

City of Norman
Animal Shelter Oversight Committee
Municipal Building, Multi-Purpose Room
201 West Gray
Monday, February 22, 2016
6:00 p.m.

- I. Call to Order.....Chairperson Mark Howery
- II. Roll Call.....Chairperson Mark Howery
- III. Discussion & Approval of the January Minutes.Chairperson Mark Howery
Action needed: Approval of Minutes
Action taken: Jennifer Kidney motioned to approve the minutes as they are. Ginger Noble seconded. The motion was carried.
- IV. Monthly Statistics AWS John Bowman
Action needed: Acknowledge Presentation
- V. Low or No Cost Spay and Neuter Program.....AWS John Bowman
Action Needed: Acknowledge Presentation
- VI. Construction Update..... Deputy Chief Maisano
Action Needed: Acknowledge Presentation
- VII. Foster Program Update..... AWS John Bowman
Action Needed: Acknowledge Presentation
- VIII. Standard Operating Procedures Update..... CPT. Lance Arnold
Action Needed: Acknowledge Presentation
- IX. Review of Biennial Report.....Chairperson Mark Howery
Action Needed: Discussion and Possible Action
Action Taken: none
- X. Adoption / Emergency Response Trailer.....Deputy Chief Maisano
Action Needed: Motion to Recommend or Not
Action Taken: Jayne Crumpley made a motion to recommend the purchase of the trailer. Ginger Noble seconded. All voted in favor.
- XI. Miscellaneous CommentsChairperson Mark Howery
- XII. Adjournment.....Chairperson Mark Howery
Action needed: Motion to adjourn meeting
Action Taken: Jayne Crumpley motioned to adjourn the meeting. Ginger Noble seconded. The motion was carried.

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
February 22, 2016

The Norman Animal Welfare Center Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose room on the 22nd day of February, 2016, at 6:00 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 18th of February, 2016. 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 6:01 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Chairperson Mark Howery
Jayne Crumpley
Jennifer Kidney PhD
Councilman Stephen Tyler Holman
Kathryn Schwartz Bierman
Rebecca Bean
Ginger Noble, D.V. M.
Joe Carter, D.V.M.

ABSENT: none

OTHER PRESENT:

Mayor Cindy Rosenthal
Jeanne Snider, Assistant City Attorney
Rick Knighton, Assistant City Attorney
Deputy Chief Maisano
Captain Lance Arnold
John Bowman, Animal Welfare Supervisor
Darci Poe, Norman Animal Welfare

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III. APPROVAL OF THE JANUARY MINUTES

Chairperson Mark Howery asked if there were any corrections to the minutes. Jennifer Kidney said she would like to approve the minutes as they are. Dr. Ginger Noble seconded. The motion was carried, the minutes approved.

IV. MONTHLY STATISTICS

John Bowman went over the monthly statistics. Dr. Joe Carter asked what the capacity of the current space was. John Bowman answered 48 dog kennels, 4 group cat rooms, 16 cat condos and 20 stainless steel cat condos in the multi-purpose room. Chairperson Mark Howery asked if there will be two cat impound rooms in Phase II. John Bowman answered yes.

Dr. Joe Carter asked why there was a large increase of city pet licenses this year in comparison to last year. John Bowman answered that last year we started selling licenses in December; this year we didn't start until January. He said we anticipated the ordinance getting changed before January 1st which would have allowed for either a one or three year license. Dr. Joe Carter said he would like to review again a more user friendly online service for people to purchase city pet licenses instead of having to come to Animal Welfare. John Bowman explained where citizens can purchase city pet licenses and that there would be a third party fee for the online option. John Bowman explained the city pet license fees and what the vendor keeps from those costs. Kathryn Schwartz Bierman asked John if he knew what the third party fee would be. John Bowman answered that has not been explored and part of that is to have partnerships with local veterinarians. Dr. Joe Carter said he was disappointed that this has not been done; it has been talked about in the past and he feels like this would increase revenue. He asked if we need to have a motion from the committee to direct the Animal Welfare department to implement the program for the next calendar year? Deputy Chief Maisano said you can't at this time; it is not on the agenda. Dr. Joe Carter asked Mark to put it on the next month's agenda.

Mayor Rosenthal said the question is whether or not the committee has the authority to order staff to do this, period. She said we can look at it, and we can make a recommendation to city council. She said there are a lot of other costs associated with this that may not be apparent to us. She said it is not within our domain or our authority to tell the staff to implement programs. She said this committee has no authorization over budget; its role is to promote adoptions, and there is no management authority. Dr. Joe Carter asked how can we change that. Mayor Rosenthal said that would mean a change of ordinance, of the resolution. She said furthermore, if you look at the resolution, this was to be a temporary committee. She said it was to get the adoption center up and running, off the ground, and successful, and to work with the citizens to promote public educations about adoptions of pets. She said since then, members of this committee have seen their charge to be much broader than that. That is not what is in the resolution.

There was discussion and explanation on how the money generated form city pet licenses goes in to the general fund and how it gets appropriated to Animal Welfare.

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V. LOW COST OR NO COST SPAY AND NEUTER PROGRAM

John Bowman went over the chart provided in the packet for the low or no cost spay and neuter program for Norman residents.

