

# Board of Public Works and Safety

## Agenda Item

## Cover Sheet

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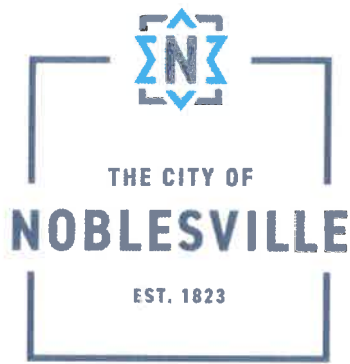
**MEETING DATE:** December 17, 2024

- Consent Agenda Item
- New Item for Discussion
- Previously Discussed Item
- Miscellaneous

**ITEM #:** 1

**INITIATED BY:** Assistant Chief Brad Arnold

- Information Attached
- Bring Paperwork from Previous Meeting
- Verbal
- No Paperwork at Time of Packets



**TO:** Noblesville Board of Public Works and Safety  
**FROM:** Brad Arnold, Assistant Chief of Police  
**SUBJECT:** Board to Consider the 2025 Animal Services Agreement with the Humane Society for Hamilton County  
**DATE:** December 17, 2024

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This proposed agreement is the annual animal services agreement with the Humane Society for Hamilton County for the 2025 calendar year. As you are aware, this agreement provides for the overall care and shelter of unwanted animals that are delivered either by officers of NPD or relinquished by residents of Noblesville. The agreement covers the cost of shelter and care now for the first ten (10) days at their facility, at which time the Humane Society incurs all costs for the remainder of the animal's stay.

The agreement totals \$303,370.02, for the year, and it includes "exhibits" within the agreement which provide detailed cost breakdowns of how this overall amount was derived. Funding has been budgeted within the approved 2025 NPD Budget to handle these expenses.

**I recommend the Board of Public Works approve this service agreement with the Humane Society for Hamilton County.**

**Humane Society for Hamilton County**

**City of Noblesville -- Animal Control Services Agreement -- 2025**

This Agreement is entered into by the City of Noblesville, Indiana, a municipal corporation (hereinafter referred to as "Noblesville"), and the Humane Society for Hamilton County, Inc., an Indiana not-for-profit corporation (hereinafter referred to as the "Society").

**WITNESSETH:**

WHEREAS, the Society operates a shelter caring for the unwanted, abandoned and abused animals of Hamilton County located at 10501 Hague Road, Fishers, Indiana;

WHEREAS, by law, Noblesville is required to provide shelter to unwanted animals for seven (7) days;

WHEREAS, the Indiana legislature has mandated that animals released by animal shelters must be first spayed or neutered; and

WHEREAS, the Society and Noblesville wish to set forth an arrangement by which the Society will provide services to residents of Noblesville for the **seven (7) day period** required by law, **plus three (3) additional days of basic sheltering** to offset the costs of spaying and neutering.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

1. **Term:** The original term of this Agreement shall be from January 1, 2025 to December 31, 2025.
2. **Definitions:**
  - a. "Unwanted Animal" is defined as (1) an animal delivered to the Society by a law enforcement officer of the County; or (2) an animal which is

delivered to the Society by a resident of the County, which is not owned or controlled by the resident, but is delivered by the resident in order that the animal may be treated humanely; or (3) an animal found in the County by a non-Hamilton County resident (e.g. an individual who works in the County, but does not live in the County); or (4) an animal surrendered to the Society by its owner, who resides within the County; or (5) an animal delivered to the Society by a representative of a business located in the County where an animal has been abandoned; (6) an animal abandoned on the property of the Society by unknown individuals.

- b. **“Adoption Returns/Returned Animals”** are those animals adopted from the Society who are returned by their owners for any reason. The Society accepts any animal who was adopted from the shelter at any point in time. “Returned” animals are included in our monthly reports for internal tracking purposes, however, the Society **DOES NOT** count adopted animals returned to the shelter within 90 days toward the County budget.
- c. **“Daily Cost of Care”** covers only costs associated with providing basic sheltering plus the portion of indirect costs shared by the ENTIRE County and the Society as calculated in the annual budget.

