

## **NORMAN ANIMAL SHELTER OVERSIGHT COMMITTEE**

**January 23, 2012**

The Norman Animal Shelter Oversight Board of the City of Norman, Cleveland County, State of Oklahoma, met in the City Council Study Session Room on the 23rd day of January, 2012 at 5:30 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 19th day of January, 2012. The meeting was also posted on the City of Norman website.

### **I. CALL TO ORDER.**

Chairperson Mark Howery called the meeting to order at approximately 5:30 p.m.

### **II. ROLL CALL.**

PRESENT:

Board Members – Chairperson Mark Howery, Vice-Chairperson Jennifer Golden, Joe Carter D.V.M., Ginger Noble D.V.M., Ms. Jayne Crumpley, Ms. Sandra Rose, Councilmember Roger Gallagher and Ms. Michelle Carey

ABSENT:

Council member Carol Dillingham

OTHERS PRESENT:

Ms. Shelley Raney, Norman Police Department  
Major Kevin Foster, Norman Police Department  
Major JD Younger, Norman Police Department  
Mr. John Bowman, Animal Welfare Supervisor  
Assistant City Attorney Jeannie Snider, City of Norman Legal Department  
Ms. Kim Fairbanks, Citizen

### **III. APPROVAL OF THE NOVEMBER 28, 2011 MINUTES.**

A motion to approve the minutes was made by Ms. Michelle Carey and seconded by Vice-Chairperson Jennifer Golden. The motion was carried.

#### **IV. MONTHLY STATISTICS FOR NOVEMBER AND DECEMBER 2011.**

Dog and cat euthanizations are down. The Norman Animal Welfare Adoption Facility is losing Second Chance as a partner. Second Chance is only taking animals 20 pounds and smaller. These animals adopt quicker for not only Second Chance but for the Norman Animal Welfare Adoption Center also.

The pet licenses year to date total is actually January through December. The facility ran out of pet licenses and had to start selling 2012 licenses in November of 2011. Animal Welfare Officers are starting to issue more citations for animals not being vaccinated. There will be a vaccination clinic at the Norman Animal Welfare Facility on February 11, 2012. There are tri-folds available in the City of Norman offices however; there is not enough time to get advertisements in the water bills. The tri-fold is also available at OEC, OG&E, the Norman Public Library and all veterinarians within the City of Norman that aren't selling pet license. Veterinarians that aren't selling pet licenses stamp off on the tri-fold and send it with the animal owner to come and get their pet license.

Board members discussed that over the last year the City of Norman has sold twelve to fifteen percent more pet licenses. There are new ordinances proposed for the veterinarians in Norman to report all vaccinations to the Norman Animal Welfare Facility. The new Chameleon software has been approved by City Council and should be installed by June 2012.

#### **V. RFQ UPDATE.**

Major JD Younger discussed how seven members, five from the City of Norman and two from the Animal Welfare Oversight Committee, met and reviewed the Request for Qualifications or RFQ's that had been turned in for the new Animal Welfare Facility. Ten companies qualified to put in proposals. January 13, 2012 was the respondent's deadline and nine turned in their proposals. Most of the proposals received were over sixty pages. The members had met earlier in the day and have questions for several of the companies and will call and get information they need. The information will help the members to bring that number down to a smaller group and then they will request personal interviews with the remaining companies. The members would then like to make a clear choice of who would receive the contract. A background investigation may need to be completed, depending on how the interviews work out.

**VI. MISCELLANEOUS DISCUSSION.**

Vice-Chairperson Golden discussed that citizens had asked her about the facility being closed on Saturdays. Mr. John Bowman, Animal Welfare Supervisor, explained that due to manpower issues. This was a situation that Deputy Chief Jim Maisano had dealt with in the past and statistically there was not a difference in being open on Saturday or Monday. If the facility was open on Saturday there is not enough manpower to go to the off-site adoptions.

Mr. Bowman stated that the facility is very low on volunteers. A sorority group has contacted him and will be coming out to pick up leaves and clean around the outside. Community Service people have been low and he needs positive, friendly people that will come weekly. The City of Norman Legal Department recommends only people twenty one years of age volunteer unless they are accompanied by a parent.

