



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: June 23, 2020

*\* = Mandatory, information must be provided*

or Procurement Director Award ☐

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

Friends of Pima Animal Care Center

**\*Project Title/Description:**

Finn's Fund Dog Case Manager Grant

**\*Purpose:**

To provide funding from a private donor to support personnel at PACC to manage large behavioral dogs.

**\*Procurement Method:**

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

By having staff focused on addressing behavioral challenges posed by certain large dogs, help to get these animals adopted more quickly.

**\*Public Benefit:**

Helps get previously challenging animals into permanent homes more quickly.

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

Number of behavioral dogs in the shelter; how quickly behavioral dogs get adopted.

**\*Retroactive:**

No

G.M.I. Approved 6-17-20 JGS

Revised 5/2020

**Contract / Award Information**

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

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

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

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

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

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

*If Yes, attach Risk's approval.*

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

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

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_  
☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_

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

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

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

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

☒ Award ☐ Amendment

Document Type: GTAW Department Code: PAC Grant Number (i.e., 15-123): 20\*138

Commencement Date: July 1, 2020 Termination Date: June 30, 2022 Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 142,500

**\*All Funding Source(s) required:** Friends of Pima Animal Care Center

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

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

**\*Funding Source:** \_\_\_\_\_

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

n/a

Contact: Kristen Hassen-Auerbach

Department: Pima Animal Care Center

Telephone: 520-247-7991

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

(Required for Board Agenda/Addendum Items)

**FUNDING AGREEMENT  
FRIENDS OF PACC**

**1. Parties, Background, and Purpose.**

- 1.1. Parties. This Agreement is between Pima County, a body politic and corporate of the State of Arizona ("County"), on behalf of the Pima Animal Care Center ("PACC"), and Friends of Pima Animal Care Center, an Arizona non-profit corporation ("Friends"), collectively the Parties.
- 1.2. Background and Purpose. The Parties desire to strengthen the level of care of dogs that appear to be declining in a shelter environment or are exhibiting behavioral signs of stress ("at-risk dogs"), including case management, training, and support supplies. To this end, Friends has secured funding that enables Friends to fund one (1) dedicated case manager at PACC for at-risk dogs for up to two (2) years, and to support training and provide supplies that might be needed by the case manager. This funding shall be known as "Finn's Fund."
- 1.3. Authority. County is authorized to enter into this Agreement pursuant to A.R.S. § 11-251(62).

**2. Term.**

- 2.1. Original Term. This Agreement is effective for a two-year period commencing when this Agreement has been fully executed by both Parties (the "Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised Extension Options.

**3. Scope of Work.** Friends and County agree upon the Scope of Work as described in **Exhibit A** (one page), at the dates and times described on **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon agreement by the Parties.

**4. Financing.**

- 4.1. Payment. Friends agrees to reimburse County for the employment costs of one at-risk dog case manager (Pima County Classification 7120 Program Coordinator—Unclassified), as well as the costs of training materials and supplies used by the case manager. It is anticipated that the annual cost of the case manager will not exceed \$67,000 inclusive of salary and ERE, and that the total annual cost billed to Friends will not exceed \$71,250.
- 4.2. Invoices. Within thirty days of the end of each quarter, County will submit a detailed invoice to Friends for the total of all costs related to the at risk dog coordinator and paid by County during that month. Within 30 days of receipt of an invoice from County, Friends will remit to County the amount due.

Invoices will be addressed to:

Tamara Barrick  
Friends of Pima Animal Care Center  
P.O. Box 85370  
Tucson, AZ 85754

5. **Reporting:** PACC will submit with each invoice a reporting of all activities of the case manager indicated in "Scope of Work" during that quarter.

Reports will include the following:

Number of at-risk dogs under the case manager's care during the quarter;  
Number of at-risk dogs that experienced improvements in their behaviors or demeanors;  
Number of at-risk dogs that went to foster during the quarter;  
Number of at-risk dogs that were adopted during the quarter;  
Description of activities that seem to have most benefited the dogs under supervision;  
Summary by each month of the quarter of any other notable activities, challenges, or outcomes.  
Summary of at-risk dogs in the case manager care that are returned, reason for return and outcome of said dog

6. **Recognition.** At the conclusion of the Term of this Agreement, PACC shall place signage, in an area to be mutually acceptable to PACC and Friends, acknowledging Finn's Fund.
7. **Notice.** Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County: Kristen Hassen Pima Animal Care Center 4000 North Silverbell Road Tucson, AZ 85745	Friends: Tamara Barrick Friends of Pima Animal Care Center PO Box 85370 Tucson, AZ 85754-5370
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8. **Laws and Regulations.**

- 8.1. Compliance with Laws. County will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders in carrying out Finn's Fund activities under this Agreement.
- 8.2. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Agreement. Any action relating to this Agreement must be filed and maintained in the appropriate court of the State of Arizona in Pima County.
9. **Conflict of Interest.** This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
10. **Non-Discrimination.** Friends will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Agreement, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Agreement, Friends will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

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

PIMA COUNTY:

FRIENDS OF PACC:

\_\_\_\_\_  
Ramón Valadez, Chairman  
Pima County Board of Supervisors

\_\_\_\_\_  
Tamara Barrick, Chair  
Friends of PACC Board of Directors

Date: \_\_\_\_\_


Date: \_\_\_\_\_


Attest:

\_\_\_\_\_  
Pima County Clerk of the Board

Approved as to content:

Approved as to form:

  
\_\_\_\_\_  
Kristen Hassen-Auerbach  
Director, Pima Animal Care Center

  
\_\_\_\_\_  
Tiffany Tom  
Deputy County Attorney

## **Exhibit A**

### **Scope of Work**

Friends will provide funding to County to hire one (1) dedicated case manager at PACC for at-risk dogs for up to two (2) years, and to support training and provide supplies that might be needed by the case manager.

Parties agree to coordinate work done under Finn's Fund. Any staff hired pursuant to this Agreement will be recruited by and supervised by County, and remain for the length of their employment at PACC, employees of County, with any employment related expenses (ERE) administered by County.

The at-risk dog case manager described above shall:  
monitor and advocate for up to twenty (20) dogs at a time, focusing on dogs that are declining in the shelter or exhibiting behavioral signs of stress;

- Draft and implement care plans to help improve the health and welfare of these animals;
- Create and coordinate a schedule to ensure structured and continuous enrichment;
- Train and coordinate with volunteers to ensure appropriate handling of animals under the case manager's care;
- Conduct daily rounds;
- Explore appropriate pathway options, including appropriate adoption or foster counseling, to find each dog the best possible outcome for that dog;
- Periodically review progress of such dogs; communicate (including with PACC veterinary clinic staff) and record information about progress of the dogs; and
- Evaluate results.

The case manager shall use any training materials or supplies provided as part of Finn's Fund to support the at-risk dogs under care.