | Kennel Fee | Outcome | McDays in Care | License Fee | Discounts | License Fee | OTI FEE | Total Fees | IAL Fee | Month & Year | |
| 1 | Nevada City | 1/9/2024 | 169 | \$50.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | 24 | 1/9/24 **lonely hearts club so discount | | \$99.00 | | Jul-23 | |
| 2 | Box Elder | 10/27/2023 | 88 | \$100.00 | \$50.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | Lonely Heart Discount | | \$75.00 | | Oct-23 |
| 3 | Grass Valley | | 63 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$115.00 | | Nov-23 |
| 4 | Grass Valley | 12/29/2023 | 77 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | | | | | \$149.00 | | Nov-23 |
| 5 | Nevada City | 12/5/2023 | 71 | \$100.00 | \$100.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | vet so no adoption fee | | | | \$49.00 | | Nov-23 |
| 6 | COLFAX | 11/29/2023 | 63 | \$100.00 | \$50.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$75.00 | | Nov-23 |
| 7 | Grass Valley | 11/14/2023 | 59 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | Diamond is heartworm positive, we are | | | | \$149.00 | | Nov-23 |
| 8 | Grass Valley | 12/13/2023 | 37 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | | | | | \$149.00 | | Dec-23 |
| 9 | Nevada City | 12/27/2023 | 18 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | | | | | \$149.00 | | Dec-23 |
| 10 | Grass Valley | 12/30/2023 | 17 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | Reccheck at South Auburn Vet on 1/22 | | | | \$149.00 | | Dec-23 |
| 11 | Nevada City | 5/15/2023 | 9 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | Adopter is aware of Heartworm positiv | | | | \$149.00 | | Jan-24 |
| 12 | Grass Valley | 1/10/2024 | 18 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | 24 | | | | | \$149.00 | | Jan-24 |
| 13 | Fernley | 1/19/2024 | 16 | \$100.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$125.00 | | Jan-24 |
| 14 | Grass Valley | 8/4/2023 | 168 | \$60.00 | \$25.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | long time volunteer, has been providin | | | | \$60.00 | | Jul-23 |
| 15 | Grass Valley | 8/26/2023 | 160 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Aug-23 |
| 16 | Grass Valley | 11/29/2023 | 50 | \$25.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$100.00 | | Nov-23 |
| 17 | Grass Valley | 12/7/2023 | 37 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Nov-23 |
| 18 | Grass Valley | 12/7/2023 | 32 | \$25.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$100.00 | | Dec-23 |
| 19 | Browns Valle | 12/16/2023 | 22 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$185.00 | | Dec-23 |
| 20 | Grass Valley | 12/16/2023 | 20 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Dec-23 |
| 21 | Grass Valley | 5/31/2023 | 30 | \$40.00 | \$30.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | Discounted for her Bday- very nice won | | | | \$100.00 | | Dec-23 |
| 22 | Grass Valley | 12/21/2023 | 28 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$100.00 | | Dec-23 |
| 23 | Penn Valley | 12/23/2023 | 22 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Dec-23 |
| 24 | Nevada City | 12/26/2023 | 14 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Dec-23 |
| 25 | Meyers | 12/27/2024 | 21 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | Leona was a trapper who assisted in th | | | | \$85.00 | | Dec-23 |
| 26 | Nevada City | 1/4/2024 | 7 | \$40.00 | | | \$15.00 | | \$10.00 | \$0.00 | \$0.00 | \$0.00 | 1 | no | | | | \$25.00 | \$50.00 | \$130.00 | | Dec-23 |
| 27 | Nevada City | 1/4/2024 | 7 | \$40.00 | | | \$15.00 | | \$10.00 | \$0.00 | \$0.00 | \$0.00 | 1 | no | | | | \$25.00 | \$50.00 | \$130.00 | | Dec-23 |
| 28 | Grass Valley | 12/30/2023 | 13 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Dec-23 |
| 29 | Nevada City | | 1 | \$60.00 | \$85.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | waived fees per Evan Walsh | | | | \$0.00 | | Jan-24 |
| 30 | Grass Valley | 1/23/2024 | 27 | \$25.00 | \$36.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$14.00 | | Jan-24 |
| 31 | Grass Valley | 1/8/2024 | 10 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | Purchased cardboard carrier EH | | | | \$100.00 | | Jan-24 |
| 32 | Grass Valley | 1/8/2024 | 8 | \$40.00 | \$30.00 | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | Discounted for her Bday- very nice won | | | | \$100.00 | | Jan-24 |
| 33 | Roseville | 1/8/2024 | 15 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 34 | Grass Valley | 1/13/2024 | 7 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | 0 | Jan-24 |
| 35 | Grass Valley | 1/13/2024 | 11 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 36 | Grass Valley | 1/16/2024 | 7 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 37 | Auburn | 1/18/2024 | 7 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 38 | Millbrae | 1/8/2024 | 7 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 39 | Grass Valley | 1/19/2024 | 7 | \$15.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$40.00 | | Jan-24 |
| 40 | Grass Valley | 1/20/2024 | 7 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 41 | Grass Valley | 1/24/2024 | 9 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |
| 42 | Grass Valley | 1/24/2024 | 9 | \$60.00 | | | \$15.00 | | \$10.00 | \$0.00 | | \$0.00 | 1 | no | | | | | | \$85.00 | | Jan-24 |