VI. CONSTRUCTION UPDATE

Deputy Chief Maisano said he is pleased to say we are now looking at it being down to weeks for completion versus months to completion. The plumbing fixtures are being installed, primer paint is 97% done, the insulation and duct work are complete, doors and windows are installed, ceiling grid is in place, and will be ready for the grills to be in place for the HVAC to be installed. He said the floor passed the humidity test and the epoxy floor should be put in soon; they are sanding and buffing. The sprinkler system is getting installed. He said the contractor should be out by the end of March and he will work with Brenda to set a time for a ribbon cutting ceremony. He said they have already contacted parks about the trees for planting. Rebecca Bean asked if all the members could attend the ceremony or would it be an open meetings problem. Mayor Rosenthal said it would be a posted event so the committee would be able to be there.

VII. FOSTER PROGRAM UPDATE

John Bowman said he and Mandy are working on the foster program information. When it is complete, he will send it to staff and city legal, and then to the AWOC for everyone to read; he hopes to have this done within 60 days. Rebecca Bean asked what will be provided to fosters. John Bowman answered the program will be comparable to surrounding shelters. He said Mandy administered the foster program in Oklahoma City.

VIII. STANDARD OPERATING PROCEDURES UPDATE

Captain Lance Arnold said he has reached out to in state and out of state groups regarding standard operating procedures for animal welfare. He said he has read through the American Society for the Prevention of Cruelty to Animals (ASPCA), which are great; however, they have no field services standard operating procedures. He said he spoke to Austin Animal Services, and they are sending theirs to us. He also spoke to Cedar Rapids, Iowa, whose SOPs are very similar to the American Society for the Prevention of Cruelty to Animals standards but also include their own field service procedures. He said he has found that it is common animal shelters not to have standard operating procedures. He is hoping to move forward and begin working on them by breaking them into sections. Chairperson Mark Howery said anything related to the care of animals is what we would be interested in. He said that if a work group wanted to be put together with one or two of the committee members, they would look forward to working with you.

IX. REVIEW OF BIENNIAL REPORT

Jennifer Kidney had a hand out (included in posted minutes). Kathryn Schwartz Bierman and Rebecca Bean had a hand out for the committee as well (included in posted minutes). Chairperson Mark Howery said his thought was we would look at these, discuss this now or treat it as homework, and come back together next month

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with all the pieces. Jennifer Kidney said we can email them to Darci to get it to everyone.

X. ADOPTION / EMERGENCY RESPONSE TRAILER

Jayne Crumpley made a motion to recommend the purchase of the trailer with the donation money. Dr. Ginger Noble seconded the motion.

Deputy Chief Maisano gave a presentation about the adoption / emergency response trailer (included in posted minutes). He also read a letter from Lindy Gans Ritz to the committee (included in posted minutes). He said the vendors will honor the bid until the end of February.

Committee Discussion:

There was a discussion on the wrap of the trailer and having the Gans name somehow mentioned on the trailer. Jayne Crumpley asked if after this passes, assuming it will pass, will there be another thank you letter sent to the family. Deputy Chief Maisano answered yes. He said it is on the agenda for the council meeting tomorrow.

Chairperson Mark Howery asked if the trailer will accommodate dogs and cats. Deputy Chief Maisano answered yes. Chairperson Mark Howery said since there are 33 kennels, which is much larger than the usual five to eight they normally have, would Animal Welfare partner with rescue groups in the future for adoption events. Deputy Chief Maisano answered that he can't say right now; he can't say it would not be a possibility in the future. Jennifer Kidney said they need to get the trailer first. Dr. Ginger Noble said the 33 kennels would be great for an emergency situation.

There was a discussion on the size, contents, maintenance, and on what vehicle could tow the trailer.

There was also a discussion on use of the trailer and how often, which would depend on staff and volunteer support.

Jayne Crumpley asked how long it would take, what the delivery date may be. Deputy Chief Maisano said he was told 90 days.

Rebecca Bean asked what we might do with rest of the funds. She said Bob Ingersole recommended Animal Rescue Corps; their mission is to do consultations to rescues and sanctuaries. She has some information on that, and it would be great use of the money. Chairperson Mark Howery said he would like to make a "wish list" for the future. Jennifer Kidney said that is for staff to decide. Chairperson Mark Howery said he meant for the committee to work with staff. Deputy Chief Maisano said he can see this being a future agenda item when the agenda is not so full. Kathryn Schwartz Bierman said we have an opportunity every year when we give our annual report to council to incorporate the needs and desires that Animal Welfare wants. She said that is one way we can work with Animal Welfare.

Public Comments:

Kim Fairbanks said she thinks it should have already been approved.

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Roll Call Vote:

Chair Mark	Howery	yes
Rebecca	Bean	yes
Dr. Joe	Carter	yes
Jayne	Crumpley	yes
Stephen	Holman	councilman
Jennifer	Kidney	yes
Dr. Ginger	Noble	yes
Kathryn	Schwartz Bierman	yes

The motion passed.

XI. MISCELLANEOUS COMMENTS

Rebecca Bean asked where we stood on the no kill resolution. Jeanne Snider said we needed an updated letter, then get it on a council agenda. Chairperson Mark Howery said he will update the letter, then send it to Darci for everyone to review.

Dr. Joe Carter asked if we officially changed the name of this committee. Jeanne Snider said it got a resolution number in 2011 but it did not go any farther.

Deputy Chief Maisano explained what the Society of Animal Welfare Administrators certification is and congratulated John Bowman for achieving this distinction. Jayne Crumpley congratulated John on receiving the civilian employee of the year award also. Councilman Stephen Holman asked if that was for anyone who is not a police officer. Deputy Chief Maisano answered anyone who is not a commissioned officer.

Chairperson Mark Howery said thank you for the summary of the Animal Welfare Expo (included in posted minutes).