**VII. ADJOURNMENT.**

A motion to adjourn the meeting was made by Ms. Sandra Rose at 6:55 p.m. The motion was seconded by Vice-Chairperson Golden. The motion was carried.

ATTEST:

  
\_\_\_\_\_  
Mark Howery, Chairperson

**ANIMAL CENTER DIVISION  
PRELIMINARY REPORT FORM  
November 2011**

OPERATIONAL INFORMATION	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
<b>DOGS:</b>				
Number on hand from last month	51		67	
Number impounded this month	152	748	141	692
Owner relinquish	23	101	22	121
In field pickup	1	9	1	6
Disposal	3	19	3	20
Picked up dead	7	39	2	30
Number redeemed	39	155	36	127
Number adopted to public	44	207	45	208
Number turned to rescues	15	92	14	90
Number euthanized - Adoptable		36	20	144
Number euthanized - Non adoptable	14	149	19	99
Number died for unknown reason		3		10
Number fostered	9	48	23	72
Total now on hand	79		74	
<b>CATS:</b>				
Number on hand from last month	30		30	
Number impounded this month	79	414	98	610
Owner relinquish	15	48	9	81
In field pickup		1		1
Disposal	1	19		23
Picked up dead	11	67	9	33
Number redeemed	4	12	1	42
Number adopted to public	21	92	14	96
Number turned to rescues	21	119	16	93
Number euthanized - Adoptable	1	63	15	143
Number euthanized - Non adoptable	17	125	25	128
Number died for unknown reason	1	4		8
Number fostered	3	13	13	50
Total now on hand	32		43	
<b>MISCELLANEOUS:</b>				
Domesticated Animals	1	7	2	17
Wildlife	83	766		536
TOTAL	84	773	2	553

**NOTES:**

Second chance	11 Dogs	5 Cats
Hands Helping Paws		16 Cats
Rose Rock	1 Dogs	
Forgotten Angels	1 Dogs	
Boston Terrier	1 Dogs	
Red Dirt Boxer	1 Dogs	

SAFETY REPORT	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	0	1	4
City Vehicle Damaged	0	0		0
Vehicle Accidents Reviewed	0	0		1
a. Employee Responsible	0	0		0
b. Employee Not Responsible	0	0		1

PET LICENSES ENFORCEMENT ACTION	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
Total Licenses Sold (Annual)	110	2765	411	4095
Citations Issued (AWO)	19	53	6	19
Citations Issued (Private Citizen)	1	3	1	1
Warnings Issued	10	51	9	42

FINANCIAL INFORMATION	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$1,340.00	\$5,420.00	\$1,382.00	\$5,361.00
10-1532 Amount-dog adoption	\$2,550.00	\$12,010.00	\$2,520.00	\$13,500.00
10-1531 Amount-cat redemption	\$210.00	\$295.00	\$0.00	\$95.00
10-1532 Amount-cat adoption	\$1,200.00	\$5,250.00	\$780.00	\$5,506.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption	\$30.00	\$165.00	\$130.00	\$230.00
10-1533 Miscellaneous	\$800.00	\$4,630.00	\$569.00	\$3,974.00
TOTAL	\$6,130.00	\$27,770.00	\$5,381.00	\$28,666.00
Donation 101-24313	\$200.64	\$542.64	\$40.00	\$582.00

Liability payback (July to June) 2003 Adoption expansion	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
Payback Balance	\$70,167.95		\$72,830.50	
22-L432 Liability - pet licenses	\$660.00	\$3,415.50	\$2,231.00	\$4,609.50
TOTAL (New Balance)	\$69,507.95		\$70,599.50	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	29	179	40	192
Cats	18	89	23	86
<b>TOTAL</b>	<b>47</b>	<b>268</b>	<b>63</b>	<b>278</b>

ANIMAL BITES July to June	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	11	25	4	22
Cats	3	13	0	2
Other	1	2	0	0

