

**City of Norman
Animal Shelter Oversight Board**

**Municipal Building
Multi-Purpose Room
201 West Gray**

**Monday, January 25, 2016
6:00 p.m.**

- I. Call to Order.....Chairperson Mark Howery
- II. Roll Call.....Chairperson Mark Howery
- III. Discussion & Approval of the November Minutes.....Chairperson Mark Howery
Action needed: motion to approve or reject minutes
Action Taken: Jennifer Kidney motioned to approve, Jayne Crumpley seconded. Motion was carried.
- IV. Monthly Statistics AWS John Bowman
Action needed: Acknowledge Presentation
- V. Construction Update..... AWS John Bowman
Action Needed: Acknowledge Presentation
- VI. Introduction of New Employees at NAWCCaptain Arnold
Action Needed: Acknowledge Presentation
- VII. Continued Discussion of Proposed Volunteer Recognition Award Program.....Chairperson Mark Howery
Action Needed: Discussion
- VIII. Progress on the 2013/14 Biennial Report to City Council.....Chairperson Mark Howery
Action Needed: Discussion
- IX. Miscellaneous Comments.....Chairperson Mark Howery
- X. Adjournment.....Chairperson Mark Howery
Action needed: Motion to adjourn meeting
Action Taken: Jennifer Kidney made a motion to adjourn. Jayne Crumpley seconded. The motion was carried.

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
January 25, 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 25th day of January, 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 21st of January, 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 6:04 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

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

ABSENT:

Joe Carter, D. V. M.

OTHER PRESENT:

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

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III. APPROVAL OF THE NOVEMBER 2015 MINUTES

Rebecca Bean said she wanted to make a motion to amend the agenda, when would that take place? Chairperson Mark Howery said he doesn't know if we can amend an agenda. Assistant City Attorney Jeanne Snider answered that the public has to have notice of what is on the agenda. Rebecca Bean said she would like to know how to get things on the agenda and a procedural question about proxy votes, as Dr. Carter asked her to ask about that. Chairperson Mark Howery said that was something we can talk about in miscellaneous comments. He said that proxy voting is harder than you think under the open meetings act. Jayne Crumpley asked Chairperson Mark Howery if he had talked to Brenda Hall since the last meeting. Chairperson Mark Howery answered that he hadn't yet done so.

Rebecca Bean said she did see one change in the minutes; where it says she asked about how the animal shelter could be "no kill" if they took in all animals, she says it was Jennifer Kidney who asked the question. Jennifer Kidney agreed.

A motion to accept the minutes as changed was made by Jennifer Kidney and seconded by Jayne Crumpley. Chairperson Mark Howery asked if there were any other corrections. There were no more corrections. Chairperson Mark Howery called for a vote to pass the minutes as amended, all agreed, and the motion was passed.

IV. MONTHLY STATISTICS

John Bowman read over and explained the monthly statistics including volunteer statistics. He said we have a few volunteers who had been in the photography training who come in regularly to keep the pictures up to date. He said the ones you see on Chameleon with the blue backgrounds are the ones the volunteers have been taking and he has had a lot of positive comments regarding the pictures. He said when the picture is uploaded to Chameleon, it then gets sent to Pet Harbor and then sent out to 32 other sites; Pet Harbor also updates Pet Finder.

Ginger Noble said congratulations on the zero euthanization of adoptable dogs in the first half of the year. She asked if that was the result of added capacity. John Bowman said staff is very tolerant of full kennels; we have also had free adoptions and have implemented a policy that the animals held longest in the shelter can be adopted for free. Deputy Chief Maisano said they have given John standard procedure once the shelter reaches a certain capacity, there will be free adoptions. He also said that when people put a hold on an animal during its stray hold, that puts a delay in the process.

Chairperson Mark Howery asked if the spay and neuter program is still with SpayWay or a different organization. John Bowman said that Best Friends of Pets and SpayWay dissolved their partnership, though we do business with both. He said the low cost spay and neuter program is administered through Best Friends of Pets; they do all the approval of the applications and verify that they are Norman residents. He said we send all of our animals to be spayed and neutered to SpayWay. John said that Lance and he were just talking that we may run out of money before the end of the year. Councilman Stephen Holman asked if that would be in June. John Bowman answered yes. Rebecca Bean asked what will happen if we run out of money. John Bowman answered that we will

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evaluate our accounts; we could do certificates. He said it is a budgetary concern; we could go to council to request more money.

Rebecca Bean said the only question with the numbers is that it is always a judgment call on what's an adoptable animal and what is not. She said she thinks until we take in 100% of the animals that people want to surrender that we can't help them to keep, the numbers can only reflect so much accuracy. She said she appreciates the detailed reporting. She said it is important to know how to define adoptable versus unadoptable. Ginger Noble said she feels like these questions have been asked and answered at every single meeting; she said it is not a black and white answer. She said it is circumstantial, a judgment call. Deputy Chief Maisano said the he thinks that he has mentioned this before that it is not just one person making this decision; it is input from the Animal Welfare Officers, vet tech, the kennel attendants, input from all, not just one; it is a group judgment call. Kathryn Bierman said there are templates for standard operating procedures to help the animal welfare officers with guidelines. Kathryn Bierman read a portion from Guidelines for Standards of Care in Animal Shelter (included in posted minutes).

