



County of Solano Contract Review Worksheet DocuSign only

Contract Number:
(Dept., Division, FY, #)
Authority:
 Dept Head Execute
 CAO Execute
 BOS Approval Required

NOTE: Please review all instructions on the back of this worksheet before you begin processing.

1. Department/Division: SHERIFF'S OFFICE		2. Date: 7/11/24	
3. Contract Administrator: ERIKA MANUEL		4. Phone Ext: 784-7064	
5. Contract Attributes:		<input checked="" type="checkbox"/> Amendment/Change Order Amendment/Change Order Number Contract No: Amendment 2 Date: 7/31/24 Please attach copies of original/amendments	
<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input type="checkbox"/> Original Bid/RFP Required? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sole Source Contract? Bid/RFP No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Date _____ Please attach copy of Bid/RFP or justification.	
6. Description of Contract: Animal Shelter Veterinary Services		7. Name of Contractor: ALLISON INLOW, DVM	
		8. EIN _____ SSN _____	
9. Is Contractor a California Public Pension Plan Retiree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes: Name of Public Pension Plan: _____ Date of Retirement: _____			
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please describe relationship: _____ Does Contractor have a personal relationship with someone in another Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please provide Department and describe relationship: _____			
11. Has County contracted with Contractor previously during this fiscal year? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Please list County department if other than the department listed on number 1 above. _____			
12. Effective Date: Original Contract: 4/1/24 This amendment: 7/31/24		13. Termination Date: 7/31/24 By this amendment: 6/30/25	
14. Contract Budget:		15. Payment Terms:	
Original Contract Amount: \$ 41,984		<input type="checkbox"/> Prepaid <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Arrears <input type="checkbox"/> Quarterly <input type="checkbox"/> Fixed <input type="checkbox"/> Progress <input checked="" type="checkbox"/> Actual <input checked="" type="checkbox"/> Other <input type="checkbox"/> Estimate	
Total of Previous Amendments: \$ 15,071		16. Source of Funds:	
Current Amendment: \$ 309,886		<input type="checkbox"/> Fed/State Grant <input type="checkbox"/> Fed/State Funding <input checked="" type="checkbox"/> County Specify: and Cities Fed Catalog No: _____ State Legislation: <input type="checkbox"/> AB <input type="checkbox"/> SB	
Total Amount of Contract \$ 366,941			
17. Fund: 900 Budget Unit: 2851 Sub-object: 0001121		18. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. _____			
20. Remarks			
21. Signature Route:			
 Department Contract Administrator Erika Manuel Email esmanuel@solanocounty.com		 HR Analyst (for Contract Employees) or Risk Management (for insurance changes) Michelle Pellegrino Email mapellegrino@solanocounty.com	
Contractor Signatory Name _____ (Informational only) Email _____		 CAO Analyst Tami Lukens Email tdlukens@solanocounty.com	
 Department Head or Designee Jeff Liddicoat Email jliddicoat@solanocounty.com		Email wfemlen@solanocounty.com	
 County Counsel Reviewer Michael McDonald Email memcdonald@solanocounty.com		Authorizing Signature (CAO/DH) Bill Emlen	



**County of Solano
Standard Contract
Contract Employee**

CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT:
2851

SUBJECT ACCOUNT:
1121

1. This Contract is entered into between the County of Solano and the Contract Employee named below:

ALLISON INLOW, D.V.M.

CONTRACT EMPLOYEE'S NAME

2. The Term of this Contract is:

April 1, 2024 through June 30, 2024

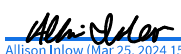




3. The maximum amount of this Contract is:

\$ 41,984

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

This Contract is made on April 1, 2024.