3. **Daily Cost of Care:** During the term of this Agreement, the Daily Cost of Care is **\$21.22/day per animal.**

4. **Services Provided:** The Society will provide shelter and care for unwanted animals, and Noblesville agrees to compensate the Society for the first seven (7) days of care required by the county ordinance, *plus an additional 3 days of basic daily care*, for all such

animals. Any costs of care for unwanted animals beyond the initial **ten (10) day** period will be borne by the Society. The Society covers 100% of the cost to spay or neuter all unaltered animals adopted from the shelter. The Society also covers the cost of life-saving medical care for stray and owner surrendered pets with **EXCEPTIONS NOTED IN SECTION 5.**

5. **Reimbursement for Services:** In exchange for the services provided by the Society under this agreement, Noblesville agrees to pay the Society the amount of **\$303,370.02** in twelve (12) equal installments of **\$25,280.84** commencing in January 2025. Neither party will be penalized at year end should the number of animals exceed the annual budgeted amount, nor if the number of animals is less than the budgeted annual amount.

6. **Reimbursement for Animals Brought to the Society by Animal Control/Law Enforcement Under the Following Circumstances:** Noblesville will appropriate additional funds required to cover the Society's costs to care for the following animals:

- a. **Animals seized by Law Enforcement/Animal Control, OR, per the Prosecutor's Office who are housed at the Society pending an investigation, trial, or any further action deemed necessary by the County.** The Daily Cost of Care, the cost of vaccines, and any life-saving or emergency medical care the Society deems necessary during the time the animal is held at our facility will be billed to Noblesville with reimbursement to the Society required within 30 days. It is up to Noblesville seek reimbursement from the owner via applicable citation(s) or bonding fees as they see fit.
- b. **Pet's Owned by Incarcerated Owners.** The Society DOES NOT cover the Daily Cost of Care OR medical care for pets owned by incarcerated owners. It is the responsibility of Law Enforcement/Animal Control to ensure the proper

documentation is signed by the owner at the time of arrest stating the animal will become the property of the Society if not claimed by the owner or other guardian approved by Law Enforcement **within 10 days of animal intake/owner arrest according to Indiana's 10 day bonding process.** The Society will bill Noblesville for the Daily Cost of Care, vaccines and any additional medical expenses incurred during the **10 day period** with reimbursement to the Society required by Noblesville within 30 days. Under no circumstances are the pets of incarcerated owners to be remain in limbo at the shelter beyond the 10 day period. If the animal should remain at the Society beyond the 10 day period for any reason because **Law Enforcement** has not secured an Owner Release form making the animal the property of the Society, OR, **Law Enforcement** has not identified an approved guardian to pick up the animal, the Society will continue billing Noblesville for the Daily Cost of Care and any other medical care required for the duration of the animal's stay. It is up to Noblesville to seek reimbursement from the owner via applicable citation(s) or bonding fees as they see fit.

- c. **Owned pets brought to the Society by Law Enforcement/Animal Control for "safe-keeping" due to emergency hospitalization (e.g., a senior living alone who falls) or animals involved in a car accident.** As a service to our community, the Society will cover the cost of vaccinations and the Daily Cost of Care for such animals for a **period of 7 days.** It is the responsibility of Law Enforcement/Animal Control to ensure the owner, or a representative of the owner, makes arrangements to pick up the pet by the 8<sup>th</sup> day. *If for any reason the pet is not claimed by day 8, the Society will charge Noblesville for the Daily*

*Cost of Care starting on day 8 and until the pet is claimed.* If the owner's pet requires emergency or life-saving medical care upon arrival, the Society will provide such care at no charge to the owner or to Noblesville *as long as* necessary care can be provided in-house. If an animal requires out-sourced, life-saving care (e.g. 24 hour hospitalization/ER services) that cost will be billed to Noblesville for reimbursement to the Society within 30 days. It is up to Noblesville to make arrangements for the owner to reimburse the city if so desired.