John Bowman said that is all in Chameleon, the first part of that. He said the second part of that is the Safety Assessment for Evaluating Rehoming (SAFER), and we are working on that now. The biggest part of that is coming to a common language. He said we can't physically do the Safety Assessment for Evaluating Rehoming program until Phase II is complete with the room that would be used for evaluating animals. John Bowman explains how Safety Assessment for Evaluating Rehoming is done. He said Mandy has started and is training to be our volunteer and adoption coordinator. He said our long term plan is to have a behaviorist, but it has not been approved. He said if the animal is not adoptable it will show up in other categories, in "feral" for example or "ill severe." He said not all feral cats get euthanized; some are socialized with the help of our volunteers at the shelter or through rescues. Jayne Crumpley said it seems it is all a progression as the shelter expands; everything is falling in line as the shelter is to be completed. John Bowman said yes and the goal was to have detailed standard operating procedures; he has the same print out that Kathryn read from in his office in a binder. Ginger Noble asked if they are already in use, why be redundant. John Bowman said they are not ready to be published because we haven't completed them yet. Jayne Crumpley said the staff has done a remarkable job with the situation, and they are aware of the standards. Chairperson Mark Howery said he agrees, but he does not want to lose sight of the value of having standard operating procedures. He said he realized that John is probably farther along than what we realize. Kathryn Schwartz Bierman said in 2013 John asked the committee for help with standard operating procedures and the committee didn't do anything. She doesn't want to lose sight of this.

John Bowman gave clarification on the foster numbers.

V. CONSTRUCTION UPDATE

John Bowman said the roof is on, decking is pretty much done, trim on outside is done, and the exterior doors are roughed in so they can get the building is sealed up. They are running the heater inside so they can dry out the floor for the humidity test. The hope is that in the next couple of weeks, they should be able to put in the epoxy

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flooring. He said the dry wall was delivered today. The primer is on the brick walls, ready to paint. The electricians and plumbers are finishing their work and hope to paint this week. He said in two weeks they hope to put the ceiling tiles up.

Chairperson Mark Howery said we are at the mercy of their schedule. He said he went out to the shelter and appreciates John walking him around the building; it was nice to see. He encourages others to tour it. Jayne Crumpley said she also took a tour and appreciated it. Assistant City Attorney Jeanne Snider said Animal Welfare hosted their Youth Council December 14th; they had goody bags and cookies and Amy gave them all a tour.

Councilman Stephen Holman asked if there could possibly be a ribbon cutting this summer. Deputy Chief Maisano said we are looking at the end of March barring anything coming up.

VI. INTRODUCTION OF NEW EMPLOYEES AT NAWC

John Bowman said we did hire Mandy James from Oklahoma City Animal Welfare; she is our new pet adoption and volunteer coordinator, and she has some great ideas. He said she is working on the annual calendar now to formalize events for more involvement with the community. He said there is an event February 6th that she will be contacting people about, the Animal Welfare Expo with Hands Helping Paws, Best Friends of Pets, and Cleveland County Fairgrounds. There will be micro chipping but no vaccinations. John Bowman introduced Captain Lance Arnold.

Captain Lance Arnold said he was promoted to Captain at Animal Welfare on January 8th; he gave a brief history of his career. He said he will be working behind the scenes more so John can focus on the shelter. He said he will be supervising the Animal Welfare Officers. Captain Arnold explained the organizational chart. Deputy Chief Maisano said we are not taking out of the strategic plan for the long term superintendent position. He said it is a position to assist with operations. Jayne Crumpley asked if Captain Arnold would be located at the shelter. Captain Lance Arnold answered that he will be located at the Police Department; however, he has spent a lot of time at the shelter.

Rebecca Bean asked if Mandy will be in charge of doing the off-site adoption events. John Bowman said she will be involved in all of the off-site events; she may not be at them all, but she will be involved in planning and coordinating them. Rebecca Bean asked if we have a goal in mind of how many that we may have this next year. John answered that is a conversation we will have to have in the next few weeks to see what she thinks she can handle the first year, to make that a realistic goal for this next year.

Rebecca asked if the Safety Assessment for Evaluating Rehoming (SAFER) is an online training. John Bowman answered it can be on line, and there is a DVD. He explains how the training is done.

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VII. CONTINUES DISCUSSION OF PROPOSED VOLUNTEER RECOGNITION AWARD PROGRAM

Chairperson Mark Howery said that Dr. Otto contacted him on a volunteer recognition program that he and another veterinarian were discussing about making a contribution to pay for this award; the idea is that this award would be given by our committee to a volunteer at or affiliated with the Norman Animal Welfare Center. He said there was a young woman named Erica Loftis who passed away this fall who they would like to name the award after. He said he wasn't sure on the policy the city has on that. Chairperson Mark Howery said that Dr. Otto has offered to come and speak to the committee at the February or March meeting to better explain what his vision is. There was a discussion and suggestions on the possible plaque for the award.