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Jayne Crumpley at approximately 7:40p.m. The motion was seconded by Ginger Noble, the motion was carried.

ATTEST:

Mark Howery Chairperson

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Roll Call Vote:

Chair Mark	Howery	yes
Rebecca	Bean	yes
Dr. Joe	Carter	yes
Jayne	Crumpley	yes
Stephen	Holman	councilman
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ATTEST:



Mark Howery Chairperson

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
January 2016**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	56		49	
Number impounded this month	147	1179	119	901
Owner relinquish	10	61	7	74
In field pickup	0	1	0	13
Adoption returns	2	37	3	15
Disposal	1	19	0	22
Picked up dead	2	32	4	29
Number redeemed	23	176	30	190
Number adopted to public	59	448	41	302
Number turned to rescues	32	122	11	99
Number euthanized - Adoptable	0	0	0	28
Number euthanized - Non adoptable	5	49	6	98
Number died for unknown reason	6	12	1	2
Number fostered	33	329	25	76
Escaped	1	4	0	2
Total now on hand	41		50	
CATS:				
Number on hand from last month	16		15	
Number impounded this month	108	864	66	711
Owner relinquish	17	72	3	82
In field pickup	0	2	0	29
Adoption returns	2	9	0	3
Disposal	1	11	0	59
Picked up dead	11	51	11	65
Number redeemed	2	12	5	6
Number adopted to public	52	328	19	163
Number turned to rescues	8	47	17	118
Number euthanized - Adoptable		0	0	22
Number euthanized - Non adoptable		101	2	230
Number died for unknown reason		32	0	6
Number fostered		267	9	46
Escaped	0	1	0	3
Total now on hand	50		18	
MISCELLANEOUS:				
Domesticated Animals	1	14	0	8
Wildlife	32	439	77	568
TOTAL	33	453	50	576

NOTES:

	FY2016		FY2015	
SAFETY REPORT	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	3	0	7
City Vehicle Damaged	1	1	0	0
Vehicle Accidents Reviewed	1	1	0	1
a. Employee Responsible	1	1	0	0
b. Employee Not Responsible	0	0	0	1

PET LICENSES ENFORCEMENT ACTION	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	968	968	616	616
Citations Issued (AWO)	30	811	38	145
Citations Issued (Private Citizen)	2	27	1	3
Warnings Issued	6	59	6	23

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$455.00	\$4,611.00	\$980.00	\$6,520.00
10-1532 Amount-dog adoption	\$2,220.00	\$17,309.60	\$2,005.00	\$16,510.00
10-1531 Amount-cat redemption	\$70.00	\$225.00	\$55.00	\$275.00
10-1532 Amount-cat adoption	\$2,940.00	\$18,300.00	\$950.00	\$8,655.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$55.00
10-1532 Amount-Misc. adoption	\$30.00	\$120.00	\$0.00	\$35.00
10-1533 Miscellaneous	\$395.00	\$2,625.00	\$505.00	\$7,219.00
TOTAL	\$6,110.00	\$43,190.60	\$4,495.00	\$39,269.00
Donation 010-0000-227.24-31	\$365.00	\$2,672.00	\$428.00	\$23,505.46
Donation account balance		\$88,538.31		\$55,485.96

Liability payback (July to June) 2003 Adoption expansion	This Month	Year to Date	This Month	Year to Date
Payback Balance	-\$4,692.00		\$13,551.50	
22-L432 Liability - pet licenses	\$5,720.00	\$14,129.00	\$4,001.50	\$12,933.00
TOTAL (New Balance)	-\$1,412.00		\$9,550.00	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	52	315	22	244
Cats	46	278	14	114
TOTAL	98	593	36	358

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	8	35	5	24
Cats	1	8	1	7
Other	0	0	0	1

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Kennel Statistics Report
Intakes from 01/01/16 to 01/31/16

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	96	51	71	37	1	32	288
CONFISCAT	2	0	0	0	0	0	2
POLICE	2	0	0	0	0	0	2
DISPO REQ	3	0	12	0	0	21	36
FIELD	2	0	11	0	0	21	34
OTC	1	0	1	0	0	0	2
EUTH REQ	1	0	0	0	0	0	1
OTC	1	0	0	0	0	0	1
FOSTER	31	21	20	28	0	0	100
FIELD	1	0	1	0	0	0	2
OTC	30	21	19	28	0	0	98
NEW BORN	0	15	0	0	0	0	15
OTC	0	15	0	0	0	0	15
OWNER SUF	8	2	14	3	1	0	28
FIELD	0	0	1	0	0	0	1
OTC	8	2	13	3	1	0	27
RETURN	1	1	2	0	0	0	4
OTC	1	1	2	0	0	0	4
STRAY	50	12	23	6	0	0	91
FIELD	18	2	9	1	0	0	30
OTC	32	10	14	5	0	0	61
WILDLIFE	0	0	0	0	0	11	11
FIELD	0	0	0	0	0	5	5
OTC	0	0	0	0	0	6	6

