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# **ANIMAL CARE AND CONTROL CONTRACT UPDATE**

**November 9, 2021**

# PROJECT TIMELINE

<b>Animal Shelter Project Timeline</b>	<b>Project Start Date</b>	<b>Project End Date</b>
RFP Issued	March 26, 2021	April 16, 2021
RFP Returned	April 17, 2021	April 30, 2021
RFP Evaluated by Committee	May 1, 2021	June 25, 2021
Negotiate Service Contract	June 26, 2021	October 22, 2021
CCG Ordinance Revision	October 22, 2021	November 1, 2021
RFP Committee Recommendation to Award Contract	November 1, 2021	November 1, 2021
Council Approval to Negotiate Final Contract Terms	November 9, 2021	
First Reading	November 9, 2021	
Second Reading	November 16, 2021	
Start of Contract	January 3, 2022	
Project Completion	January 3, 2022	February 28, 2022

# PRIVATIZATION OF ANIMAL CARE & CONTROL

- BACKGROUND:

To seek proposals from qualified non-profit shelters which have operated for a minimum of five years in Muscogee County to provide Animal Care and Control Services for Columbus/Muscogee County.

# ANIMAL CARE & CONTROL

- WHY PRIVATIZATION:
  - To determine whether Animal Care and Control Services can be provided privately in a cost effective, efficient and professional manner.





# CONTRACT SCOPE

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LEASE OF FRANCIS K. STEED ANIMAL  
SHELTER

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COLUMBUS CODE OF ORDINANCES -  
Amended

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OPERATING HOURS

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CURRENT STAFF & POSITIONS

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USE OF ALL ANIMAL CONTROL VEHICLES

# CONTRACT SCOPE CONT.

- USE OF ALL ANIMAL CONTROL EQUIPMENT
- ANIMAL CARE SERVICES –SHELTER SERVICES
- ANIMAL CONTROL FIELD SERVICES
- ADMINISTRATIVE SERVICES
- PERFORMANCE STANDARDS
- FINANCIAL IMPACT

# FRANCIS K. STEED ANIMAL SHELTER

- LEASE TERMS:

- Lease Type: Triple Net Lease
- All Stationary Equipment & Existing Furniture

# FRANCIS K. STEED ANIMAL SHELTER

## • Term of Lease

- Length of Lease – To run simultaneously with the animal services contract.
- Responsibilities
  - City – Roof, Foundation, Exterior Walls
  - Awarded Contractor - Plumbing, HVAC, Electrical, Interior Structure, Vehicles and Equipment



# OPERATING HOURS

- AWARDED CONTRACTOR

- Shall maintain current or increased shelter hours of operations.
- Shall maintain current or increased Field Service hours of operation.

# OPERATING HOURS CONT.

- Shall maintain current or increased Veterinarian hours.
- Shall be responsible for enforcing the Animal & Fowl Ordinance (Chapter 5 of the Columbus Code) in its entirety.

# CURRENT STAFF & POSITIONS

- AWARDED CONTRACTOR
  - Is expected to increase and maintain appropriate staffing levels to manage both Shelter Operations and Field Operations in order to meet the community expectations.

**ANIMAL CONTROL IS CURRENTLY EXPERIENCING SHORTAGES IN STAFFING; HOWEVER, THIS DIVISION CURRENTLY HAS:**

- 1 – Division Manager
- 1 – Part Time Veterinarian
- 1 - Administrative Coordinator
- 3 - Communication Technicians
- 1 - Shelter Supervisor
- 2 - Shelter Animal Control Officers
- 1 - Volunteer Coordinator
- 1 - Field Supervisor
- 8 - Field Animal Control Officers
- 1 - Deceased Animal/Animal Control Officer

# CURRENT STAFF & POSITIONS CONT.



All current staff will be given the option to apply for open positions within the Awarded Contractor's organization.



All tenured staff will have the same option or have the option of placement within the Department of Public Works or apply for open positions within the CCG.