Assistant City Attorney Jeanne Snider said we have never named an award after a person. Mayor Rosenthal said she has talked to Dr. Otto about this, suggesting the model that would be more applicable would be the humans rights and children rights commission. The commissions develop the criteria to recognize the volunteer of the year; the award itself is not named after that person, but there is a process and criteria you go through each year to make recommendations. She said it can come to council for recognition as well. She said it would be unprecedented to name the award after someone. Chairperson Mark Howery said one thing that was mentioned before was giving the award to Erica posthumously as first recipient. He said he likes the idea of having the plaque saying in memory of.

Ginger Noble asked why it is so difficult to name an award after someone. Mayor Rosenthal answered that council developed a naming a policy in 2007 after objections to something that was named for a person.

VIII. PROGRESS ON THE 2013/14 BIENNIAL REPORT TO CITY COUNCIL

Chairperson Mark Howery explained that in order to get caught up the committee divided the report to be worked on independently. He handed out copies on what he has done so far; he said it is not completed (included in posted minutes). Jennifer Kidney said she has compiled the information but has written nothing. Kathryn Bierman said she proposes that we have a first final draft at the next meeting.

IX. MISCELLANEOUS COMMENTS

Councilman Stephen Holman said he has received a lot of emails regarding the proposal for exotic animals. He said some people who own those types of animals are concerned. Chairperson Mark Howery said he has learned that once a motion has passed on something and then gone to the council oversight committee, it can't be acted on again. Mayor Rosenthal said it is an issue under Roberts Rules; you can't retrieve something to change the vote. She said it has been noted that there are some differences of opinions after the committee met and taken action; that is part of the record and will be presented. She said it will be part of the discussion. There was a discussion about the ordinances and when they go to study session.

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Mayor Rosenthal said there are lots of committees, boards, and commissions in the city. She said what she wants people understand is that you are advisory in nature; council may choose to do something else. She said council doesn't take every recommendation given to them. Rebecca Bean said this is an issue that she feels it is important to discuss even if we couldn't change the vote. She asked why we weren't able to put in on the agenda. Deputy Chief Maisano said he will make sure to make that point to council that there is a difference of opinion about language in the ordinance between "shall" and "may"; it will be up to the council on what word to use.

Assistant City Attorney Jeanne Snider said we are straying from the agenda topics. She said we can discuss this after the meeting.

Mayor Rosenthal said when this goes to council the difference of opinion will be pointed out.

Mary Jane Montgomery asked where the agenda is published. Chairperson Mark Howery answered that it is on the city's website and on the window of this building. He said they are posted the Thursday before the meeting.

Mayor Rosenthal explained the process of the ordinances going to study session and on from there.

Chairperson Mark Howery said he is aware of the discussion about the adoption trailer and from his perspective it comes from an incomplete understanding as to what our boundaries are as a committee. He said he is not clear on what topics go beyond the duties of our committee. He knows that hiring is one that goes beyond the committee's responsibilities, but he isn't sure about large purchases. He said at the next meeting he would like to add to the agenda asking council to review our committee to give direction. Kathryn Bierman said the resolution gives some general guidance to areas the committee should be focusing on but doesn't give the committee any tool with which to do that. Jennifer Kidney said the issue of using money for the adoption trailer was mentioned two times at prior meetings. She said she thinks it is a good idea. She said she felt that its purchase was the consensus of the committee for the use of the Gans family donation. Chairperson Mark Howery said there was never a vote; no one opposed it, but it was never a question. Mayor Rosenthal she said she went back to reread the resolution creating the committee and this is not a financial oversight committee. In 2003 when it was created, it was not given purview over personnel and budget issues. In 2005 there was a letter from Mayor Haralson to the committee (included in posted minutes) when this question came up before about the purview of the committee; it identifies the five things you are working on the reports for. Mayor Rosenthal reads from the letter.

Chairperson Mark Howery said that it would be in our best interest to start working with the shelter to draft a list of needs for the future. Jayne Crumpley said in the letter it does say that we should assist the council in establishing an endowment fund but doesn't say we are to decide what we use it for. There was a discussion of an

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endowment fund and the \$60,000.00 donation. Jennifer Kidney said she hoped Friends of the Animals of Norman would have been the organization that would have created an endowment fund for Norman Animal Welfare. Mayor Rosenthal said there was a discussion similar to this in the model of Friends of Library; that is the model in the city right now. Assistant City Attorney Rick Knighton said there is also the Parks Board, a 501c3 organization to which the Parks Department can apply for funds for specific projects. He has talked to the Friends of Animals of Norman on a number of occasions to encourage them to talk to Parks regarding this. He said that the disconnect is this committee is supposed to make recommendations to council, not necessarily to establish an endowment fund or go out and do all those things. He said whatever this committee recommends needs to go to council, and council makes the final decision. Rebecca Bean said she agrees, but the problem is that we don't get the opportunity to have that conversation. Assistant City Attorney Rick Knighton said but there have been recommendations made.

Assistant City Attorney Jeanne Snider said we have strayed way off topic again.