CONTRACT EMPLOYEE	COUNTY OF SOLANO
<p>ALLISON INLOW, D.V.M</p> <hr/> <p>CONTRACT EMPLOYEE'S NAME</p> <p> <small>Allison Inlow (Mar 25, 2024 15:24 PDT)</small></p> <p style="text-align: right;">Mar 25, 2024</p> <hr/> <p>SIGNATURE DATED</p> <p>652 TIBURON LANE</p> <hr/> <p>ADDRESS</p> <p>VACAVILLE CA 95687</p> <hr/> <p>CITY STATE ZIP CODE</p>	<p> <small>William Emlen (Mar 26, 2024 16:14 PDT)</small></p> <p style="text-align: right;">Mar 26, 2024</p> <hr/> <p>AUTHORIZED SIGNATURE DATED</p> <p>BILL EMLEN</p> <p>COUNTY ADMINISTRATOR</p> <hr/> <p>TITLE</p> <p>530 UNION AVENUE, SUITE 100</p> <hr/> <p>ADDRESS</p> <p>FAIRFIELD CA 94533</p> <hr/> <p>CITY STATE ZIP CODE</p> <p>Approved as to Content:</p> <p> <small>[Signature]</small> 03/11/24</p> <hr/> <p>DEPARTMENT HEAD OR DESIGNEE DATED</p> <p> <small>[Signature]</small> Mar 25, 2024</p> <hr/> <p>HUMAN RESOURCES DIRECTOR DATED</p> <p>Approved as to Form:</p> <p> <small>Michael McDonald (Mar 11, 2024 13:49 PDT)</small></p> <p style="text-align: right;">03/11/24</p> <hr/> <p>COUNTY COUNSEL DATED</p>

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

CONTRACT EMPLOYEE SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

1. Provide on-site animal shelter veterinary services to all animals received and/or residing at the Solano County Animal Shelter (Shelter) located at Clay Bank Rd., Fairfield, CA, including those animals surrendered, impounded, or quarantined, primarily for care and restorative health.
 - A. Perform routine animal intake examinations to determine general health of the animal and whether the animal has an infectious disease.
 - B. Conduct Shelter veterinary rounds as scheduled, monitoring the general health of the Shelter animals.
 - C. Participate in team treatment meetings.
 - D. Develop a written treatment plan for sick or injured animals. Treatment plans shall include housing, dietary needs, medication, observation and monitoring, follow-up referral and/or evaluations as appropriate.
 - E. Treat sick or injured animals in accordance with the treatment plan.
 - F. Develop an infectious disease control plan for diseased animals.
 - G. Assist County with preparation of animals for adoption including, but not limited to, conducting pre-adoption exams, behavioral assessments, micro-chipping, and required vaccinations.
 - H. Assist County in setting up a treatment network to include local pet hospitals and the University of California, Davis - School of Veterinary Medicine. The treatment network shall perform surgical services beyond the on-site capability of the Shelter.
2. Perform surgical services to include sterilization (a.k.a. spay and neuter) and other non-evasive procedures. Participate in the County's affordable spay/neuter clinics, including those held off-site, according to a mutually agreed-upon schedule.
3. Contract Employee shall notify the County Public Health Officer of any reportable infectious diseases. Communicable disease outbreaks within the Shelter will require collaboration with and direction from the County Public Health Officer.
4. Assist County with animal cruelty investigations including but not limited to conducting animal assessment, gathering forensic evidence, determining extent of cruelty, and submitting a written report with Contract Employee's findings and assessment.
5. Assist County with its animal preventive care program.
6. Maintain complete, accurate, legible, individual and dated health care records in the County's Chameleon system. County shall provide training in accordance with her managing responsibilities as veterinarian on record.
7. Provide emergency medical services to critically ill or injured animals when necessary.
8. Provide recommendations to Animal Care Manager or designee regarding shelter operations and animal care.
9. Provide training and instruction to County as required by the Animal Care Manager.

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Schedule Contract Employee days and times worked on a monthly basis.
2. Provide support staff to include Registered Veterinary Technicians and Animal Care Specialists.
3. Provide Contract Employee with access to the Shelter management system Chameleon.
4. Provide Contract Employee with current applicable Sheriff's Office General Orders and County policy and procedures.