# ANIMAL CONTROL VEHICLES

- AWARDED CONTRACTOR SHALL HAVE USE OF:
  - 12 Animal Control Trucks/Vehicles
  - 1 Deceased Animal Truck
  - Preventative maintenance on these vehicles shall be maintained by the Contractor.
  - All fuel and tire needs will be the responsibility of the awarded contractor.

# ANIMAL CONTROL EQUIPMENT

- AWARDED CONTRACTOR SHALL HAVE USE OF:

- Regular Cages
- Wildlife Traps
- Cat Traps
- Dog Traps
- Transfer Cages
- Cat Dens
- Crates/Dept. of Agriculture (Disaster Preparedness)
- Chicken Trap
- Squirrel Trap
- Radios/Chargers
- Catchpoles
- Microchip Scanners

# ANIMAL CARE SERVICES

- Shelter Services

- Intake – Unattended, Stray, or Owner Surrenders
- Initial Health Screening
- Return to Owner
- Adoption
- Placements





# ANIMAL CARE SERVICES

- Shelter Services Cont:

- Day to Day Cleaning of 58 runs as well as the daily care of Shelter Animals
- Medical Care (Emergency & Non-Emergency Care)
- Management of Microchip Identification Program
- Notification of Owners
- Notification to State of all shelter requirements. (Disease, Hoarding, Cruelty, Etc.)

# ANIMAL CONTROL FIELD SERVICES

- Awarded Contractor will be expected to respond to any call for assistance:
  - Capture, trap, receive or retrieve stray or unwanted animals
  - Unattended Domestic Animals (Dogs, Cats, Horses)
  - Animal to Animal Aggression

# ANIMAL CONTROL FIELD SERVICES CONT.

Animal to Human Bites

Wildlife concerns to include bats, snakes, deer, opossum, racoons, etc.

Respond to Public Safety request for assistance.

Deceased animals – collection, removal and disposal

Prepare reports, cite or warn according to Ordinance, act as witness/prosecutor in classification proceedings and Court

DISPATCH ALL CALLS FOR  
ASSISTANCE

MANAGEMENT OF THE ANIMAL  
REGISTRATION

PROGRAM/TAGS  
COLLECTION, DEPOSIT AND  
REPORTING OF ALL REVENUE TO A  
DESIGNATED CITY ACCOUNT  
MANAGEMENT OF ALL RECORDS  
PERTAINING TO THE IMPOUNDMENT,  
ADOPTION, PLACEMENT OR THE  
RETURNING TO OWNER.

**ADMINISTRATIVE  
SERVICES**

# ADMINISTRATIVE SERVICES

## Customer

service by assisting the public with any of these services.

Management of all Social Media platforms.

Appropriate response to Open Records request within allotted 3 business days.

# ANIMAL CARE & CONTROL

- Performance Standards:
  - Timely response to request for services
  - Appropriate and timely monthly shelter reports
  - Implementation/improvement of all public programs



# ANIMAL CARE AND CONTROL

- Performance Standards:

- Continued decrease in euthanasia
- Provide staff support for the Animal Control Advisory Board as it carries out its duties under the Ordinance
- Director of Public Works shall serve as the Contract Administrator

# ANIMAL CARE AND CONTROL

- **CURRENT FINANCIAL DATA:**

<b>Budget Year</b>	<b>Approved Budget</b>	<b>Revenue Collected</b>	<b>Annual Expense</b>
<b>2020</b>	<b>\$1,364,155.00</b>	<b>\$191,193.00</b>	<b>\$1,208,058.70</b>
<b>2021</b>	<b>\$1,204,957.00</b>	<b>\$188,637.08</b>	<b>\$1,040,740.47</b>



# IF APPROVED, WHAT NEXT

- The ACCC will work a Transition Plan with the Approved Vendor to ensure they get what they need to get started and maintain the contract
- The City will begin an aggressive education program to the public about **what to expect and who to call**
- **The Bottom Line**...It will no longer be the City for **ANYTHING** related to Animal Care and Control.