Bob Jackson said he is the lawyer representing Leslie Marshall, the owner of reptiles. She owns pythons and boas which are good pets and breed in captivity. They are not stressed when dealing with people. He said that some fear that if the snakes escape, they will be dangerous. He said they wouldn't be here in Norman because they would not be able to survive; however, in Florida the temperatures are right for them to survive, but not here. He said he would emphasize responsible pet ownership and would recommend adding responsible pet ownership to the amendments and withdrawal of the ordinance. Chairperson Mark Howery said he is not sure that we can withdraw the ordinance. Assistant City Attorney Jeanne Snider said no, not at this point.

Mary Jane Montgomery said she would like to know the procedures at Animal Welfare, how animals are euthanized at Animal Welfare. She asked if the statistics are on the website. She asked why events were not communicated to the public. She would like questions answered and would like to see more in the newspaper about events. Chairperson Mark Howery explained that the Animal Welfare Oversight Committee meetings were the fourth Monday of every month, the agenda was posted the Thursday before, and it was not in the paper. Mary Jane Montgomery asked if the gas chamber was still used. Chairperson Mark Howery answered no.

Bill Hickman said welcome to Captain Arnold. He said thank you to the committee and to the staff for all their hard work. He said he would like to first see the definition of adoptable animals and second, standard operating procedures. He said most cities have them and he understands they are a work in progress; they need to stay on the agenda and be discussed. He said that regarding the volunteer hours, it is important to note which are community volunteers and which are doing court-ordered community service hours. He also said he has questions about the process; the committee should be involved in the decisions relating on how to spend money.

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Chairperson Mark Howery said that if anyone has anything for next month's agenda to please email him. Assistant city Attorney Rick Knighton said discussion on that would have to be outside of the meeting, as it is not on the agenda.

X. ADJOURNMENT

A motion to adjourn the meeting was made by Jennifer Kidney at approximately 8:07 p.m. The motion was seconded by Jayne Crumply, all voted in favor of the motion.

ATTEST:



Mark Howery Chairperson

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
November 2015**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	57		46	
Number impounded this month	133	818	117	650
Owner relinquish	13	28	9	55
In field pickup	0	0	1	13
Adoption returns	8	29	6	10
Disposal	5	17	2	10
Picked up dead	6	28	6	28
Number redeemed	33	118	33	151
Number adopted to public	57	294	35	184
Number turned to rescues	15	74	14	72
Number euthanized - Adoptable	0	0	3	19
Number euthanized - Non adoptable	1	42	10	72
Number died for unknown reason	1	6	0	5
Number fostered	27	244	18	125
Escaped	0	3	1	2
Total now on hand	45		41	
CATS:				
Number on hand from last month	34		35	
Number impounded this month	94	653	66	483
Owner relinquish	10	42	2	51
In field pickup	0	0	0	0
Adoption returns	2	7	0	0
Disposal	0	8	0	2
Picked up dead	6	29	5	49
Number redeemed	1	5	2	12
Number adopted to public	38	228	17	92
Number turned to rescues	3	29	14	113
Number euthanized - Adoptable	0	0	4	30
Number euthanized - Non adoptable	8	95	30	120
Number died for unknown reason	1	30	0	6
Number fostered	37	230	8	71
Escaped	0	1	0	1
Total now on hand	34		21	
MISCELLANEOUS:				
Domesticated Animals	4	12	1	4
Wildlife	37	336	117	462
TOTAL	41	348	118	466

NOTES:

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

PET LICENSES ENFORCEMENT ACTION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	<u>185</u>	<u>4,126</u>	<u>400</u>	<u>4,842</u>
Citations Issued (AWO)	<u>40</u>	<u>748</u>	<u>18</u>	<u>529</u>
Citations Issued (Private Citizen)	<u>0</u>	<u>21</u>	<u>1</u>	<u>13</u>
Warnings Issued	<u>2</u>	<u>48</u>	<u>4</u>	<u>43</u>

FINANCIAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$805.00	\$3,486.00	\$995.00	\$5,779.00
10-1532 Amount-dog adoption	\$3,120.00	\$12,569.60	\$2,190.00	\$10,441.00
10-1531 Amount-cat redemption	\$55.00	\$155.00	\$75.00	\$370.00
10-1532 Amount-cat adoption	\$2,160.00	\$12,810.00	\$780.00	\$4,860.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$110.00
10-1532 Amount-Misc. adoption	\$30.00	\$60.00	\$50.00	\$140.00
10-1533 Miscellaneous	<u>\$380.00</u>	<u>\$1,690.00</u>	<u>\$285.00</u>	<u>\$1,925.00</u>
TOTAL	<u>\$6,550.00</u>	<u>\$30,770.60</u>	<u>\$4,375.00</u>	<u>\$23,625.00</u>
Donation 010-0000-227.24-31	\$75.00	\$1,168.00	\$410.00	\$1,229.00
Donation account balance		\$87,034.31		\$20,930.55

Liability payback (July to June) 2003 Adoption expansion	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Payback Balance	-\$4,743.50		-\$4,510.00	
22-L432 Liability - pet licenses	\$777.50	\$5,521.00	<u>\$1,999.00</u>	\$5,743.00
TOTAL (New Balance)	-\$5,521.00		<u>-\$6,509.00</u>	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	31	220	28	130
Cats	34	192	12	82
TOTAL	65	412	40	212