- d. **Owned pets brought to the Society by Law Enforcement/Animal Control for “safe-keeping” due to situations involving domestic violence, house fire, or other natural disaster resulting in the displacement of the owner and their pets.** As a service to the community, the Society will cover the cost of vaccinations and the Daily Cost of Care for a period of 7 days. It is the responsibility of Law Enforcement/Animal Control to ensure the owner, or an approved representative of the owner, makes arrangements to pick up the pet by the 8<sup>th</sup> day. *If for any reason the pet is not claimed by day 8, the Society will charge Noblesville for the Daily Cost of Care starting on day 8 and until the pet is claimed.* If the owner's pet requires emergency or life-saving medical care upon arrival, the Society will provide such care at no charge to the owner or to Noblesville *as long as* necessary care can be provided in-house. If an animal requires out-sourced, life-saving care (e.g. 24 hour hospitalization/ER services) that cost will be billed to Noblesville for reimbursement to the Society within 30 days. It is up to Law Enforcement/Animal Control to make arrangements for the owner to reimburse the city if so desired.

7. **Reports and Audits:** The Society will provide Noblesville with a monthly jurisdiction report detailing all owner surrendered pets and/or stray animals brought to the Society by a resident of Noblesville. Animals are counted for budgeting purposes toward the jurisdiction in which the owner/finder resides—*NOT where the animal was found*. The Society requires identification from all individuals attempting to bring an animal to the Society. While the Society looks up every residents' address in GIS to determine which jurisdiction an animal should be counted toward, the Society does not have access to the same resources Law Enforcement has to determine jurisdictions for addresses that are "on the line," OR may have a Noblesville address but is still considered part of another jurisdiction. It is the responsibility of the assigned city representative to review these monthly reports and let the Society know if an animal needs to be reassigned. The Society will always cooperate with any reporting questions and/or audit required by state or federal law, the City of Noblesville, and/or the Indiana State Board of Accounts or their respective designees as requested.



Agreed to by:

HUMANE SOCIETY FOR HAMILTON COUNTY

Date: October 24, 2024

*Rebecca M. Stevens*

Signature of Authorized Representative  
Humane Society for Hamilton County

**Rebecca Stevens, President and CEO**  
Printed Name and Title of Authorized Representative

CITY OF NOBLESVILLE REPRESENTATIVE(S)

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

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

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Signature of Authorized Representative

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Signature of Authorized Representative

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Printed Name of Authorized Representative

**Humane Society for Hamilton County  
Total Cost of Animal Control Services for Noblesville  
Projected for Calendar Year 2025**

The County, by statute, is required to keep an unwanted animal for 7 days. The following is a summary of the cost of the care of healthy animals for the initial 10 days plus the extra costs associated with special cases.

<b>Cost For Initial 10 Days of Care</b>		<b>2025 Cost at 10 Days of Care</b>	
<b>Day 1</b>			
Intake	<i>See Exhibit B</i>	\$	9.97
Daily care direct costs	<i>See Exhibit C</i>		9.68
Indirect Costs	<i>See Exhibit D</i>		11.54
<b>Day 2</b>			
Medical exam	<i>See Exhibit B</i>		26.95
Vaccinations and tests	<i>See Exhibit B</i>		41.91
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 3</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 4</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 5</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 6</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 7</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 8</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 9</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
<b>Day 10</b>			
Daily care direct costs			9.68
Indirect Costs			11.54
Outcome	<i>See Exhibit B</i>		21.57
<b>Total Cost Per Animal for 10 Days of Sheltering, Intake, Processing &amp; Outcome</b>	A	\$	<b>312.67</b>
<b>Projected animal intake from Noblesville in 2025</b>	B		<b>1,038</b>
<b>Cost to Noblesville for 2025 Budgeted Animals</b>	A x B	\$	<b>324,550</b>
<b>Cost for anticipated euthanized animals</b>		\$	498
<b>Additional cost for rabies testing, bite cases, extended care cases</b>		\$	791
<b>Noblesville Portion of Return to Owner Credit</b>	27.3%	\$	<b>22,469</b>
<b>2025 BUDGET</b>		\$	<b>303,370.02</b>
<b>Monthly</b>		\$	<b>25,280.84</b>

**Humane Society for Hamilton County**  
**2025 Direct Cost of Animal Intake, Medical Processing, Vaccinations, and Outcome**