EXHIBIT B
PAYMENT PROVISIONS

A. Budget Details

County agrees to compensate Contract Employee as follows:

1. Hourly rate

The hourly rate of \$125.00 for a total of 312 hours to be worked for a maximum of \$39,000 for FY2023/24. It is anticipated that the Contract Employee will typically work no more than 24 hours per week. To the extent that the hourly rate for the position is changed during the term of this Contract, Contract Employee's hourly rate will be changed accordingly.

2. Employer-paid payroll related costs

County is responsible for all employer-paid payroll related costs (e.g. FICA, CalPERS, if applicable, etc.) as follows:

FICA costs	(total hourly rate amount x 6.20%) = \$2,418.00
Disability	(total hourly rate amount x 1.45%) = \$565.50

To the extent Contract Employee works over 24 hours a week:

Affordable Health Care (75% of current rate for full time regular position)

Subtotal \$41,984

B. Compensation (other than wages and employer paid related payroll costs)

1. *Subject to the prior approval of County, County will reimburse Contract Employee for permitted travel costs, meals and lodging at the same rate paid to regular County employees if required for the performance of services under this Contract. Contract Employee must provide original receipts to County prior to repayment of any reimbursable expenses. (Note - please indicate if this is an additional cost, or if this amount will be reduce the hours specified in section A.*

Maximum amount for reimbursement will not exceed: \$ _____ 0 _____

2. *Upon prior written approval of the County designee, Contract Employee will be compensated for hours spent in professional development programs. Contract Employee will accrue one hour of paid professional development for every forty-three and one-third (43 1/3) hours of compensated service, up to twenty-four hours annually for full time contracted employee. (Note - please indicate if this is an additional expense, or if these costs will reduce work hours identified in section A, and if applicable, please identify the maximum dollar amount and hour reduction.)*

Maximum number of hours available: _____ 0 _____

Maximum amount for reimbursement will not exceed: \$ _____ 0 _____

Compensation will not include any other related professional development expenses incurred.

C. Total Amount of Contract:

The total Contract amount is: \$41,984

All items from Section A :	\$41,984
All Items from Section B :	\$ <u> 0</u>
Total :	\$41.984

Contract Employee is not entitled to, nor receive from the County, any additional consideration, compensation, wages, or other remuneration for services rendered under this Contract other than listed above. Upon biweekly submission of a timesheet by Contract Employee, and upon approval by County, the County will pay Contract Employee through the County biweekly payroll system in accordance with this Exhibit B for fees and expenses incurred in the prior two weeks.

EXHIBIT C
GENERAL TERMS AND CONDITIONS FOR CONTRACT EMPLOYEES

1. TIME OF PERFORMANCE

A. At the expiration of the term under this Contract, Contract Employee's employment shall automatically terminate and County shall have no further obligation to compensate or employ Contract Employee in any manner or capacity of any nature whatsoever. Such termination shall be effective regardless of whether Contract Employee has or has not performed satisfactorily during the term of this Contract.

B. Work will not begin, nor claims paid for services under this Contract until all applicable licenses or certificates, as required, are on file with the County's representative.

2. EMPLOYMENT STATUS

A. It is expressly understood that Contract Employee is a contract employee and not an independent contractor or a regular, full or part-time employee of County. Contract Employee's employment may not begin until County has concluded its background investigation of Contract Employee.

B. Contract Employee shall have no claim against County for employee rights or benefits including, without limitation, seniority, vacation time, vacation pay, medical, dental or hospital benefits, retirement benefits, unemployment insurance benefits, civil service protection, disability insurance or disability retirement benefits, paid holidays or other paid leaves of absence.

C. County shall withhold applicable taxes, deductions and other obligations including, without limitation, federal and state income taxes, Social Security and Medicare and any other deductions required by state and/or federal law.

