
**NEVADA COUNTY
SHERIFF'S OFFICE**



KEITH ROYAL
SHERIFF/CORONER
PUBLIC ADMINISTRATOR

June 15, 2017

Honorable Board of Supervisors
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959

DATE OF MEETING: June 27, 2017

SUBJECT: Resolution approving the Third Amendment to the Personal Services Contract between the County of Nevada and Sammie's Friends for the operation and administration of the Nevada County Animal Shelter.

RECOMMENDATION: Adopt the resolution approving the Third Amendment to the Personal Services Contract between the County of Nevada and Sammie's Friends for the operation and administration of the Nevada County Animal Shelter.

FUNDING: The contract amount is being increased by \$80,000 from \$1,684,270 to \$1,764,270. The increase is funded by General Fund and has been budgeted in the 2017/2018 Animal Control Budget in the amount of \$392,630. No amendment is required.

BACKGROUND:

Sammie's friends entered a three year contract with the County for Animal Shelter services on April 13, 2010 through Resolution 10-160 from July 1, 2010 to June 30, 2013. On July 1, 2013, the County entered into its second contract with Sammie's Friends to operate and administer the Nevada County Animal Shelter for the five year period from July 1, 2013 to June 30, 2018 authorized through Resolution 13-194. The Contract was amended on November 1, 2013 to increase the maximum contract amount by \$175,000, an increase of \$35,000 per year to include funding from the Wilson Trust for animal medical costs. The second contract amendment was on December 2, 2014 adopted by Resolution 14-539. Nevada County Animal Control vacated a commercial modular facility comprising approximately 2,160 square feet and approximately 5,000 square feet of associated yard area located at 14679 McCourtney Road adjacent to the Animal Shelter. That property was then incorporated into the Contract along with a charge to Sammie's Friends of \$108 monthly for use of the facility and land. As a result of Animal Control vacating the premise, several duties and responsibilities were shifted over to the contractor which included an increase of administrative work for Sammie's Friends including drafting reports and increased data entry into the PetPoint (Animal Shelter Software System). Additionally, Sammie's Friends has indicated that they intake approximately 1,500 to 2,000 animals every year, of which their baseline budget is based on a cap of 1,500 animals. Moreover, Sammie's Friends remodeled

the modular facility that was incorporated into their contract into a cat facility in order to separate the dogs and cats from one another; which subsequently increased electricity and maintenance costs for the operation of the animal shelter. Therefore, staff closely reviewed the reported expenditures from Sammie's Friends and determined that an increase of \$80,000 to the contract for its fifth year would cover increased expenditures for the administration and operation of the Animal Shelter and to allow for better compliance of the reporting and administrative requirements. The funds for this increase were budgeted in the 2017/2018 Animal Control budget that the Board adopted on June 20, 2017.

Respectfully submitted,

Keith Royal
Sheriff, Nevada County