<b>Intake Cost</b>			
20 min Customer Service Counselor	\$	5.72	
15 min Animal Care	\$	4.25	
<b>Total</b>		<b>\$ 9.97</b>	<i>(To Exhibit A &amp; B)</i>
<b>Medical Exam, Processing &amp; Behavior Assessment</b>			
30 minutes for 2 Medical Coordinators		20.00	(Temp Test Only) \$ 10.00
Cost of microchip		6.95	
<b>Total</b>		<b>\$ 26.95</b>	<i>(To Exhibit A &amp; B)</i>

**Processing & Medical Triage Cost per Animal**

	<b>2025</b>	<b>VAX WEIGHTED AVERAGE</b>
<b>Cats</b>		
Idexx Combo Test	14.34	
Cost of Vaccines per Animal: FVRCP+C, Bordetella	2.54	
Cost of Rabies Vaccine	1.18	
Cost for Dewormer	2.32	
Cost for basic medications/antibiotics for arrivals	2.70	
Average ANTECH Processing Fee Lab Results	0.50	
Flea & Tick Preventatives	13.17	
Gloves	0.26	
Litter Box	4.98	
Carrier	1.17	
5 syringes	0.30	
<b>Total processing costs for cats (excluding labor &amp; daily care)</b>	<b>\$ 43.46</b>	9.25
<b>Dogs</b>		
Heartworm Test	3.58	
Cost of Vaccines per Animal: DA2PPV+CV, Bordetella	5.31	
Cost of Rabies Vaccine	1.18	
Cost for basic medications/antibiotics for arrivals	2.50	
Average IDEXX Processing Fee Lab Results	0.50	
Cost for Dewormer	3.20	
Heartworm Preventative	6.83	
Flea & Tick Preventatives	15.97	
Gloves	0.26	
5 Syringes	0.30	
<b>Total processing costs for dogs (excluding labor &amp; daily care)</b>	<b>\$ 39.63</b>	5.87
<b>2025 Processing Cost Per Animal Based on Weighted Average of Dogs/Cats</b>	<b>\$ 41.91</b>	<b>\$ 7.88</b>

**POSSIBLE OUTCOMES**

There are basically 3 possible outcomes for the healthy animal at the end of the seven days. One is to place the animal for adoption, second is to euthanize the animal and third is the animal may be RTO'd (Returned to Owner) in the first 7 days. Below is the cost of these alternatives. In Exhibit A, the Humane Society uses the lower cost outcome of preparing the animal for adoption. Additional costs for euthanasia is added based on the expected number of euthanasia cases in 2025.

<b>1) Cost to prepare animal for adoption</b>			
.25 Hour Animal Care, 1 Hour Customer Service for adoption application preapproval, adoption paper	\$	21.57	
<b>2) Cost of Euthanasia</b>			
3/4 hour medical manager	\$	19.83	
3/4 hour medical intake assistant		16.50	
Dosage of sedative & euthanasia drug for cat	\$	0.99	
Dosage of sedative & euthanasia drug for dog	\$	2.28	
Body bag, gloves, 2 syringes	\$	1.08	
Body care of euthanized animal (disposal fee currently covered by a corporate sponsorship)		2.45	
<b>Total cost of euthanasia</b>	<b>\$</b>	<b>38.78</b>	
<b>Excess of Cost of Euthanasia OVER Adoption</b>	<b>\$</b>	<b>17.21</b>	
<b>3) An animal may be Returned to their Owner (RTO'd). See assumptions. There is a cost to the shelter to process an RTO Outcome.</b>			
1 hour customer service representative (owner search/matching process, process transaction with customer, enter into PetPoint) plus .25 hour for 2 medical staff to implant microchip.	\$	22.32	

**Humane Society for Hamilton County  
Cost of Daily Care of Healthy Animals and Special Cases  
Direct Costs**

**Daily Care Direct Costs of Healthy Animals**

Animal Care Attendant (20 minutes)—Cleaning, Feeding & General Care

**Amount**  
\$ 5.61

**Food (with shipping & handling)**

4.07

**Total Daily Care Direct Costs per animal**

**\$ 9.68** (To Exhibit A & B)

**Additional Costs - Special Cases**

The costs above are for healthy animals. Some animals may need additional procedures such as:

