

Humane Society for Hamilton County

Service Agreement – 2012

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

WITNESSETH:

WHEREAS, the Society operates a shelter for unwanted animals of Hamilton County located at 1721 Pleasant Street, Suite B, in Noblesville, Indiana;

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

WHEREAS, the Society and the City wish to set forth an arrangement by which the Society will provide services to residents of the City.

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, 2012 to December 31, 2012.

2. **Definitions:**

- a. "Unwanted animal" is defined as "(1) an animal delivered to the Society by a law enforcement officer of the City; or (2) an animal which is delivered to the Shelter by a resident of the City, 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 delivered to the shelter by its owner, who resides within the City.

3. Services to be provided: The Society will provide shelter for unwanted animals and the City agrees to compensate the Society for the first seven (7) days of care of all such animals. In addition, the City will appropriate funds needed for additional costs of care of animals and special court-ordered cases such as cruelty investigations and bite cases. Any costs of care of the unwanted animals beyond the initial seven (7) period (other than special court-ordered cases) will be born by the Society. The Society will also pay costs of unusual medical care and spay or neuter surgery for the animals.

4. Reimbursement for Services: In exchange for the services provided by the Society under this agreement, the City agrees to pay the Society the amount of \$44,325.06 in twelve (12) equal monthly installments of \$3,693.75, commencing in January, 2012. Each such payment shall be made available for pick-up by the Society on or before the 5th business day of the month or by wire transfer on or before the 5th business day of the month. 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.

5. Reports and Audits: The Society will provide the City with regular reports regarding the unwanted animals delivered to the Society and will cooperate with any audit required by state or federal law, the City, the Hamilton County Council, the Hamilton County Board of Commissioners, and/or the Indiana State Board of Accounts or their respective designees.

AGREED to this 2 day of August, 2011.

HUMANE SOCIETY FOR HAMILTON COUNTY

Date: 8/2/11

Rebecca M. Stevens
Signature of Authorized Representative

Rebecca M. Stevens
Printed Name of Authorized Representative

CITY OF WESTFIELD

Date: _____

Signature of Authorized Representative

Printed Name of Authorized Representative

10606507.1 (OGLETREE)

Westfield Budget Portion 2012

Year	Animal Count	Found IN County by Non Res	TOTAL FOR 2012	Increase/Decrease From previous Year	Annual Amount Paid	Monthly Payment
2006	158			33	\$ 24,875.52	
2007	251			93	\$ 34,726.64	
2008*	265			14	\$ 36,495.80	
2009*	273			8	\$ 37,682.34	
2010*	263			-10	\$ 41,485.42	
2011*	267			4	\$ 42,009.78	
2012	275	5	280	13	\$ 44,858.80	
Additional Cost of Care for Bite Cases/Extended Care Cases Beyond 7 Days						
					\$ 185.82	
Cost for Anticipated Euthanized Animals within 7 Day Holding Period					\$ 200.89	
Return To Owner Fee Credit					\$ 920.45	
TOTAL BUDGET REQUEST FOR 2012					\$ 44,325.06	\$ 3,693.75

*Numbers did not include animals found IN county by non-county residents.

Percentage Allocation for Animals Found In County by Non-County Residents		
% of Total	Total Animals	Average % for 2010 & 2011
9.0%	2923	
9.4%	2837	
		9.2%
		Est. Strays found IN County by Non Res 2012
		\$ 2,018.75
		\$ 2,182.52
		\$ 10,000.00
		Entire County
		Entire County
		Entire County

Not based on a Cost/Animal Flat Service Contract.

Humane Society for Hamilton County
Total Cost of Animal Care for All Hamilton County Communities
Projected for Calendar Year 2012

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 7 days plus the extra costs associated with special cases.