D. As a contract employee, Contract Employee is subject to the direction and control of County as to when, where and in what manner Contract Employee's services shall be performed.

E. Contract Employee shall serve solely pursuant to the terms and conditions this Contract. Contract Employee expressly waives any right to a pre-termination or post-termination notice or hearing whether under state, federal or local rules or regulations.

F. Contract Employee agrees that s/he has no right or claim to employment with County after the termination of his/her services under this Contract. Contract Employee further agrees that no other document, including, without limitation, an employee handbook, departmental or Board policy, resolution or oral or written representation shall be effective or construed to give rise to a right or claim to employment with County after termination of this Contract.

G. County shall provide such office space, supplies, equipment, vehicles, reference materials, telephone service, and/or access to County network and systems as is necessary for Contract Employee to provide services under this Contract.

3. MODIFICATION AND TERMINATION

A. This Contract may be modified only by a written amendment signed by the County and Contract Employee.

B. This Contract may be terminated by County or Contract Employee, at any time, with or without cause, upon 7 days written notice one to the other.

4. REPRESENTATION

A. County relies upon Contract Employee's professional ability and training as a material inducement to enter into this Contract. Contract Employee represents that his/her work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws. County's acceptance of Contract Employee's work shall not constitute a waiver or release of Contract Employee from professional responsibility.

B. Contract Employee further represents that s/he possesses current valid appropriate licensure, including, without limitation, driver's license or professional license, required to render services under this Contract.

5. BEST EFFORTS

Contract Employee represents that s/he will at all times faithfully, industriously and to the best of his/her ability, experience and talent, perform to County's reasonable satisfaction.

6. INSURANCE

If required under the terms of the scope of services, Contract Employee shall maintain the minimum automobile liability insurance required by regular, full or part-time County employees.

7. INDEMNIFICATION

A. County shall indemnify Contract Employee against all claims, losses and damages arising out of Contract Employee's performance to the extent that Contract Employee would be entitled to indemnification if Contract Employee were a regular, full or part-time County employee.

B. If applicable, Contract Employee shall provide all information necessary for the provision of medical malpractice coverage, including, but not limited to, completion of a Physician Professional Liability Application as required by County's medical malpractice provider.

8. RESPONSIBILITIES OF CONTRACT EMPLOYEE

A. Contract Employee represents that s/he possesses the required skills necessary to perform the work under this Contract and County relies upon such skills. Contract Employee pledges to perform his/her work in a skillful and professional manner. County's acceptance of Contract Employee's work does not constitute a release of Contract Employee from professional responsibility.

B. Contract Employee verifies that s/he has reviewed the scope of work to be performed under this Contract and agrees that in his/her professional judgment, the work can and shall be completed within the maximum amount set forth in this Contract.

C. Contract Employee acknowledges Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.

D. Contract Employee further recognizes, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

E. Contract Employee agrees to adhere to the provisions of Title VI and agrees to conduct him/herself in a manner consistent with Title VI; without regard to race, color, and national origin and is committed to ensuring that no person is excluded from participation in, or denied the services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

9. CHILD/ADULT ABUSE

Contract Employee represents that s/he is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

10. COMPLIANCE WITH LAW

Contract Employee shall comply with all federal, state and local laws and regulations applicable to his/her performance.

11. CONFIDENTIALITY

Contract Employee represents that s/he is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. Contract Employee shall maintain the confidentiality of any information regarding clients (or their families) receiving Contract Employee's services. Such information may be obtained from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, such information shall be divulged only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract.

12. CONFLICT OF INTEREST

A. Contract Employee represents that s/he has no interest and shall not acquire any interest, direct or indirect, which conflicts with the performance of his/her services. [Contract Employee agrees to file a Statement of Economic Interest as specified in the Department of Health and Social Services Conflict of Interest policy.]

