

ANIMAL SHELTER OPERATION SPECIFICATIONS

Shelter located at 1751 New Lair Rd, Cynthiana, KY 41031

Interested parties shall have:

- 3 years of Animal Shelter operation and management experience
- Sufficient staffing to ensure that the facility is fully operational
- Oversight of Shelter employees, including the hiring, disciplinary actions, and all other human resource decisions related to Shelter employees
- Housing and care of the animals at the Shelter
- Development and implementation of policies and procedures
- Approval and processing of adoption applications
- Setting fees for adoptions and other services
- Determination of the placement, adoption or humane destruction of all animals that are deemed their property
- Development and implementation of the operations budget
- Determine its Board of Directors and Manager in accordance with its rights as an individual non-profit corporation under KRS 273
- Be responsible for providing food, litter, supplies, medication, vaccines, veterinary care for injuries, spay/neuter, etc., office supplies
- Proof of Workers Compensation and Liability Insurance

Services to be provided to the County:

- Accept any animal brought to the shelter by a Harrison County resident during the hours the shelter is open to the public. Any cat brought to the shelter that is deemed by the operator to be a feral cat shall either be sterilized (if necessary) , vaccinated and returned to the cat's original location or be humanely euthanized if, in the sole discretion of the operator, the feral cat poses a health risk.
- Accept stray or abandoned dogs from the Harrison County Animal Control Officer
*Cats and feral cats will not be accepted from the Animal Control Officer
- Stray or abandoned animals delivered to the shelter by the Animal Control Officer or a Harrison County resident shall be held, as required by KRS 258.215 for five (5) working days, excluding any days the shelter is closed, beginning from the date of delivery to the shelter. This shall be done at no additional cost to the county.
- Operator is not responsible for housing and disposing of livestock, wild animals, horses, birds or fowl
- Operator shall sell dog licenses for any dog without a current animal license as required under Harrison County Ordinance 205 Series 2004. Dog tags shall be sold at \$7.00 per license, with the operator retaining \$3.00/tag and remitting \$4.00/tag to the Harrison County Fiscal Court on a monthly basis.

Funding For Services

- The County shall provide funding for all aspects of the Animal Control program and supervision of the Animal Control Officer
- As compensation for the services specified, the County shall pay to the operator an agreed upon amount in quarterly installments of equal amounts beginning upon execution of a formal agreement

Property

- The buildings and land shall remain the property of the Harrison County Fiscal Court. Maintenance of the facility shall be the responsibility of the County.
- Any modifications to the structures or property must have prior approval from the County and will be at the expense of the operator.
- County will be responsible for mowing the lawn and dog runs, utilities (water, electric, gas, telephone and garbage collection)
- Cages and equipment currently at the shelter facility shall remain the property of the County but is provided for the operators use.
- Janitorial services and supplies will be the responsibility of the operator. Facilities shall be maintained and left in the same or better condition during the term of the agreement.

Miscellaneous

- The term of this agreement shall be for two years. Upon mutual agreement by both parties, this agreement may be renewed for an additional one year term up to 4 years.
- Either party may terminate this agreement during the term upon 90 days prior written notice to the other party without cause. Termination of this agreement shall terminate all obligations. Upon termination of this agreement, the County must pay any and all fees due in accordance with this agreement, pro-rated on a daily basis.