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	7	22	3	24
Cats	1	6	0	6
Other	0	0	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Municipal Docket Activity

Incident No.	Offense	Court
2015-325890	City Pet license	Municipal Court
2015-326366	City Pet license	Municipal Court
2015-326842	Rabies Vacc/Shots	Municipal Court
2015-327726	City Pet license	Municipal Court
2015-327726	City Pet license	Municipal court
2015-326439	City Pet license	Municipal court
2015-326439	City Pet license	Municipal court
2015-326439	City Pet license	Municipal Court
2015-327773	Rabies Vacc/Shots	Municipal Court
2015-327773	City Pet license	Municipal court
2015-327773	Animal at Large	Municipal court
2015-328151	City Pet license	Municipal Court
2015-328151	City Pet license	Municipal Court
2015-328151	City Pet license	Municipal Court
2015-328214	City Pet license	Municipal Court
2015-328214	City Pet license	Municipal Court
2015-327773	Rabies Vacc/Shots	Municipal Court
2015-327773	City Pet license	Municipal court
2015-327773	Animal at Large	Municipal court
2015-327726	Rabies Vacc/Shots	Municipal Court
2015-327726	City Pet license	Municipal Court
2015-331725	Rabies Vacc/Shots	Municipal Court
2015-331725	Rabies Vacc/Shots	Municipal Court
2015-331725	City Pet License	Municipal court
2015-326453	Rabies Vacc/Shots	Municipal court
2015-326453	City Pet License	Municipal court
2015-326778	City Pet License	Municipal court
2015-326778	City Pet license	Municipal court
2015-326778	City Pet license	Municipal court
2015-329819	City Pet license	Municipal court
2015-329819	City Pet license	Municipal court
2015-329819	Rabies Vacc/Shots	Municipal court
2015-329819	Rabies Vacc/Shots	Municipal court
2015-329819	Animal at Large	Municipal court
2015-330142	City Pet license	Municipal court
2015-330142	Rabies Vacc/Shots	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court
2015-330773	City Pet license	Municipal court

Kennel Statistics Report
Intakes from 11/01/15 to 11/30/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	109	24	43	51	4	37	268
CONFISCAT	1	0	1	0	0	0	2
POLICE	1	0	1	0	0	0	2
DISPO REQ	11	0	6	0	3	14	34
FIELD	7	0	5	0	3	14	29
OTC	4	0	1	0	0	0	5
FOSTER	10	19	8	23	0	0	60
OTC	10	19	8	23	0	0	60
OWNER SUF	13	0	6	4	0	0	23
FIELD	0	0	1	0	0	0	1
OTC	13	0	5	4	0	0	22
RETURN	7	1	1	1	0	0	10
OTC	7	1	1	1	0	0	10
STRAY	67	4	21	23	1	0	116
FIELD	33	3	6	5	1	0	48
OTC	34	1	15	18	0	0	68
WILDLIFE	0	0	0	0	0	23	23
FIELD	0	0	0	0	0	21	21
OTC	0	0	0	0	0	2	2

Kennel Statistics Report
Outcomes from 11/01/15 to 11/30/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	111	34	40	54	4	37	280
ADOPTION	51	21	20	21	1	0	114
IN FOSTER	6	0	4	14	0	0	24
OUT EVENT	2	16	0	0	0	0	18
RESCUE GRP	12	3	3	0	0	0	18
WALKIN	31	2	13	7	1	0	54
DIED	1	0	0	1	0	0	2
IN FOSTER	0	0	0	1	0	0	1
IN KENNEL	1	0	0	0	0	0	1
DISPOSAL	11	0	6	0	3	14	34
CREM-PRIV	5	0	0	0	0	0	5
CREM-SHELT	6	0	6	0	3	14	29
EUTH	0	1	8	0	0	0	9
COND SEVER	0	1	0	0	0	0	1
FELV/FIV	0	0	2	0	0	0	2
FERAL	0	0	5	0	0	0	5
INJ SEVERE	0	0	1	0	0	0	1
FOSTER	15	12	5	32	0	0	64
COND MINOR	0	0	1	0	0	0	1
HW MINOR	1	0	0	0	0	0	1
ILL MINOR	0	0	0	1	0	0	1
SPACE	14	3	4	22	0	0	43
UNDRAGE/WT	0	9	0	9	0	0	18
RTO	33	0	1	0	0	0	34
LOST RPT	1	0	0	0	0	0	1
MICROCHIP	5	0	0	0	0	0	5
PHONE	20	0	0	0	0	0	20
TAG ID	2	0	0	0	0	0	2
TAG VAX	1	0	0	0	0	0	1
WALKIN	4	0	1	0	0	0	5

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TRANSFER	0	0	0	0	0	23	23
WILDCARE	0	0	0	0	0	23	23