B. Contract Employee has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

13. DRUG FREE WORKPLACE

Contract Employee represents that s/he is knowledgeable of Government Code section 8350 et seq regarding a drug free workplace and shall abide by and implement its statutory requirements.

14. HEALTH AND SAFETY STANDARDS

A. Contract Employee shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program.

B. Contract Employee acknowledges receipt of all health and safety information and training.

15. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Allison Inlow, D.V.M.

Deleted sections 1& 2 and renumbered remaining sections; Amended section 2.G to add access to County network and systems approved by County Counsel

Rev. 10/4/16

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Contract Employee represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

16. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the Standard Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

17. NONRENEWAL

Contract Employee acknowledges that there is no guarantee that County will renew Contract Employee's services under a new Contract following expiration or termination of this Contract. Contract Employee waives all rights to notice of non-renewal of Contract Employee's services.

18. CHANGES AND AMENDMENTS

A. County may request changes in Contract Employee's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contract Employee's compensation, shall be effective when incorporated in written amendments to this Contract.

B. No verbal Contracts or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing in accordance with the applicable provisions of this Contract.

19. EXECUTION IN COUNTERPARTS

This Contract may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument. Facsimile or PDF copies shall be deemed to be original copies.

20. ENTIRE CONTRACT

This Contract, including any exhibits referenced in it, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contract Employee other than those contained in it.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. CONTRACT EXTENSION

County reserves the right to extend Contract for an additional period or periods of time up to a total contract term of no more than five years, provided that County notifies Contract Employee in writing of its intention to do so at least sixty (60) days prior to the contract expiration date.

2. CHAIN OF COMMAND

Contract Employee shall report directly to the Animal Care Manager.

3. OTHER EMPLOYMENT

Contract Employee may maintain a veterinary practice and/or work for a third-party during the term of this Contract. Notwithstanding the preceding sentence, Contract Employee shall not direct pet owners to his or her veterinary practice

4. ADDITIONAL CONTRACTOR REQUIREMENTS

A. Compliance

Contract Employee shall abide by and comply with applicable provisions of the California Veterinary Medical Board. Additionally, Contract Employee shall comply with the Sheriff's General Orders and the policies and procedures of the County and the Animal Care Shelter.

B. Licensure

For the duration of the Contract, Contract Employee must possess and maintain in good standing certification or any required license with the California Veterinary Medical Board in the practice of veterinary medicine.

C. Schedule

Contract Employee shall conduct veterinary services, Monday through Saturday, excluding holidays, between the hours of 8:00 a.m. through 6:00 p.m. (Pacific Standard Time) as mutually agreed upon.

D. Veterinary Supplies

Contract Employee shall assist County with maintaining veterinary supplies, equipment and medicines. Contract Employee shall approve orders, assist with receipt of goods, and conduct periodic inventories.

E. Equipment Maintenance

Contract Employee shall assist County with creating and implementing an equipment maintenance schedule.

F. Shelter Policies and Procedures

Contract Employee shall assist County with updating its Shelter policy and procedures including, but not limited to, shelter management, housing, cleaning, euthanasia, recognition and treatment of common medical conditions, well ness programs, rehabilitation plans, vaccination and quarantine protocols, and exercise

G. Emergency Plan

Contract Employee shall assist County in updating its Shelter emergency plan for continued veterinary services in the event of an unusual occurrence (e.g., extended power failures or equipment breakdowns) or natural disaster (e.g., earthquake, flood, or fire). In the event of a natural or man-made disaster, Contract Employee shall respond to mobile animal trailer and perform assessments and veterinary services as needed.

H. Equipment

Contract Employee shall safeguard any County equipment issued for her use.

5. PUBLIC STATEMENTS

Contract Employee may not make public statements related to County business without first consulting with County. County shall initiate all press releases.

6. CONTRACT MONITORING

Contract Employee shall on an as needed basis with the Animal Care Manager or designee to review services provided in relation to scope of the Contract.