Rabbit

Kennel Statistics Report

Outcomes from 01/01/16 to 01/31/16

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	97	65	62	39	1	32	296
ADOPTION	48	43	35	25	1	0	152
IN FOSTER	22	11	15	16	0	0	64
RESCUE GRP	8	24	6	2	0	0	40
WALKIN	18	8	14	7	1	0	48
DIED	2	4	1	8	0	0	15
AT VET	1	0	0	0	0	0	1
IN FOSTER	1	1	1	8	0	0	11
IN KENNEL	0	3	0	0	0	0	3
DISPOSAL	3	0	12	0	0	21	36
CREM-PRIV	1	0	1	0	0	0	2
CREM-SHELT	2	0	11	0	0	21	34
EUTH	3	2	0	0	0	0	5
ILL SEVERE	0	1	0	0	0	0	1
INJ SEVERE	2	0	0	0	0	0	2
PARVO	1	0	0	0	0	0	1
UNDRAGE/WT	0	1	0	0	0	0	1
FOSTER	17	16	12	6	0	0	51
BEH MANAGE	0	0	1	1	0	0	2
ILL MINOR	0	0	1	0	0	0	1
SPACE	17	15	10	5	0	0	47
TIME/SPACE	0	1	0	0	0	0	1
MISSING	1	0	0	0	0	0	1
IN FOSTER	1	0	0	0	0	0	1
RTO	23	0	2	0	0	0	25
LOST RPT	2	0	0	0	0	0	2
MICROCHIP	2	0	1	0	0	0	3
PHONE	7	0	1	0	0	0	8
WALKIN	11	0	0	0	0	0	11
WEB	1	0	0	0	0	0	1

Rabbit



	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TRANSFER	0	0	0	0	0	11	11
WILDCARE	0	0	0	0	0	11	11

	TRANSFER
Wildcare Wildcare	11
Total	11

Kennel Statistics Report
Animals On Hand on 01/31/16

	DOG	PUPPY	CAT	KITTEN	Total
Total	38	3	22	1	64
CLEVELAND CNTY	2	0	0	0	2
NORMAN	36	3	22	1	62

Spay/Neuter Activity Between 1/1/2016 and 1/31/2016

	Neuter	Spay	Total
CAT	8	16	24

A019502	A020905	A021566	A021252	A019680
A021664	A021276	A021277	A021547	A021699
A021924	A021991	A020521	A021207	A022274
A022276	A022277	A022275	A022211	A021938
A022094	A022118	A022136	A022162	

	Neuter	Spay	Total
DOG	16	18	34

A020613	A021314	A021408	A021481	A021482
A021684	A021895	A021336	A021407	A021685
A021811	A021812	A021861	A021986	A021900
A021511	A021990	A021000	A020658	A021124
A021698	A021713	A021215	A021542	A021557
A021890	A021914	A021239	A022024	A022050
A021913	A022112	A022196	A022129	

	Neuter	Spay	Total
KITTEN	12	10	22

A020697	A021196	A021281	A021515	A020523
A020525	A021638	A022032	A022033	A020768
A021787	A021257	A020194	A021263	A022101
A020696	A020589	A020669	A021069	A021856
A021857	A022165			

	Neuter	Spay	Total
PUPPY	11	7	18

A021539	A021948	A021883	A021885	A021801
A021835	A022012	A022011	A022057	A022056
A022058	A021951	A022055	A021951	A021949
A021621	A021945	A022159		



Monthly Service By Assignment

January 2015 to January 2016
Animal Welfare Volunteers

Place	Assignment	Jan 2015 Hours	Feb 2015 Hours	Mar 2015 Hours	Apr 2015 Hours	May 2015 Hours	Jun 2015 Hours	Jul 2015 Hours	Aug 2015 Hours	Sep 2015 Hours	Oct 2015 Hours	Nov 2015 Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	6:30	0:00
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	0:00	0:00	0:00	1:00	1:00	3:15	6:30	16:40	23:30	10:15	18:27
	NAWC-Community Outreach Volunteer	2:30	5:45	0:00	2:00	11:00	22:30	2:00	7:00	3:00	5:00	4:00
	NAWC-Dog Handler	8:25	7:30	3:50	5:00	2:00	9:30	13:00	8:15	46:50	32:00	28:12
	NAWC-Foster Program	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	0:00	0:00	0:00	0:00	0:00	6:00	7:00	9:30	6:30	6:00	8:31
	NAWC-Lobby Greeter	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00	5:00	5:00	7:25
	NAWC-Orientation	0:00	0:00	0:00	0:00	1:45	0:00	0:00	2:00	8:00	12:30	4:00
	NAWC-Photographer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	17:30	10:30	15:20	13:15
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Total	10:55	13:15	3:50	8:00	15:45	41:15	28:30	64:55	103:20	92:35	83:50
Grand total		10:55	13:15	3:50	8:00	15:45	41:15	28:30	64:55	103:20	92:35	83:50

	Dec 2015 Hours	Jan 2016 Hours	Total Hours
	0:00	0:00	0:00
	0:00	0:00	6:30
	0:00	0:00	0:00
	34:28	38:24	153:29
	8:00	3:50	76:35
	37:02	36:28	238:02
	0:00	0:00	0:00
	17:06	20:01	80:38
	31:16	31:01	83:42
	7:15	11:00	46:30
	8:30	31:06	96:11
	0:00	0:00	0:00
	143:37	171:50	781:37
	143:37	171:50	781:37