Cost For Initial 7 Days of Care		Cost with Adoption
Day 1		
Intake	<i>See Exhibit C</i>	\$ 21.98
Daily care direct costs	<i>See Exhibit D</i>	5.62
Overhead	<i>See Exhibit E</i>	2.77
Day 2		
Medical exam	<i>See Exhibit C</i>	33.54
Vaccinations and tests	<i>See Exhibit C</i>	24.48
Daily care direct costs		5.62
Overhead		2.77
Day 3		
Daily care direct costs		5.62
Overhead		2.77
Day 4		
Daily care direct costs		5.62
Overhead		2.77
Day 5		
Daily care direct costs		5.62
Overhead		2.77
Day 6		
Daily care direct costs		5.62
Overhead		2.77
Day 7		
Daily care direct costs		5.62
Overhead		2.77
Outcome	<i>See Exhibit C</i>	<u>21.48</u>
Total cost of caring for a healthy animal 7 days per animal	A	<u>\$ 160.21</u>
Projected number of unwanted animals to be brought to the shelter in 2012	B	<u>2,857</u>
Cost to Humane Society for Hamilton County to care for healthy unwanted animals	A x B	\$ 457,719.97
Anticipated euthanasia cases (excluding rabies cases and euthanized owner release cases in 2012)	125	
Excess cost of euthanasia over adoption (see Exhibit C)	<u>\$ 16.15</u>	
Cost for anticipated euthanized animals		2,018.75
Additional costs (see Exhibit D for details)		
Rabies testing	\$ 169.92	
Bite cases	1,006.40	
Extended care cases	<u>1,006.20</u>	
Total Cost for additional services		2,182.52
Credit for Return to Owner Fees Collected in 2012		(10,000.00)
Total Projected Costs for Animal Care in 2012-All Communities		<u><u>451,921.24</u></u>
Entire 2012 budget of the Humane Society for Hamilton County	\$	1,450,000.00
Percent provided by Hamilton County and Municipalities combined		31%

Humane Society for Hamilton County
Total Cost of Animal Care for Westfield
Projected for Calendar Year 2012

Westfield, 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 7 days plus the extra costs associated with special cases.

Cost For Initial 7 Days of Care		Cost with Adoption
Day 1		
Intake	<i>See Exhibit C</i>	\$ 21.98
Daily care direct costs	<i>See Exhibit D</i>	5.62
Overhead	<i>See Exhibit E</i>	2.77
Day 2		
Medical exam	<i>See Exhibit C</i>	33.54
Vaccinations and tests	<i>See Exhibit C</i>	24.48
Daily care direct costs		5.62
Overhead		2.77
Day 3		
Daily care direct costs		5.62
Overhead		2.77
Day 4		
Daily care direct costs		5.62
Overhead		2.77
Day 5		
Daily care direct costs		5.62
Overhead		2.77
Day 6		
Daily care direct costs		5.62
Overhead		2.77
Day 7		
Daily care direct costs		5.62
Overhead		2.77
Outcome	<i>See Exhibit C</i>	21.48
Total cost of caring for a healthy animal 7 days per animal		A <u>\$ 160.21</u>
Projected number of unwanted animals to be brought to the shelter in 2012		B <u>280</u>
Cost to Humane Society for Hamilton County to care for healthy unwanted animals for City of Westfield		A x B \$ 44,858.80
Cost for anticipated euthanized animals		200.89
Additional cost for rabies testing, bite cases, extended care cases		185.82
Credit for Return to Owner Fees Collected in 2012		(920.45)
Total Projected Costs for Animal Care in 2012 from Westfield		<u>\$ 44,325.06</u>
Per month		3,700.00

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

Intake Cost

2 hours Customer Service/Adoption Agent Time	\$ 21.48	
Intake form (in triplicate)	0.50	
Total	<u>\$ 21.98</u>	(To Exhibit A & B)

Medical Exam

1 hour animal health and advocacy manager	\$ 16.52	
1 hour medical intake assistant	11.52	
Cost of microchip	5.50	
Total	<u>\$ 33.54</u>	(To Exhibit A & B)

Vaccinations and Tests-actual cost of vaccines (labor cost included in Medical Exam above)

Cats

Idexx Combo Test	12.38	
Vaccine: FVRCP+C	2.89	
Oral deworm based on 10# cat (see Exhibit F)	0.90	
Marquis deworm	0.64	
Vaccine: Bordetella	0.73	
Advantage Multi Flea & Tick Preventative	5.41	
Gloves	0.31	
Litterbox	2.26	
Carrier	1.67	
5 Syringes	0.42	
Total vaccine costs for cats (excluding labor)	\$ 27.61	

Dogs

Heartworm Tests	4.65	
Vaccine: DA2PPV+CV	4.51	
Vaccine: Bordetella	1.49	
Oral deworm based on 40# dog	5.41	
Advantage Multi Flea & Tick Preventative	3.72	
Gloves	0.31	
5 Syringes	0.28	
Total vaccine costs for dogs (excluding labor)	\$ 20.37	
Weighted average cats and dogs	<u>\$ 24.48</u>	(To Exhibit A & B)

Outcome

There are basically 2 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. 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 2012.