7. CLEARANCE REQUIREMENTS

- A. While inside the Shelter or any County facility, Contract Employee must wear an authorized identification badge that includes a photo in a visible manner. Contract Employee failing to display their ID badge may be denied access to the facility.
- B. Contract Employee suspected of being under the influence of alcoholic beverages or drugs will be denied access to the Facility.
- C. Items prohibited from being brought into the Facility include, but are not limited to, weapons, alcoholic beverages, and illegal drugs.

8. EMERGENCY AUTHORITY

In an emergency situation at the County facility, Contract Employee on the premises will report to County staff for direction and follow instructions until at which time they are allowed to exit the facility grounds.

9. REPORT ACCIDENTS AND UNSAFE CONDITIONS

Contract Employee shall report any accident or unsafe condition to County immediately as Contract Employee becomes aware.

10. IMPROPER USE OF COUNTY FACILITIES AND EQUIPMENT

Without the express written consent of County, Contract Employee shall not use County facilities and equipment for any purpose outside the scope of this Contract.

EXHIBIT D-1
AFFIRMATION OF UNDERSTANDING

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL*:

- Respect the dignity of each person and refrain from profane, callous, or degrading remarks.
- Maintain an ethical demeanor with all inmates in custody and perform assigned duties in a mature and professional manner.
- Be firm, impartial, and resolute in requiring compliance with all departmental rules and regulations.
- Notify the Facility Commander by Memo as soon as you become aware that a close friend, significant other, or family member is incarcerated in the Solano County Jail.
- Keep all inmates and prisoners safe and treat them humanely.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL NOT*:

- Prejudge the guilt or innocence of any inmate or prisoner.
- Conduct yourself in any manner that promotes the development or continuation of an emotional relationship with any inmate, their lives, or conditions of the arrest, except as required in the course of official employment or duties.
- Deliver any message or article to, from, or for any inmate unless in the performance of official established duties or as directed by a supervisor.
- Discuss job performance or confidential departmental business directly with an inmate or prisoner, or where either can overhear such conversations.
- Criticize the Sheriff's Office, or the actions of any member of the office, in the presence of any inmate, or prisoner or where such conversation can be overheard.
- Discuss personal business about yourself or the personal business of other employees with any inmate or prisoner.
- Purchase any article from any inmate.
- Sell any personal article to any inmate.
- Borrow money or articles from any inmate.
- Loan money or personal articles to any inmate.
- Accept any gift from any inmate.
- Offer any gift to any inmate.
- Place money on the books of any relative or significant other inmate without the prior knowledge and documented approval of the Facility Commander. This is required for each incident of deposit.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL* immediately report to a supervisor any attempts by inmates to purchase, sell, loan, borrow, or give any money or articles to them or any other staff member.

Solano County Sheriff's Office, employees, volunteers and contract workers of Solano County *SHALL* immediately report to a supervisor any complaints by an inmate about a member or volunteer.

Nothing in this statement shall be construed to prohibit the normal course of business in the operation of the Solano County Sheriff's Office nor prohibit conversations with inmates or prisoners in any official capacity.

I have read and discussed the above statement with the witnessing official and agree to abide by the rules and condition of conduct as set forth on this document.

Signature

Date

Print Name

Witnessing Officers Name/Rank

Date



**FIRST AMENDMENT TO STANDARD CONTRACT BETWEEN
COUNTY OF SOLANO
and
ALLISON INLOW, DVM**

This First Amendment to County of Solano Standard Agreement (“First Amendment”) is made on June 30, 2024, between the **County of Solano**, a political subdivision of the State of California, (“County”), and **ALLISON INLOW, DVM** (“Contract Employee”).