Low or No Cost Spay and Neuter Program

AWS

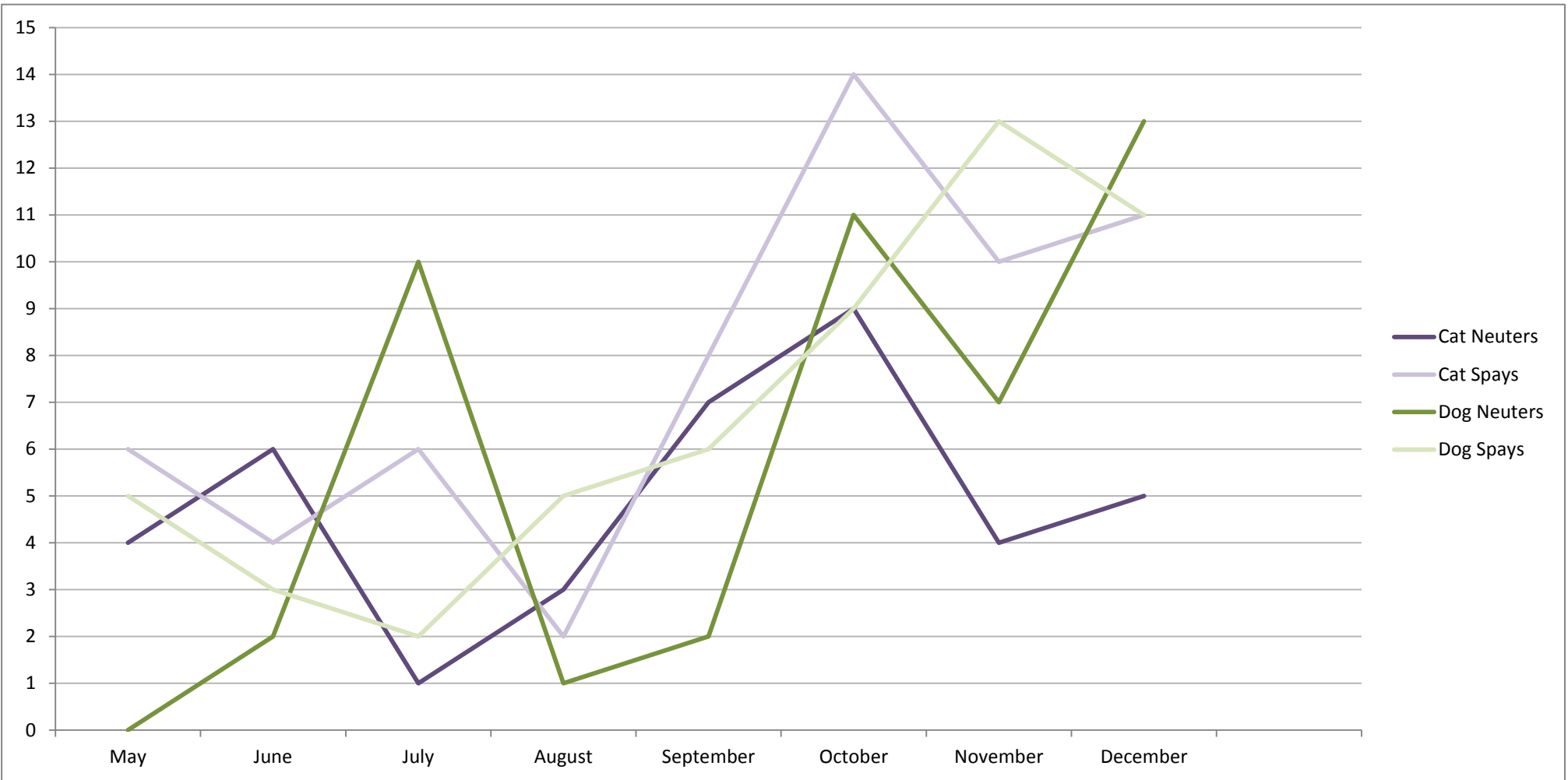
John Bowman

NORMAN ANIMAL WELFARE

Spay and Neuter for Norman Pets

May - December 2015

Month	May	June	July	August	September	October	November	December
Cat Neuters	4	6	1	3	7	9	4	5
Cat Spays	6	4	6	2	8	14	10	11
Dog Neuters	0	2	10	1	2	11	7	13
Dog Spays	5	3	2	5	6	9	13	11
Totals	15	15	19	11	23	43	34	40



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Construction Update

AWS

John Bowman

Standard Operating Procedures Update

CPT

Lance Arnold

Review of Biennial Report

Chairperson
Mark Howery

NORMAN ANIMAL WELFARE
Annual Report
2013-2014

Educate the Community

In 2013 and 2014, Norman Animal Welfare held monthly off-site adoption events on Saturdays at PetSmart. These resulted in 31 adoptions. Staff also developed poster presentations—one on “Pets and Your Safety” and one on proper pet care—suitable for elementary school children. They presented two programs at Jackson Elementary School in 2014. They hope to develop similar programs for middle schools and high schools in the future. Staff also attended National Certification for Animal Cruelty Investigation classes in March 2013 and April 2014, completing their certification in this program.

Coordinate Volunteer Services for Norman Animal Welfare

The Animal Welfare Oversight Committee (AWOC) welcomed the formation of Friends of the Animals of Norman (FAN), thinking it might provide a solution to having a viable volunteer program for the Norman Animal Welfare Center. We learned subsequently, however, that Norman Animal Welfare, like most municipal animal shelters, can contract only with individuals, not organizations, to provide volunteer services. As a result, an ad hoc work group was formed, including two AWOC members—Mark Howery and Jennifer Kidney—and four Animal Welfare staff members. The work group met every three weeks from July 31 through December 4, 2014. Before beginning, we reviewed best practices and volunteer guidelines from national humane organizations and animal welfare centers across the country. We began by revising the volunteer orientation script, then determined which volunteer positions were both feasible and most needed. Finally we wrote job descriptions for each position. At our November meeting, Jacob Hunt, the Police Department volunteer coordinator, made a presentation on Volgistics, a recently acquired computer program that can track job-specific volunteer activities.