EXHIBIT C

INSURANCE REQUIREMENTS

The Contractor understands and agrees the County has elected to self-insure for third party animal bites in accordance with California Government Code Section 990. The County agrees to name Contractor as an Additional Covered Party under any memorandum of coverage the County participates in for excess coverage. All claims for third party animal bites arising from shelter operations will be adjudicated under the Government Tort Claims Act; claims against the County for third party animal bites should be presented as a government claim to the Clerk of the Board Eric Rood Administrative Center 950 Maidu Avenue, Suite 200 Nevada City, CA 95959. (Gov. Code Section 900, et. Seq.) Internet link: <https://www.mynevadacounty.com/869/Filing-Claims-Against-the-County>

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance covering animal rescue, sheltering, and training errors and omissions with animal bailee coverage, and with limits no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate.
5. **Director and Officers (D&O)** Liability Insurance covering breach of fiduciary duty, misrepresentation of company assets, misuse of company funds, fraud, failure to comply with workplace laws, theft of intellectual property, and lack of corporate governance with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of Contractor including

materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)

2. **Primary Coverage** For any claims related to this contract, **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to County.
4. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the insurer.
5. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
6. **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by County. County may require Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.
7. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the State with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to County.
8. **Verification of Coverage** Contractor shall furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
9. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
10. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
11. **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all

policies shall be Occurrence Liability policies, or all shall be Claims Made Liability policies, if approved by County as noted above. In no cases shall the types of policies be different.

12. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
13. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
14. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

EXHIBIT E

LIQUIDATED DAMAGES

31. **Liquidated Damages**

County and Contractor agree that damages to County due to Contractor's delay in timely providing services in accordance with the aforesaid Exhibit A and Contract Termination Date are impractical and difficult to ascertain. Therefore, a daily amount of \$4,403 as Liquidated Damages shall be assessed against Contractor—not as a penalty, but as and for damages to County due to delays in providing services not in accordance with Exhibit A or later than the Contract Termination Date (herein "Delay"). County may offset Liquidated Damages against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such Delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of Delay, or such other period as County may elect in its sole discretion.

SUMMARY OF CONTRACT

Contractor Name Sammie's Friends

Description of Services Animal Shelter Management Services

SUMMARY OF MATERIAL TERMS

Max Annual Price: \$1,100,000.00

Contract Start Date: 7/1/2024

Contract End Date: 6/30/2025

Liquidated Damages: \$4,403.00 per day

INSURANCE POLICIES

FUNDING:

| | |
|--|----------------------------------|
| Commercial General Liability (\$2,000,000) | Click or tap here to enter text. |
| Automobile Liability (\$1,000,000) | Click or tap here to enter text. |
| Worker's Compensation (Statutory Limits) | |
| Professional Liability (\$1,000,000) | |
| Director and Officers (D&O) (\$2,000,000) | |

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A

NOTICE & IDENTIFICATION

COUNTY OF NEVADA:

Nevada County
Information and General Services
Department
Address: 950 Maidu Avenue
City, St, Zip Nevada City, CA 95959
Attn: Elise Strickler
Email: Elise.Strickler@nevadacountyca.gov
Phone: 530-265-1705

CONTRACTOR:

Sammie's Friends
Address 14647 McCourtney Road
City, St, Zip Grass Valley, CA 95949
Attn: Fran Cole
Email: Fran@sammiesfriends.org
Phone: 530-557-9073

Contractor is a: (check all that apply)

- Corporation: Calif., Other, LLC,
- Non-Profit Corp
- Partnership: Calif., Other, LLP, Limited
- Person: Indiv., DbA, Ass'n Other

EDD Worksheet Required

Yes No

ATTACHMENTS

- Exhibit A:** Schedule of Services
- Exhibit A-1:** Sammie's Euthanasia Policy
- Exhibit A-2:** Use of Shelter Facilities
- Exhibit B:** Schedule of Charges and Payments

- Exhibit C:** Insurance Requirements
- Exhibit D:** Liquidated Damages
- Attachment A:** Nevada County Inventory
- Attachment B:** Sammie's OTI Policy