Cost to prepare animal for adoption

2 hours adoption consultation, counseling, and processing paperwork	<u>\$ 21.48</u>	(To Exhibit A & B)
---	-----------------	--------------------

Cost of Euthanasia

3/4 hour animal health & advocacy manager	\$ 12.39	
3/4 hour medical intake assistant	8.64	
Dosage of sedative & euthanasia drug for cat	1.10	
Dosage of sedative & euthanasia drug for dog	4.44	1.50 (weighted average cats & dogs)
Body bag and gloves	0.46	
Body care of euthanized animal (disposal fee paid to outside vendor)	14.50	
2 Syringes	0.14	
Total cost of euthanasia	<u>\$ 37.63</u>	

Excess of Cost of Euthanasia over cost to prepare for adoption	<u>\$ 16.15</u>	(To Exhibit A & B)
--	-----------------	--------------------

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

<i>Daily Care Direct Costs of Healthy Animals</i>	Amount	
Animal Care Attendant (30 minutes)	\$ 5.22	For cleaning cage, changing bedding (including litter for cats), feeding, watering, walking and exercising
Food, litter, and bedding	0.40	
Total Daily Care Direct Costs per animal	\$ 5.62	<i>(To Exhibit A & B)</i>

Additional Costs - Special Cases

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

1. Rabies Testing

Euthanasia	\$ 37.63	See Exhibit C for cost breakdown
Surgically removing animal's head	47.33	
Transporting head to health department for testing	0.00	Sherriff to transport
<i>Cost of Rabies Testing per incident</i>	<u>\$ 84.96</u>	
<i>Estimated number of Rabies cases in 2012</i>	<u>2</u>	
Total additional cost of Rabies cases	<u>\$ 169.92</u>	

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

Cost of additional 3 days of care per animal for cases not reimbursed by owner

3 days of daily care by Animal Care Attendant	\$ 15.65
3 days of food, bedding	1.20
3 days of overhead	8.31
<i>Total animal care cost for additional 3 days</i>	<u>\$ 25.16</u>
<i>Estimated number of cases in 2012</i>	<u>40</u>
Total bite case costs in 2012	<u>\$ 1,006.40</u>

3. Extended care of animal subject to court cases or jailed owners not reimbursed by owner

We occasionally have to shelter animals that are victims of cruelty cases. The investigation waiting period for a court date requires the animal be housed significantly longer than 7 days. Such cases average approximately 60 days or more.

Cost of additional 60 days of care per animal

60 days of daily care by Animal Care Attendant	\$ 312.90
60 days of food, bedding	24.00
60 days of overhead	166.20
<i>Total animal care cost for additional 60 days</i>	<u>\$ 503.10</u>
<i>Estimated number of extended care cases in 2012 not reimbursed by owner</i>	<u>2</u>
Total cost of extended care cases in 2012	<u>\$ 1,006.20</u>

Humane Society for Hamilton County

Overhead

This Exhibit Calculates the Overhead Per Animal
and shows the total overhead and supervision costs paid by Westfield in the overhead charge.

Each municipality pays for 1 week of care of each animal brought to shelter

The average number of weeks an animal stays in the shelter is 5 1/2 weeks

Therefore, 1 / 5.5 or 18.2% of the overhead attributable to the care of animals is allocated to the County and Municipalities

<i>Calculation of Overhead Shared with All Municipalities</i>	Shared by all Municipalities	Westfield's Share 9:80% of the 18:2%
<i>Management and Supervision (18.2% of the cost shared with all municipalities)</i>	\$ 24,342	\$ 2,386
Building maintenance	\$ 8,150.00	
Utilities (77% of total utilities for building)	63,650.00	
Veterinarian services	15,000.00	
Cleaning supplies	8,200.00	
Medical equipment	1,850.00	
Office equipment	7,940.00	
Telecommunications, internet and alarm monitoring	18,350.00	
Insurance (excluding employee benefits)	4,100.00	
Accounting fees (annual audit and tax return)	8,300.00	
Payroll servicing fees and employee benefits administration	35,000.00	
Total other overhead costs for animal care	\$ 170,540.00	
Ratio of County and municipality time to total time	18.2%	
Total other overhead costs paid for by all municipalities collectively	\$ 31,038	\$ 3,042
Total overhead costs	\$ 55,381	\$ 5,428
Divided by the total number of animals anticipated in 2012	2,857	280
Overhead per animal for 1 week	A \$ 19.38	
Overhead per animal for 1 day (To Exhibit A & B)	A/7 \$ 2.77	