NORMAN ANIMAL WELFARE
Annual Report
2015

Educate the Community

In 2015, only one PetSmart adoption event was held, partly due to staff changes and the slow build-up of the volunteer program. Three other off-site adoptions—one at Reeves Park on October 25 and two at the Police Department Training Center on November 21 and December 5—were held to place animals rescued from a puppy mill, and all of the animals were adopted. In May and June, some cats were placed at PetSmart, resulting in a few adoptions, as well.

Staff made one poster presentation at Washington Elementary School in 2015, but they are working on strategies to take them to more schools. A brochure providing details about the low-cost spay and neuter program was developed and included in elementary school students' Thursday packets in October. Throughout the year, various groups toured the Center, including Purcell Day Care, Christian Life Day Care, Trinity Lutheran Vacation Bible School, Girl Scouts, and the Youth Council.

The Animal Welfare Center also hosted or co-hosted several special educational and outreach events in

2015. In June, professional groomer Kristy McGovern presented a grooming workshop. In July, Nanette Martin presented the Shelter Me Photography workshop. This workshop also included the donation of a photo staging set-up to the Center. In November, Hands Helping Paws co-hosted Puppies, Poems, and Pies at the Center at which students read their own original poems about their pets and pie was served, followed by a tour of the Center. Hands Helping Paws also co-hosted Halloween and Christmas photo events at the Center.

Coordinate Volunteer Services for Norman Animal Welfare

The volunteer program, now administered through the Police Department with Animal Welfare staff providing orientation and job-specific training, started off slowly but began to grow noticeably mid-year. In January, for example, we had only three people volunteering their time and services, but by September, we had thirty-three volunteers and similar numbers through the end of the year. There is also now a Volgistics kiosk at the Center enabling volunteers to sign in, log in their hours, and sign out. With the hiring of an adoption-volunteer coordinator in 2016, we expect the volunteer program will continue to grow.

1. Ensure that the Animal Shelter and Pet Adoption Facility are run in a humane manner in accordance with established and recognized standards for animal shelters:

2013

The 2013 calendar year brought 1,116 cats/kittens and 1,447 dogs/puppies into the Norman Animal Shelter. During that same year, 266 dogs/puppies and 376 cats/kittens were euthanized or died in the shelter (18% and 33% respectively), while 448 cats/kittens and 1,093 dogs/puppies were redeemed by their owners, adopted, or transferred to rescues (40% and 75%).

The animal intake numbers are lower than those listed in previous years' reports from 2010, indicating that the focus on spaying and neutering by Norman Animal Welfare and area rescues is having an impact on impound numbers.

John Bowman requested help from the committee in developing written Standard Operating Procedures (SOPs) for intake all the way through adoption, which are critical to ensuring the shelter is run in accordance with established shelter standards. As of the date of this report, the Committee cannot confirm the comprehensiveness of these SOPs and will encourage their development as Phase 2 of the new shelter is finalized.

2014

During the 2014 calendar year, 1,519 dogs/puppies and 973 cats/kittens were impounded at the Norman Animal Shelter. Of the animals received, 177 dogs/puppies (11%) and 271 cats/kittens (27%) were euthanized or died in the shelter and 464 cats/kittens (47%) and 998 dogs/puppies (65%) were redeemed, adopted, or transferred. Significant for 2014 is the impact of the foster-to-adopt program, into which 123 cats/kittens (12%) and 259 dogs/puppies (17%) were placed.

Adoption / Emergency Response Trailer

Deputy Chief
Maisano



Animal Welfare Division Adoption and Rescue Trailer



January 26, 2016



Animal Welfare Division
Adoption and Rescue Trailer



Purpose and Need for an Adoption and Rescue Trailer

- From February 2013 through January 2015, the Animal Welfare Center averaged one off-site adoption event per month. Center Staff anticipate resuming the frequency of these events when construction of the new center is complete.
- A trailer will allow more animals to be safely taken to the off-site events.
- An adoption trailer presents a more positive view of the animals and can help increase adoptions.

Animal Welfare Division
Adoption and Rescue Trailer



Purpose and Need for an Adoption / Rescue Trailer

- The trailer can be setup as a collection location during emergency events – e.g., tornados, wildfires, etc.
- The trailer can be set up as a collection location during animal abuse investigations that involve a large number of animals – e.g., September 11, 2015 Seizure at 3800 Frontier Circle.
- The trailer will have an exam area so animals can be screened and evaluated for injuries upon intake.

Animal Welfare Division
Adoption and Rescue Trailer



- Acquiring an Adoption and Rescue Trailer has been a long term goal for the Animal Welfare Center.
- Staff pursued an Adoption and Rescue Trailer through the budget process and informed the Animal Welfare Oversight Committee.
 - November 19, 2007
 - January 28, 2008
- Budget requests were made in FY08, FY09, and FY10; however, the project was unfunded.

Animal Welfare Division
Adoption and Rescue Trailer



- **FY 2011-2016:** an Adoption Trailer has not been requested in recent years due to cost and expected budget limitations.
- **Strategic Plan:** an Adoption Trailer is not currently included in Strategic Plan.
 - Strategic Plan is generally a 3-5 year plan.
 - Staff did not anticipate funding within 5 years due to the economy and budget limitations; consequently, an adoption and rescue trailer is not on the current plan.
 - Although not listed on the current Strategic Plan, the Animal Welfare Division has not abandoned its desire for an Adoption and Rescue Trailer.

Animal Welfare Division
Adoption and Rescue Trailer



- On November 25, 2014, Council accepted a donation from the Gans Charitable Trust.
- The donation requires that the funds be used by the Norman Animal Welfare Center.
- The amount is \$62,398.