	TRANSFER
Wildcare Wildcare	23
Total	23

Kennel Statistics Report
Animals On Hand on 11/30/15

	DOG	PUPPY	CAT	KITTEN	Total
Total	43	2	22	12	79
NORMAN	42	2	22	12	78
UNIVERSITY OK	1	0	0	0	1

Spay/Neuter Activity Between 11/1/2015 and 11/30/2015

	Neuter	Spay	Total
CAT	6	6	12

A020064	A020065	A020744	A020835	A020861
A020882	A021017	A020990	A020921	A020938
A020743	A021154			

	Neuter	Spay	Total
DOG	7	14	21

A020095	A020902	A020946	A020926	A020994
A021094	A021095	A020908	A020239	A020241
A020248	A020251	A020255	A020381	A020256
A018776	A020659	A021099	A021125	A021136
A021190				

	Neuter	Spay	Total
KITTEN	9	13	22

A019028	A019683	A019920	A020058	A020062
A020479	A020494	A020737	A020992	A020993
A021004	A021005	A019900	A020059	A020594
A020385	A020991	A020736	A019682	A020877
A021102	A021104			

	Neuter	Spay	Total
PUPPY	6	4	10

A020717	A020718	A020324	A020322	A020323
A020355	A020357	A020380	A020530	A020531

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
December 2015**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	58		41	
Number impounded this month	201	1032	132	782
Owner relinquish	23	51	12	67
In field pickup	1	1	0	13
Adoption returns	6	35	2	12
Disposal	1	18	2	12
Picked up dead	2	30	6	34
Number redeemed	35	153	20	171
Number adopted to public	95	389	41	225
Number turned to rescues	16	90	15	87
Number euthanized - Adoptable	0	0	0	19
Number euthanized - Non adoptable	2	44	3	75
Number died for unknown reason	0	6	0	5
Number fostered	52	296	37	162
Escaped	0	3	0	2
Total now on hand	56		49	
CATS:				
Number on hand from last month	36		21	
Number impounded this month	102	756	57	540
Owner relinquish	13	55	3	54
In field pickup	1	2	0	0
Adoption returns	0	7	0	0
Disposal	2	10	0	2
Picked up dead	11	40	3	52
Number redeemed	5	10	4	16
Number adopted to public	48	276	23	115
Number turned to rescues	10	39	6	119
Number euthanized - Adoptable	0	0	0	30
Number euthanized - Non adoptable	6	101	8	128
Number died for unknown reason	2	32	1	7
Number fostered	38	267	18	89
Escaped	0	1	0	1
Total now on hand	16		15	
MISCELLANEOUS:				
Domesticated Animals	1	13	4	8
Wildlife	71	407	24	486
TOTAL	72	420	28	494

NOTES:

SAFETY REPORT	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	3	1	2
City Vehicle Damaged	0	0	0	1
Vehicle Accidents Reviewed	0	0	0	0
a. Employee Responsible	0	0	0	1
b. Employee Not Responsible	0	0	0	0

PET LICENSES ENFORCEMENT ACTION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	607	4,733	651	5,493
Citations Issued (AWO)	33	781	26	555
Citations Issued (Private Citizen)	4	25	0	13
Warnings Issued	5	53	0	43

FINANCIAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$670.00	\$4,156.00	\$574.00	\$6,353.00
10-1532 Amount-dog adoption	\$2,520.00	\$15,089.60	\$2,460.00	\$12,901.00
10-1531 Amount-cat redemption	\$0.00	\$155.00	\$120.00	\$490.00
10-1532 Amount-cat adoption	\$2,550.00	\$15,360.00	\$1,380.00	\$6,240.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$110.00	\$220.00
10-1532 Amount-Misc. adoption	\$30.00	\$90.00	\$0.00	\$140.00
10-1533 Miscellaneous	\$540.00	\$2,230.00	\$344.00	\$2,269.00
TOTAL	\$6,310.00	\$37,080.60	\$4,988.00	\$28,613.00
Donation 010-0000-227.24-31	\$1,139.00	\$2,307.00	\$63,250.76	\$64,479.76
Donation account balance		\$88,173.31		\$84,181.31

Liability payback (July to June) 2003 Adoption expansion	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Payback Balance	-\$5,521.00		-\$6,509.00	
22-L432 Liability - pet licenses	\$2,888.00	\$8,409.00	\$4,280.00	\$10,023.00
TOTAL (New Balance)	-\$8,409.00		-\$10,789.00	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	43	263	32	162
Cats	40	232	18	100
TOTAL	83	495	50	262

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	5	27	2	26
Cats	1	7	0	6
Other	0	0	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Kennel Statistics Report
Intakes from 12/01/15 to 12/31/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	135	66	47	55	1	71	375
CONFISCATE	3	0	0	1	0	0	4
POLICE	3	0	0	1	0	0	4
DISPO REQ	2	1	12	0	0	59	74
FIELD	2	0	10	0	0	35	47
OTC	0	1	2	0	0	24	27
EUTH REQ	0	0	1	0	0	0	1
FIELD	0	0	1	0	0	0	1
FOSTER	24	32	3	31	0	0	90
FIELD	1	0	1	0	0	0	2
OTC	23	32	2	31	0	0	88
OWNER SUR	20	3	5	8	0	0	36
FIELD	1	0	1	0	0	0	2
OTC	19	3	4	8	0	0	34
RETURN	6	0	0	0	0	0	6
OTC	6	0	0	0	0	0	6
STRAY	80	30	26	15	1	0	152
FIELD	28	2	13	0	0	0	43
OTC	52	28	13	15	1	0	109
WILDLIFE	0	0	0	0	0	12	12
FIELD	0	0	0	0	0	10	10
OTC	0	0	0	0	0	2	2