Humane Society for Hamilton County Service Contract Fact Sheet 2012

Things To Note:

- The Humane Society's annual operating budget for 2012 will be approximately \$1.45M. The entire budget request from all participating municipalities represents only 31% of the entire budget.
- The percentage of our budget provided by Hamilton County has *decreased* every year since 2003 dropping from approximately **54% in 2004 to 31% in 2012**.
- The Humane Society has increased fundraising revenues through individual donations, memberships, events, grants, and corporate sponsorship **\$980,000 over the last 6 years**.
- The Humane Society has not euthanized a single, healthy adoptable animal in 6 years. This philosophy, nor the extraordinary efforts required to accomplish this, cost Hamilton County tax payers anything. It has, however, been fundamental in our ability to increase our fundraising, volunteer base, and overall community support.
- We do not turn away any resident or stray found in a participating municipality for any reason—regardless of space availability.
- **Our average adoption fee over the last 12 months is \$72.**
- The Humane Society pays, on average, \$27 to spay/neuter a cat and \$40 to spay/neuter a dog—which is funded from the adoption fee.
- As a 501(c)3, not for profit charitable organization, we benefit from donated services, volunteerism, and other cost savings and sponsorship opportunities that an Animal Control agency which euthanizes animals after a holding period would not such as:
 - Free food through Hills Shelter Feeding Program valued at \$30,000 annually.
 - Veterinary care discounted at 50% to 65% in exchange for adoption referrals.
 - Approximately \$120,000 in annual in-kind donations.
 - Discounted vaccines and medical supplies.
 - Volunteers donated 17,102 hours in 2010 and 5,269 hours through May year to date.

Your Service Contract with the Humane Society Includes the Following Services/Benefits:

- A professionally managed, award winning humane shelter that operates **365 days a year** and accommodates animal drop offs from animal control **24 hours a day**.
- Housing, handling and management of all stray animals for the 7 day period required by the Hamilton County ordinance.
- Housing, handling and management of all bite cases and quarantines for 10 days as required by State Law.
- Every effort is made to find the original owner of stray animals so they may be re-homed.
- No penalty if more animals are received over budgeted amount, even in the case of hoarding situations.
- No charge for wildlife or farm animals brought to us by animal control/police officers.
- A county credit of \$10K divided between the participating municipalities for any "Return to Owner Fees" collected at the point a lost pet is returned to his or her owner.

The “Cost per Animal” is a calculation that reflects all costs of operating the shelter, both direct and indirect, incurred during the first 7 days an animal is in our care. The “CPA” includes the following direct animal care services:

- Vaccinations, deworming, and flea and tick medications are given in accordance with the Humane Society of the United States and national standard protocols to incoming animals as a method of disease and parasite control.
- Cats are tested for Feline Leukemia/FIV, dog for heartworm disease.
- All animal are scanned for microchips, and if one is not present, they are microchipped.
- Animals receive wellness exams and temperament tests.
- Animals receive basic grooming/dematting/flea baths/tick removal/nail trim.
- All animal information and the information from those surrendering animals or bringing in strays is entered and tracked in Pet Point, a web-based database that is accessible to animal control/police officers 24 hrs a day.
- Animals are boarded in a clean, healthy and loving environment.
- **The cost per animal for 2012 is \$160.21 due to the overall decrease in animals. This covers 7 days plus the benefits noted above. Indianapolis Animal Care and Control (IACC) recently reported their Cost Per Animal to be \$225 which covers only 4 days of animal care.**

The Humane Society pays 100% of the following costs. They are NOT included in the Cost per Animal nor are they charged to any municipality at any time.

- All care for the animals and the cost to operate the shelter after the first seven days.
- Spay/neuter surgery.
- Major medical care for the animals even within the first seven days (hit by car cases, abuse and neglect cases, etc.)
- The cost of any animal born at the shelter even within the first seven days.
- Intake of abandoned newborn wildlife/injured wildlife from county residents.
- Marketing costs associated with fundraising and adoption programs.
- FREE behavior and training counseling for county residents to PREVENT animals from being surrendered at tax payers’ expense.
- FREE microchipping events for the community through our sponsor relationships.
- Community education and foster support for the elderly, victims of domestic violence and house fires.
- Boarding of animals pulled from car accident sites and brought in by animal control/police officers.