Animal Welfare Division
Adoption and Rescue Trailer



- Although not listed as a separate agenda item, comments have been made at Animal Welfare Oversight Committee meetings regarding how the donated funds should be used.
- Recommendations from the committee members and the public include:
 - Hiring staff at the Animal Welfare Center.
 - Hiring a Veterinarian.
 - Emergency funds for treating sick/injured animals.
 - Purchase of supplies for Foster Program.

Animal Welfare Division
Adoption and Rescue Trailer



- Animal Welfare staff's general response has been:
 - Donated funds are generally a one-time source of income.
 - As a general rule, the City does not use donated funds for recurring expenditures – e.g., staff positions or operating expenses.
 - If used on expendable items, there is no long term benefit from the donation.

Animal Welfare Division
Adoption and Rescue Trailer



- In a written response to question from the November 24, 2014, Animal Welfare Oversight Committee Meeting, staff explained:
 - An appropriation request to City Council is required to spend the funds donated by the Gans Charitable Trust.
 - It is not a best practice to place donated funds into an operation account since donations are one-time and budgeted accounts are recurring from year to year.

Animal Welfare Division
Adoption and Rescue Trailer



- August 3, 2015 Committee Meeting
 - Oversight Committee Member Dr. Joe Carter commented on the large increase in the donation account.
 - There was some discussion on what donated funds could be used for.
 - Staff stated that Gans Charitable Trust donation should be a long term benefit for the center.
 - Staff indicated they were considering a request to purchase an adoption trailer with the donated funds.

Animal Welfare Division
Adoption and Rescue Trailer



- Bids were sent to four (4) vendors.
- Two bids returned.

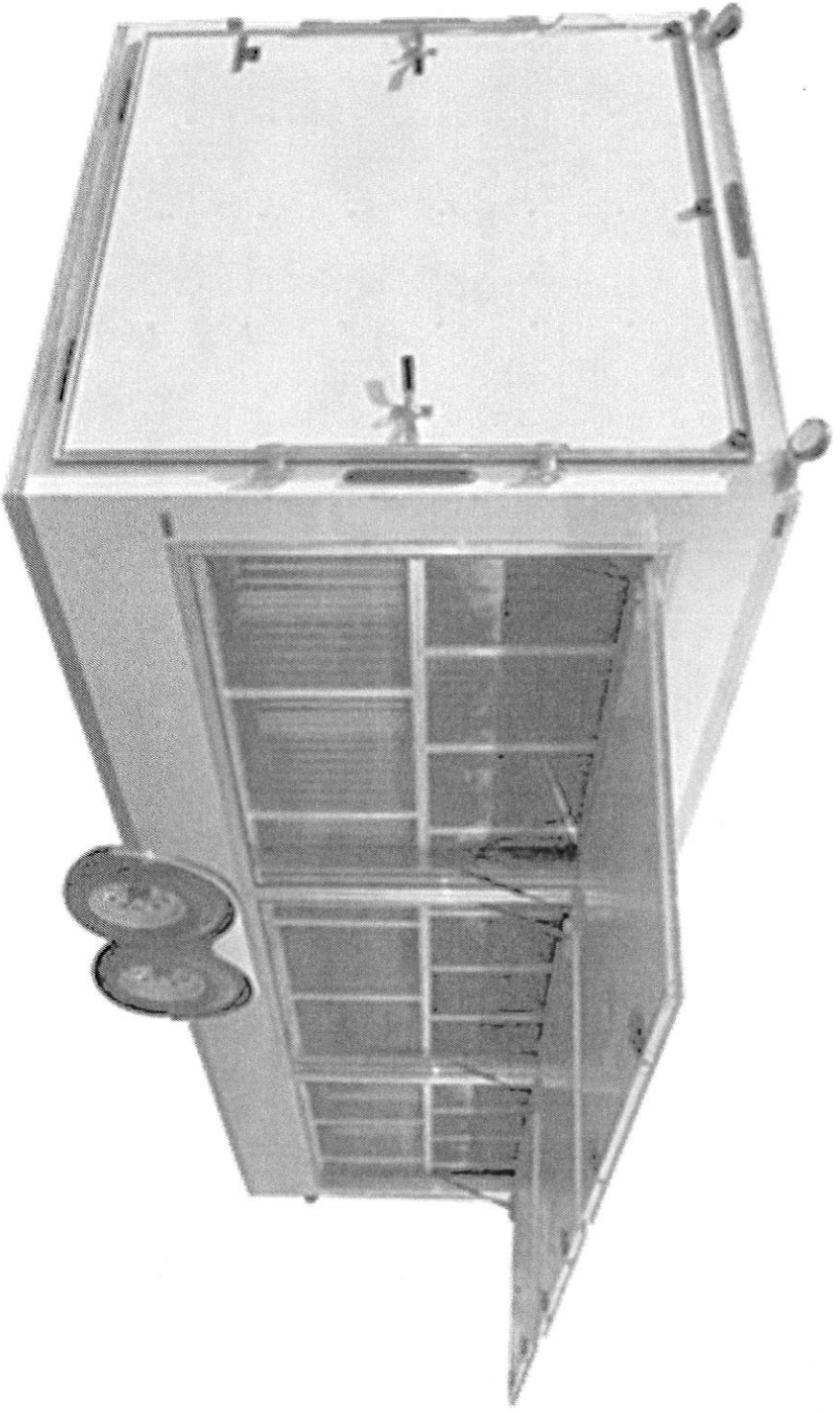
Jackson Creek		Jones Trailer	
Bid – Custom Trailer	\$44,173		\$53,751
Install exam table	\$1,250		
Delivery/Pick-up	Delivery included		Pick-up in Texas
Total	\$45,423		\$53,751