**SUMMARY**

Dogs returned to the owner prior to coming to the shelter

4	City pet license
3	Rabies tag
1	Microchips
3	Personal ID tag
1	Knew animal do to prior contact
1	Neighbor told officer
2	Lost & Found slip at shelter
<b>15</b>	<b>Total</b>

Incident No.	Offense	Court	
2011-16098	Rabies Vacc/Shots	Municipal court	
2011-15587	Rabies Vacc/Shots	Municipal court	
2011-15529	Rabies Vacc/Shots	Municipal court	
2011-15146	Barking dog	Municipal court	Signed complaint
2011-16113	Rabies Vacc/Shots	Municipal court	
2011-15293	Bite report		
2011-15760	Rabies Vacc/Shots	Municipal court	
2011-15632	Bite report		
2011-15438	Bite report		
2011-14832	Bite report		
2011-16087	Dog at Large	Municipal court	
2011-16068	Rabies Vacc/Shots	Municipal court	
2011-16039	Dog at Large	Municipal court	
2011-15720	Rabies Vacc/Shots	Municipal court	
2011-15393	Rabies Vacc/Shots	Municipal court	
2011-15180	Bite report		
2011-15175	Bite report		
2011-15155	Rabies Vacc/Shots	Municipal court	
2011-15133	Bite report		
2011-15132	Bite report		
2011-14846	Rabies Vacc/Shots	Municipal court	two charges
2011-16016	Dog at Large	Municipal court	
2011-16007	Bite report		
2011-15478	Rabies Vacc/Shots	Municipal court	
2011-15472	Bite report		
2011-15364	Movement of Animal	Municipal court	
2011-15062	Bite report		
2011-15062	Rabies Vacc/Shots	Municipal court	
2011-14724	Bite report		
2011-15742	Animal Control viola	Municipal court	
2011-15527	Bite report	Municipal court	
2011-15519	Bite report	Municipal court	
2011-15421	Rabies Vacc/Shots	Municipal court	
2011-15095	Bite report		

**ANIMAL CENTER DIVISION  
PRELIMINARY REPORT FORM  
December 2011**

OPERATIONAL INFORMATION	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
<b>DOGS:</b>				
Number on hand from last month	79		74	
Number impounded this month	105	853	120	812
Owner relinquish		5		14
In field pickup		1		1
		106		135
		10		7
Disposal	2	21	2	22
Picked up dead	1	40	9	39
Number redeemed	34	189	20	147
Number adopted to public	51	258	45	253
Number turned to rescues	6	98	20	110
Number euthanized - Adoptable	1	37	13	157
Number euthanized - Non adoptable	30	179	21	120
Number died for unknown reason	1	4		12
Number fostered	9	57	27	99
Total now on hand	57		64	
<b>CATS:</b>				
Number on hand from last month	32		43	
Number impounded this month	67	481	33	643
Owner relinquish		14		6
In field pickup				1
		29		87
		1		1
Disposal	4	23		24
Picked up dead	5	72	6	39
Number redeemed	0	12	2	44
Number adopted to public	11	103	23	119
Number turned to rescues	16	135	9	102
Number euthanized - Adoptable	8	71	3	146
Number euthanized - Non adoptable	26	151	16	144
Number died for unknown reason	0	4		10
Number fostered	3	16	19	69
Total now on hand	29		23	
<b>MISCELLANEOUS:</b>				
Domesticated Animals	0	7	0	17
Wildlife	26	792		573
TOTAL	26	799	37	590

**NOTES:**

Second chance	4 Dogs	0 Cats
Hands Helping Paws		15 Cats
German Short Hair Re	1 Dog	
Boston Terr	1 Dog	
Rose Rock		1 Cats



SAFETY REPORT	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	0	0	4
City Vehicle Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	1
a. Employee Responsible	0	0	0	0
b. Employee Not Responsible	0	0	0	1

PET LICENSES ENFORCEMENT ACTION	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
<del>Total Licenses Sold (Annual)</del>	<del>466</del>	<del>3231</del>	327	738
Citations Issued (AWO)	31	84	4	23
Citations Issued (Private Citizen)	3	6	0	1
Warnings Issued	12	63	2	44