1. Recitals

- A. The parties entered into a contract dated April 1, 2024 (the “Contract”) for the Contract Employee to provide on-site animal shelter veterinary services to all animals received and/or residing at Solano County Animal Care.
- B. The County now needs to extend the term of the Contract to allow for continued services.
- C. This First Amendment represents an increase of \$15,071 and a 31-day extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement

A. Term of Contract

Section 2 of the Standard Contract is deleted in its entirety and replaced with:

The term of this Contract is April 1, 2024 to July 31, 2024

B. Amount of Contract

Section 3 of the Standard Contract is deleted in its entirety and replaced with:

The maximum amount of this Contract is \$57,055

C. Exhibit B. Budget Detail and Payment Provisions

First sentence of Subsection A.1. *Hourly Rate* is deleted in its entirety and replaced with:





The hourly rate of \$125.00 for a total of 424 hours to be worked for a maximum of \$53,000 from April 1, 2024 to July 31, 2024.

Subsection A 2 *Employer-paid payroll related costs* is amended as follows:

FICA costs	(total hourly rate amount x 6.20%)=\$3,286
Disability	(total hourly rate amount x 1.45%)=\$769

3. Effectiveness of Contract

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

CONTRACTOR		COUNTY OF SOLANO	
By	 <u>Allison Inlow (Jul 10, 2024 18:53 PDT)</u> ALLISON INLOW, DVM	By	 <u>William Emlen (Jul 11, 2024 14:32 PDT)</u> BILL EMLLEN, COUNTY ADMINISTRATOR
	Approved:		Approved as to Form:
By	 HUMAN RESOURCES DIRECTOR	By	 <u>Michael McDonald (Jul 10, 2024 12:49 PDT)</u> COUNTY COUNSEL



**SECOND AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO
and
ALLISON INLOW, DVM**

This Second Amendment to County of Solano Standard Agreement (“Second Amendment”) is made on July 31, 2024, between the **County of Solano**, a political subdivision of the State of California, (“County”), and **ALLISON INLOW, DVM** (“Contract Employee”).

1. Recitals

- A. The parties entered into a contract dated April 1, 2024 (the “Contract”), as amended by the First Amendment dated June 30, 2024 (together the “Contract”) in which the Contract Employee agreed to provide on-site animal shelter veterinary services to all animals received and/or residing at Solano County Animal Care.
- B. The County now needs to increase the amount and extend the term of the Contract.
- C. This Second Amendment represents an increase of \$309,886 and 11-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement

A. Term of Contract

Section 2 of the Standard Contract is deleted in its entirety and replaced with:

The term of this Contract is April 1, 2024 to June 30, 2025

B. Amount of Contract

Section 3 of the Standard Contract is deleted in its entirety and replaced with:

The maximum amount of this Contract is \$366,941

C. Exhibit B. Budget Detail and Payment Provisions

Subsection A.1 *Hourly Rate* is deleted in its entirety and replaced with:

The hourly rate of \$125.00 for a total of 1,928 hours to be worked for a maximum of \$241,000 for April 1, 2024 to June 30, 2025. It is anticipated that the Contract Employee will typically work no more than 32 hours per week.





Subsection A.2 *Employer-paid payroll related costs* is amended as follows:

CalPERS(total hourly rate amount x 31.60%)	\$59,408
FICA costs (total hourly rate amount x 6.20%)	\$14,942
Medicare costs (total hourly rate amount x 1.45%)	\$3,495
Pension Obligation Bonds(total hourly rate amount x 15.64%)	\$29,403

**To the extent Contract Employee works over 30 hours a week:
Affordable Health Care (80% of current rate for full-time regular position) \$18,693**

3. Effectiveness of Contract

Except as set forth in this Second Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

CONTRACTOR	COUNTY OF SOLANO
<p>By  Allison Inlow (Jul 15, 2024 11:06 PDT) ALLISON INLOW, DVM</p> <p> HUMAN RESOURCES DIRECTOR</p>	<p>By  William Emlen (Aug 12, 2024 16:56 PDT) BILL EMLLEN, COUNTY ADMINISTRATOR</p> <p>Approved as to Form:</p> <p>By  COUNTY COUNSEL</p>