**1. Rabies Testing**

Euthanasia

\$ 38.78 See Exhibit B

Surgically removing animal's head - 30 minutes veterinarian & med manager hourly wage

49.28

Transporting head to health department for testing

0.00 Transport by Sheriff's Dept

*Cost of Rabies Testing per incident*

\$ 88.06

*Estimated number of Rabies cases in 2025*

1

**Total additional cost of Rabies cases**

**\$ 88.06**

**2. Bite cases are required by the County to be sheltered for 10 days**

Cost for cases not reimbursed by owner

3 days of .75/hr of daily care by Animal Care Attendant

\$ 38.25

3 days of food, bedding

12.22

3 days of Indirect Costs

34.63

*Total animal care cost for bite cases*

\$ 85.10

*Estimated number of cases in 2025*

33

**Total bite case costs in 2025**

**\$ 2,808.41**

3. Extended care cases required by the courts or requested holds by animal control officers will be billed to each municipality based on actual expense incurred by HSHC that is not reimbursed to us by the pet owner.

## Humane Society for Hamilton County

### Indirect Costs Breakdown

This Exhibit calculates the Indirect Cost Per Animal and shows the total indirect costs shared between the County/Municipalities and HSHC. The County/Municipalities cover indirect costs for 7 days (1 week) of sheltering with their total shared expense calculated using an average number of weeks an animal stays in the shelter of 4.5 weeks, thus 22.2% of the total indirect cost (1 week / 4.5 weeks = 22.2%). This 22.2% of total indirect costs is further divided between the Counties/Municipalities based on percentage of use. Percentage of use is calculated by dividing the budgeted number of animals per jurisdiction by the total budgeted number of county animals.

	Shared BY Human Society, County & Municipalities	Portion Shared by County & Municipalities	<b>Noblesville's Portion of the Shared Pool</b>
		22.2%	<b>27.3%</b>
<b>Projected Indirect Costs Expense 2025</b>			
<b>NOTES:</b> Indirect Costs shared by the county and cities <b>DOES NOT</b> include any outsourced emergency medical care provided in the first 7 days, the cost of wages/benefits for our President, marketing/fundraising staff, or staff time and related expenses dedicated to HSHC's community outreach programs and services <b>OR</b> the spay/neuter of all animals prior to adoption.	\$ 1,159,662	\$ 257,701.00	\$ <b>70,352</b>
<b>Building and Grounds/ Building Equipment/Vehicle</b> —Building maintenance, plumbing, HVAC, filters, all appliances, turf management, floor scrubber, security equipment, kennel/cage repairs, roof maintenance, lawncare, retention pond maintenance, snow removal, building cleaning services, pest control, parking lot maintenance, etc.)	\$ 134,833.50		
<b>Utilities</b> (Electric, Gas, Trash, Sewage, Stormwater, Water, Phone, Internet, Security System Monitoring, Website,	\$ 159,320.57		
<b>SMT System/Disinfectant for Kennels/Cages and Flooring in Animal Housing and Medical Areas, General cleaning disinfectants/Cleaning Supplies, Animal Care Supplies, Animal Care Equipment and Laundry Supplies, Floor</b> (squeegees, mops, mop buckets, bleach, laundry detergent, hoses, nozzles, dishwasher detergent, etc.)	\$ 18,440.00		
<b>Office Equipment</b> (Copiers/Printers/Computers) and Supplies/IT Support & Cyber Monitoring/Phone Equipment (Radios)/Vehicle/Microsoft Office 365 Licenses, Website	\$ 83,849.43		
<b>Business Insurance</b> (Does not include employee benefits) Package/property, workers comp, cyber security, directors and officers, workers compensation.	\$ 74,699.00		
<b>Professional, Operations Software &amp; Other Licensing Fees</b> —Annual audit, animal booking software—Petpoint, Volgistics, Quickbooks, CC processing, DVM license renewal, drug/DEA license	\$ 34,331.00		
<b>Employment costs not already captured</b> such as the cost of recruitment, background checks, drug screens, uniforms, CPR and euthanasia certification training and uniforms.	\$ 11,300.00		
<b>Contagious Animal Testing in first 7 days NOT Included in Schedule B</b>	\$ 2,031.81		
<b>Annual Inspection Fees</b> — XRAY & Anesthesia Equipment, Fire Extinguishers	\$ 2,300.00		