Animal Welfare Division
Adoption and Rescue Trailer

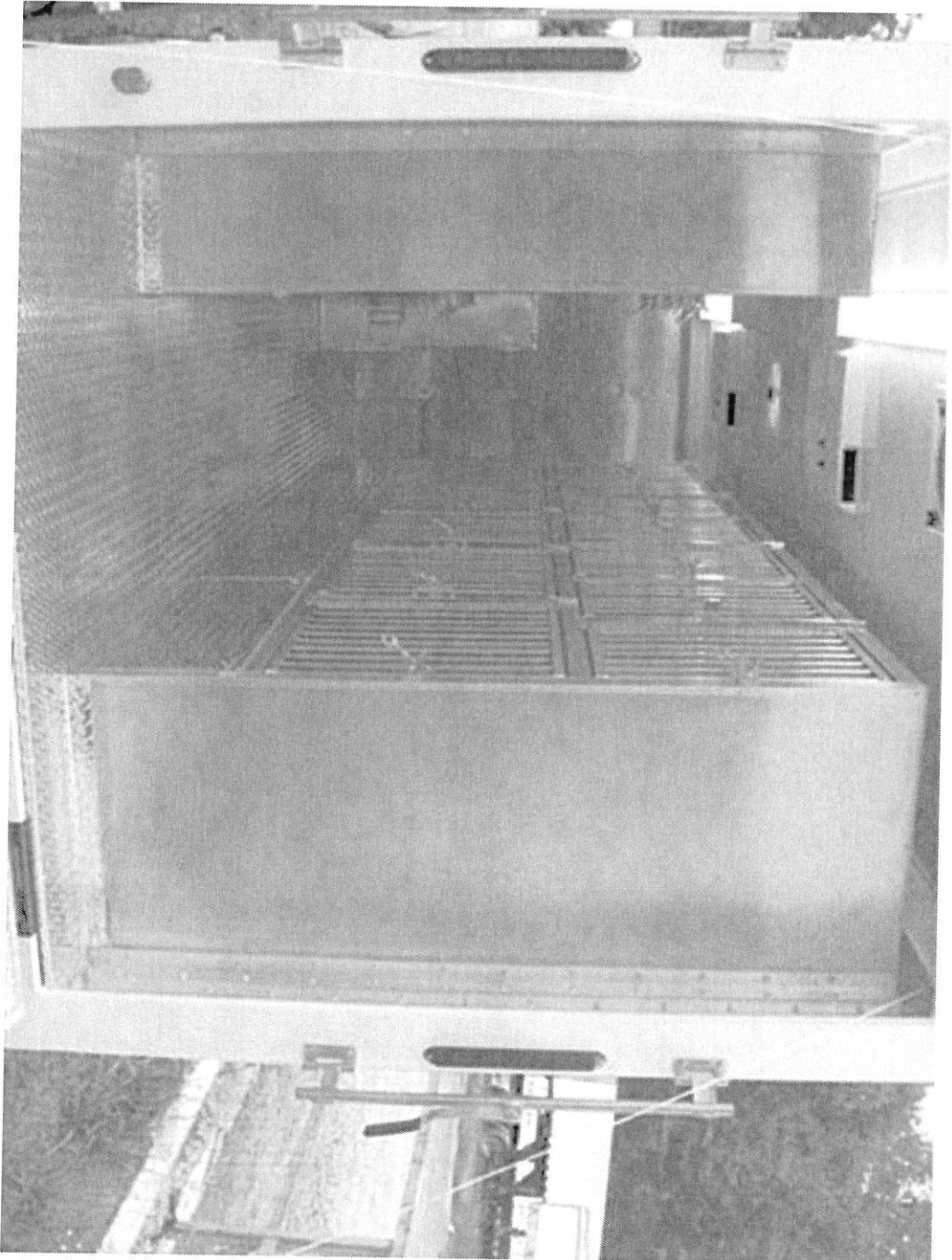


- On December 11, 2015, Major J.D. Younger spoke with Lindy Ritz, the daughter of Sonia Gans, Trustee of the Gans Charitable Trust, about the staff's plan to use the funds donated by the Trust for an Adoption and Rescue Trailer.
- She was very supportive of the proposed use of the funds.
- She welcomed the recognition on the trailer that the trailer was funded through the Gans Charitable Trust.

Animal Welfare Division
Adoption and Rescue Trailer



Animal Welfare Division
Adoption and Rescue Trailer



Animal Welfare Division
Adoption and Rescue Trailer



The Ritz Group LLC

3201 St. Clair Norman ,OK 73072
405-831-5735
lritz@cox.net

February 16, 2016

To The Norman City Council:

My Mother, Sonia Seabrook Gans, passed away in June of 2014. In the Gans Family Trust, several charitable donations were stipulated. One such donation was designated to the Norman Animal Welfare Center.

My Mother had a true love of animals and wanted the money directed to make a capital investment. She would have been thrilled to know that the new Center is close to completion.

I have been briefed on the possibility of purchasing a state of the art adoption and rescue trailer and am of the opinion that this investment would meet the intent of her bequest. This vehicle would enhance the capabilities of the Center and the humane treatment of the animals.

Thank you for your support in honoring her wishes.

Warm regards,

Lindy Gans Ritz



Miscellaneous Comments