FINANCIAL INFORMATION	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$1,550.00	\$6,970.00	\$415.00	\$5,776.00
10-1532 Amount-dog adoption	\$2,940.00	\$14,950.00	\$2,640.00	\$16,140.00
10-1531 Amount-cat redemption	\$0.00	\$295.00	\$10.00	\$105.00
10-1532 Amount-cat adoption	\$570.00	\$5,820.00	\$1,340.00	\$6,846.00
10-1531 Amount-misc. redemption		\$0.00	\$0.00	\$0.00
10-1532 Amount-Misc. adoption		\$165.00	\$0.00	\$230.00
10-1533 Miscellaneous	\$664.00	\$5,294.00	\$200.00	\$4,174.00
TOTAL	\$5,724.00	\$33,494.00	\$4,605.00	\$33,271.00
Donation 101-24313	\$761.34	\$1,303.98	\$361.00	\$943.00

Liability payback (July to June) 2003 Adoption expansion	FY2011		FY2010	
	This Month	Year to Date	This Month	Year to Date
Payback Balance	\$69,507.95		\$70,599.50	
<del>22-1432 Liability - pet licenses</del>	<del>\$2,860.00</del>	<del>\$6,275.50</del>	<del>\$1,920.00</del>	<del>\$6,529.50</del>
TOTAL (New Balance)	\$66,647.95		\$68,679.50	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	33	212	11	97
Cats	11	100	45	323
<b>TOTAL</b>	<b>44</b>	<b>312</b>	<b>0</b>	<b>0</b>

ANIMAL BITES July to June	FY2012		FY2011	
	This Month	Year to Date	This Month	Year to Date
Dogs	2	27	1	3
Cats	0	13	0	0
Other	0	2	0	0

**SUMMARY**

Gift Certificates

9 Micro chip  
1 Adoption

Dogs returned to the owner prior to coming to the shelter

0	City pet license
0	Rabies tag
0	Microchips
3	Personal ID tag
0	Knew animal do to prior contact
2	Neighbor told officer
0	Lost & Found slip at shelter
<b>5</b>	<b>Total</b>

Incident No.	Offense	Court	
2011-17466	Barking dog	Municipal court	Signed complaint
2011-17443	Rabies Vacc/Shots	Municipal court	
2011-17276	Rabies Vacc/Shots	Municipal court	Signed complaint
2011-17103	Rabies Vacc/Shots	Municipal court	
2011-17102	Rabies Vacc/Shots	Municipal court	
2011-16963	Nuisance of Animal	Municipal court	
2011-16947	Animal Exposure		
2011-16908	Rabies Vacc/Shots	Municipal court	
2011-16877	Rabies Vacc/Shots	Municipal court	
2011-16550	Rabies Vacc/Shots	Municipal court	
2011-16410	Dog at Large	Municipal court	
2011-16398	Nuisance of Animal	Municipal court	
2011-16311	Animal Exposure		
2011-16872	Abandonment	Municipal court	
2011-17515	Movement of Animal	Municipal court	
2011-17412	Dog at Large	Municipal court	
2011-17369	Rabies Vacc/Shots	Municipal court	
2011-17034	Rabies Vacc/Shots	Municipal court	
2011-16884	Dog at Large	Municipal court	
2011-16540	Dog at Large	Municipal court	
2011-16485	Dog at Large	Municipal court	
2011-16449	Rabies Vacc/Shots	Municipal court	
2011-16365	Rabies Vacc/Shots	Municipal court	
2011-16349	Rabies Vacc/Shots	Municipal court	
2011-17527	Cruelty to animals	Municipal court	
2011-17437	Rabies Vacc/Shots	Municipal court	
2011-17130	Rabies Vacc/Shots	Municipal court	
2011-16676	Dog at Large	Municipal court	
2011-16485	Dog at Large	Municipal court	
2011-17073	Rabies Vacc/Shots	Municipal court	
2011-16870	Cruelty to animals	Municipal court	
2011-16831	Rabies Vacc/Shots	Municipal court	
2011-16722	City Pet license	Municipal court	
2011-16717	City Pet license	Municipal court	