**A** Total Projected Indirect Costs SHARED by HSHC & All Citi \$ 1,680,767  
 Portion of Total Shared by County & Cities 22.2%

**Total Indirect Costs paid for by all municipalities & county collectively \$ 373,504 \$ 101,967**

**B** Weekly Cost A/52 \$ 32,322  
**C** AVG weekly population of all animals in shelter (excluding those in foster homes) 400  
**B/C** Indirect Costs per animal per week \$ 80.81

**Humane Society for Hamilton County**  
**Total Cost of Animal Control for Entire County**  
**Projected for Calendar Year 2025**

The County, by statute, is required to keep an unwanted animal for 7 days. The following is a summary of the cost of the care of healthy animals for the initial 10 days plus the extra costs associated with special cases.

		<i>Cost with Adoption Outcome</i>	<b>HS HC TOTAL OPERATING BUDGET</b>
<b>Cost For Initial 10 Days of Care</b>			
<b>Day 1</b>			
Intake	<i>See Exhibit B</i>	\$ 9.97	
Daily care direct costs	<i>See Exhibit C</i>	9.68	
Indirect Costs	<i>See Exhibit D</i>	11.54	
<b>Day 2</b>			
Medical exam	<i>See Exhibit B</i>	26.95	
Vaccinations and tests	<i>See Exhibit B</i>	41.91	
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Indirect Costs		11.54	
<b>Day 10</b>			
Daily care direct costs		9.68	
Indirect Costs		11.54	
Outcome	<i>See Exhibit B</i>	<u>21.57</u>	
Total cost of caring for a healthy animal 10 days per animal	A	\$ 312.67	
Projected number of unwanted animals to be brought to the shelter in 2025	B	<u>3,795</u>	
Cost to HSHC for 10 days of Basic Sheltering & Processing	A x B	\$ 1,186,577.63	
Anticipated euthanasias 2025		106	
Excess cost of euthanasia over adoption (see Exhibit		\$ 17.21	
<b>Cost for anticipated euthanized animals/deaths</b>		\$ 1,824.15	
<b>Additional costs</b> (see Exhibit C for details)			
Rabies testing		\$ 88.06	
Bite cases		<u>2,808.41</u>	
<b>Total Cost for Additional Services</b>		\$ 2,896.47	
<b>RETURN TO OWNER CREDIT</b> (for lost pets returned to owners within 7 days)		\$ 82,303.28	
<b>Total Projected Costs for Animal Control 2025—ENTIRE COUNTY</b>		\$ 1,108,994.98	\$ 4,750,000.00
<b>Estimated Percentage of HSHC Total Operating Budget 2025 Funded by ENTIRE COUNTY</b>			<b>23.3%</b>

Percent of Use 2024	Percent of Use 2025	Budgeted Animals	Jurisdiction
22.5%	22.0%	834	HCSD
15.8%	15.2%	576	C
23.7%	23.0%	872	F
10.8%	12.5%	475	W
27.2%	27.3%	1038	N
100.0%	100.0%	3795	<b>TOTAL BUDGETED ANIMALS 2025</b>

December 8, 2023

To Whom It May Concern:

Humane Society for Hamilton County has entered into a Co-Employment Agreement with WorkSmart Systems, Inc. via a client service agreement. This allows Humane Society for Hamilton County to outsource all payroll and HR functions to WorkSmart Systems, Inc.

WorkSmart Systems, Inc. is an IRS Certified Professional Employer Organization in the state of Indiana, employing over 12,000 employees across approximately 420 individual client companies and 46 states ranging in size from 1 employee to over 400. Professional Employer Organizations (PEO's) enable clients to outsource the management of human resources, employee benefits, and payroll services.