Attachment A

Nevada County Inventory

Nevada County Animal Control Inventory

| | |
|--|---|
| Front Office (Canine): <ul style="list-style-type: none"> - Fire alarm control panel - Fire extinguisher (in breezeway) | Canine Kennels (Canine): <ul style="list-style-type: none"> - 21 Metal Kennels |
| Staff Break Room (Canine): <ul style="list-style-type: none"> - Lockers | Kitchen (Canine): <ul style="list-style-type: none"> - Large whiteboard - Fire extinguisher |
| Vet Room (Canine): <ul style="list-style-type: none"> - Weigh scale - IV stand - Metal tables - 2 wall safes (North wall) - Eye wash station | Sally Port/ Rear Shelter (Canine): <ul style="list-style-type: none"> - Assorted portable dog kennels - 4 metal kennels - Freezer - 2 fenced paddocks - Portable generator |
| Red Key Room (Canine): <ul style="list-style-type: none"> - Fire extinguisher - Eye wash station | Other: <ul style="list-style-type: none"> - Horse trailer |
| Feline Facility: <ul style="list-style-type: none"> - 43 cat kennels - Assorted portable cat kennels - Front desk and cubicle shell - 2 fire extinguishers (room 1 and far back room) - 2 wall safes in vet room - Water softener in laundry room - Eye wash station in back bathroom | |

Nevada County Information and General Services Inventory

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| Canine Kennels and Crates: <ul style="list-style-type: none"> - 4 10 ft. x 10 ft. kennels - 8 6 ft. x 5 ft. x 10 ft. kennels (constructed as 5 ft. x 5 ft., currently 12 panels unused) - 7 4.5 ft. x 4.5 ft kennels - 15 XL crates - 15 L crates | Other: <ul style="list-style-type: none"> - 10 kuranda dog beds - Laundry boat - 3 10 ft. x 13 ft. shade covers - 6 metal trash bins - 12 Dewalt two-way radios - 10 XL construction vests - 2 UV lights - Conex 1 & 2 (West side of building) - Conex 3 (between paddocks) |
|--|--|

Attachment B

Sammie's Friends Owner Turn In (OTI) Policy

If room and space is available at Sammie's Friends Animal Shelter, the shelter will accept OTI's, if the animals meet requirements laid down by the shelter.

OTI Dog Requirements:

- a. Owners must complete an Owner Surrender Request Form, which is located on the website. If they have not done so before coming in, they will be asked to complete it at the Shelter. This does not and will not guarantee the shelter will accept the surrender.
- b. Owner and dog MUST reside in Nevada County limits. We do not accept surrenders from dogs outside the County or in City Limits. They are referred to shelters in their area for help.
- c. Shelter management will review the form and decide whether the dog is eligible. See deciding factors below.
- d. Dogs will be considered for surrender, as long as space allows, if the dog has never bitten a human, whether it be a family member or a stranger.
- e. Dogs will be considered for surrender, as long as space allows, if the dog has never bitten other animals, such as: another dog, cat, livestock, etc.
- f. Dogs will be assessed by trained staff or behaviorist before they are accepted for intake. This will help assist the decision whether dogs can be surrendered.

OTI Dog Denials:

- a. Dogs that have bitten a human, family member or stranger will not be accepted. The level of bite or incident does not apply. This is for liability reasons for shelter.
- b. Dogs that have bitten or killed other animals, such as: dogs, cats, livestock, etc. will not be accepted as surrenders. This is for liability reasons for shelter.
- c. Dogs fail assessment done by trained staff or behaviorist. This is up to the discretion of staff and behaviorist.
- d. If the owner and dog reside outside of Nevada County limits. Shelter will ONLY accept surrenders from owners and dogs of Nevada County.
- e. If Shelter does not have space to intake surrender.

OTI Cat Requirements:

- a. Owners must complete an Owner Surrender Request Form, which is located on the website. If they have not done so before coming in, they will be asked to complete it at the Shelter. This does not and will not guarantee the Shelter will accept the surrender.
- b. Shelter Management will review the form and decide whether or not the cat is eligible. The deciding factor is space.

- c. Unlike dogs, we will and can take cats with bite reports, they will just need to be documented. Cats can be adopted out as “Barn Cats” and live strictly outside.

OTI Cat Denials:

- a. If the Owner or cat reside outside of Nevada County. The shelter will not accept cats or any animals outside of Nevada County.
- b. Shelter does not have space to intake surrender.

Approvals for OTI's:

If the Shelter can accept Owner Turn In's the owner must pay an OTI fee. Those fees are listed in the County Fee Schedule.

The above costs help go toward the care of animals moving forward until we find them forever home. Once Owner Turn In has been accepted and OTI fees have been paid, ask the owner to fill out an intake interview. This really helps us dive deep into the history of the pet so can better understand them and place them in the right home.