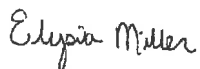
When entering into a PEO relationship, the PEO is considered the employer of record and all taxes and payroll forms are prepared in the name of the PEO. As a result of this "co-employment" relationship, WorkSmart Systems, Inc. prepares all employee pay checks, W-2's and tax filings as a single employer, is considered the employer of record for unemployment insurance filings, and offers large-group employee health and wellness programs to all eligible co-employees. As a result, no tax filings exist specifically for employees of Humane Society for Hamilton County under their tax ID number(s).

Contractually, WorkSmart Systems does not have the right to take any operational control over Humane Society for Hamilton County and the business is free to operate in the way it sees fit. In addition, all employees of Humane Society for Hamilton County remain employees of Humane Society for Hamilton County and the work they do for the organization does not change by nature of this relationship. WorkSmart Systems simply becomes the "employer of record."

Additionally, WorkSmart Systems is a registered E-Verify employer (ID: 435992) and verifies all client's new hires through the E-Verify system. WorkSmart, through consultations with NAPEO (National Association of Professional Employer Organizations) and its team of immigration and PEO attorneys, has taken the position that registering as the employer and verifying all new hires satisfies the reporting requirements of SEA-590.

Should you have any additional questions please feel free to call me at (317) 585-7870 or e-mail me at [emiller@worksmartpeo.com](mailto:emiller@worksmartpeo.com).

Sincerely,

A handwritten signature in black ink that reads "Elysia Miller".

Elysia Miller  
Senior Human Resources Business Partner



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/08/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> McGowan Insurance Group 355 Indiana Avenue Suite 200 Indianapolis IN 46204	<b>CONTACT NAME:</b> Angela Kempf <b>PHONE (A/C, No, Ext):</b> (317) 464-5000 <b>E-MAIL ADDRESS:</b> angelak@mcgowaninsgrp.com	<b>FAX (A/C, No):</b> (317) 464-5001
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Humane Society for Hamilton County 10501 Hague Rd Fishers IN 46038-2522	<b>INSURER A:</b> West Bend Mutual <b>NAIC #:</b> 15350	
	<b>INSURER B:</b> Travelers - WC Assigned Risk	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	


**COVERAGES**      **CERTIFICATE NUMBER:** 2023 Liability      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		1832085	02/13/2023	02/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		1832085	02/13/2023	02/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		1832085	02/13/2023	02/13/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	6JUB1K25334	04/23/2023	04/23/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

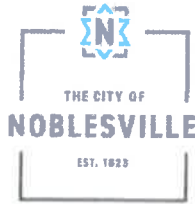
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Noblesville Noblesville Police Department 135 S. 9th Street Noblesville IN 46060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## FINANCE & ACCOUNTING

### Funding Verification/Encumbrance Request Form

Date to be submitted to BoW/Park Board: 12/17/2024 (put N/A if not submitting to BoW/Park Board)

Vendor name: Humane Society for Hamilton County

Vendor Address: 10501 Hague Road, Fishers, IN 46038

Brief description of purchase: 2025 Animal Services Agreement

**Source of Funding:**

- Current Year Operational Budget
- Subsequent Year Operational Budget<sup>1</sup>
- Funding not yet finalized (attach explanation)<sup>2</sup>
- Loan or debt proceeds
- Non-Appropriated Fund<sup>3</sup>

Fund #	101
Department #	004
Project # (NA if no project #)	N/A
Expense Object #	Amount
#1	310.100 \$ 303,370.02
#2	
#3	

- 1) This option may only be selected AFTER the adoption of the subsequent year budget. OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.
- 2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.
- 3) These funds are not appropriated through the annual budget process. They include but are not limited to grant funds and impact fee funds.

Are you requesting that a Purchase Order (PO) be created for this expenditure?

- Yes Select for all purchases/contracts that will not be paid immediately
- No Select ONLY if department plans to initiate payment immediately

Additional Comments: \_\_\_\_\_

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

Department Director

  
(Signature)

Brad Arnold

(Printed Name)


11/13/2024

(Date)

Please email completed form to [OFAbudget@noblesville.in.gov](mailto:OFAbudget@noblesville.in.gov)

#### FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY

**OFA Action Taken**

- Purchase Order Created
- Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)  
OFA Signature 
- No Action Taken (Department should still include this form in purchase/contract approval submission)

PO # (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

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