Kennel Statistics Report
Outcomes from 12/01/15 to 12/31/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	149	54	57	65	1	71	397
ADOPTION	72	39	26	32	1	0	170
IN FOSTER	17	5	3	29	0	0	54
OUT EVENT	8	23	0	0	0	0	31
RESCUE GRP	7	9	10	0	0	0	26
WALKIN	38	2	13	3	1	0	57
WEB	2	0	0	0	0	0	2
DIED	0	0	0	2	0	0	2
IN FOSTER	0	0	0	2	0	0	2
DISPOSAL	2	1	13	0	0	59	75
CREM-PRIV	0	1	2	0	0	24	27
CREM-SHELT	2	0	11	0	0	35	48
EUTH	2	0	6	0	0	0	8
AGGRESSIVE	1	0	0	0	0	0	1
BEH SEVERE	1	0	4	0	0	0	5
FELV/FIV	0	0	1	0	0	0	1
ILL SEVERE	0	0	1	0	0	0	1
FOSTER	39	13	8	30	0	0	90
ILL MINOR	0	0	0	1	0	0	1
PREGNANT	1	0	1	0	0	0	2
SPACE	31	11	7	18	0	0	67
UNDRAGE/WT	7	2	0	11	0	0	20
RTO	34	1	4	1	0	0	40
MICROCHIP	5	0	1	0	0	0	6
PHONE	17	1	3	0	0	0	21
TAG ID	2	0	0	0	0	0	2
WALKIN	9	0	0	1	0	0	10
WEB	1	0	0	0	0	0	1
TRANSFER	0	0	0	0	0	12	12
WILDCARE	0	0	0	0	0	12	12

Kennel Statistics Report
Animals On Hand on 12/31/15

	DOG	PUPPY	CAT	KITTEN	Total
Total	39	17	13	3	72
CLEVELAND CNTY	0	0	0	1	1
NORMAN	39	17	13	2	71

Spay/Neuter Activity Between 12/1/2015 and 12/31/2015

	Neuter	Spay	Total
CAT	1	7	8

A014721	A021072	A020887	A021220	A020429
A021027	A021507	A021829		

	Neuter	Spay	Total
DOG	13	9	22

A019793	A020807	A021079	A021113	A020235
A020246	A020853	A021126	A021237	A021294
A021377	A021092	A021087	A021223	A020996
A021293	A021199	A021431	A021132	A021615
A021410	A021534			

	Neuter	Spay	Total
KITTEN	15	17	32

A021024	A020522	A021023	A020593	A020682
A021103	A021119	A021170	A020431	A021169
A020433	A020677	A020679	A020681	A020698
A021292	A020430	A020211	A021513	A021256
A020676	A020878	A019899	A021117	A021258
A020524	A021280	A021499	A021279	A020432
A021195	A021505			

	Neuter	Spay	Total
PUPPY	8	13	21

A021121	A020382	A020383	A020482	A020483
A020686	A020687	A020688	A020689	A020695
A020704	A020705	A020707	A020708	A020709
A020947	A021422	A021432	A021433	A021420
A021622				

Monthly Service By Assignment

January 2015 to December 2015
Animal Welfare Volunteers



Place	Assignment	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total Hours
Norman Animal Welfare Center	Groomer	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Bather / Groomer	0	0	0	0	0	0	0	0	0	6.5	0	0	6.5
	NAWC-Beautification Volunteer	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Cat Socializer	0	0	0	1	1	3.25	6.5	16.67	23.5	10.25	18.45	34.47	115.08
	NAWC-Community Outreach Volunteer	2.5	5.75	0	2	11	22.5	2	7	3	5	4	8	72.75
	NAWC-Dog Handler	8.42	7.5	3.83	5	2	9.5	13	8.25	46.83	32	28.2	37.03	201.57
	NAWC-Foster Program	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Laundry	0	0	0	0	0	6	7	9.5	6.5	6	8.52	17.1	60.62
	NAWC-Lobby Greeter	0	0	0	0	0	0	0	4	5	5	7.42	31.27	52.68
	NAWC-Orientation	0	0	0	0	1.75	0	0	2	8	12.5	4	7.25	35.5
NAWC-Photographer	0	0	0	0	0	0	0	17.5	10.5	15.33	13.25	8.5	65.08	
Other Volunteer Services	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	609.78
Grand total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	609.78

2) Implement the City Council's Adoption Policy:

At each meeting of the Animal Shelter Oversight Committee, Norman Animal Welfare Center Supervisor, John Bowman, provided a written summary of the Center's monthly statistics for the preceding month or months since the prior Committee meeting. These statistics provide information on the monthly intake of canines and felines, the number of animals reclaimed by their owners, adopted to the public, turned over to rescue or other animal welfare groups, fostered with the intent of adoption, or euthanized. The statistics for euthanized animals are further divided into two categories – those animals that were considered adoptable at the time of euthanasia and those that were considered non-adoptable at the time of euthanasia. Non-adoptable animals are classified as such based upon a combination of factors including health, physical condition and temperament. Many non-adoptable animals receive this designation because of an aggressive temperament toward people or other conspecific animals or as a result of illness that cannot be treated or cannot be feasibly treated with the budget available to the Center. The NAWC endeavors to retain adoptable dogs and cats for as long a period of time as space constraints allow in order to maximize their potential for adoption. In some cases, an animal may enter the NAWC as adoptable but after a period of months in the confines of the Center their temperament changes and they may be reclassified. Dogs and cats that are available for adoption but have not been surgically spayed or neutered can be placed into a foster-to-adopt situation in which the animal can be placed into the home of the prospective adopter but they remain the property of the NAWC until they have been spayed or neutered. This option is used most frequently for placing puppies and kittens that are too young to be spayed or neutered when they are available for adoption.

In 2013, the Norman Animal Welfare Center impounded 1,269 dogs and puppies. Of these, 292 (23.0%) were reclaimed (aka redeemed) by their owners. Five hundred thirty-six (536) dogs and puppies were adopted to the public; this represents 42.2% of the animals impounded. An additional

	Canine 2013	Canine 2014
Live Intake	1,269	1,434
Owner Reclaimed	292	339
Adopted to Public	536	447
Turned to Rescue Group	171	212
Foster to Adopt	73	259
Euthanized – Adoptable	48	29
Euthanized – Non-adoptable	192	140

	Feline 2013	Feline 2014
Live Intake	815	847
Owner Reclaimed	13	30

Adopted to Public	209	195
Turned to Rescue Group	200	239
Foster to Adopt	41	123
Euthanized – Adoptable	26	56
Euthanized – Non-adoptable	310	200

5) Implement an On-site Spaying and Neutering Program:

Between 2003 and 2013, the City of Norman and the Norman Animal Welfare Center maintained an agreement with the Oklahoma State University School of Veterinary Medicine through which spay and neuter surgeries were conducted on adoptable animals by veterinary students. The students, under the direction of Dr. Bonnie Boone, conducted surgeries in the veterinary suite of the Denese Miles Pet Adoption Center at the NAWC. In the early years of this partnership, students traveled to the NAWC once per week to conduct spay and neuter procedures and to conduct veterinary examinations of the shelter’s animals. The frequency of visits by the veterinary students increased to twice per week beginning in 2007 as a result of a increasing adoption rate and the implementation of a procedure to spay and neuter all animals prior to their adoption and release from the Center. Spay and neuter surgeries by OSU veterinary students occurred twice weekly for most of calendar year 2013 until September. In September, the OSU School of Veterinary Medicine ended their contract with the City of Norman in order to focus their effort on municipal and private shelters closer to Stillwater. In October of 2013, the veterinary suite in the Denese Miles Pet Adoption Center was demolished as part of the NAWC reconstruction. During the final three months of the year, NAWC staff transported animals from the NAWC to the Animal Resources Center in south Oklahoma City where Dr. Bonnie Boone performed the spay and neuter procedures. This arrangement remained in place through calendar year 2014.

In calendar year 2013, 474 spay and neuter procedures were performed on dogs and puppies, while 187 procedures were performed on cats and kittens. In calendar year 2014, 341 procedures were conducted on dogs and puppies, while 172 procedures were conducted on cats and kittens prior to their adoption.

Behavioral Health and Mental Well-being

Staff must be trained to recognize animal stress, pain, and suffering as well as successful adaptation to the shelter environment.

Good health and well-being depend on meeting both the mental and behavioral needs, as well as the physical needs, of animals (Griffin 2009a; Jenkins 1997; McMillan 2000, 2002; Wells 2004a; Wojciechoska 2005). Individual animals have a wide variety of psychological needs that are determined by such factors as species, genetic makeup, personality, prior socialization and experience. Behavioral care must take the perspective of each individual animal into consideration as well as the conditions experienced by the population (Griffin 2009a; McMillan 2000, 2002; Wojciechoska 2005).

The structural and social environment, as well as opportunities for cognitive and physical activity, are important for all species of animals (ILAR 1996). An appropriate environment includes shelter and a comfortable resting area, in which animals are free from fear and distress and have the ability to express normal, species typical behaviors. Lack of control over one's environment is one of the most profound stressors for animals. The stress induced by even short-term confinement in an animal shelter can compromise health; and when confined long-term, animals frequently suffer due to chronic anxiety, social isolation, inadequate mental stimulation and lack of physical exercise (Fox 1965; Griffin 2009a, 2006; Hennessy 1997; Patronek 2001; Stephen 2005; Tuber 1999; Wemelsfelder 2005). Proper behavioral healthcare is essential to reduce stress and suffering as well as to detect problem behaviors that may pose a safety risk to humans or other animals.

Stress and the development of abnormal behaviors are exacerbated when opportunities for coping (e.g., hiding, seeking social companionship, mental stimulation or aerobic exercise) are lacking. Behavior problems compromise health and welfare as well as potential for adoption (Griffin 2009a).

1. Considerations on Intake

a) Behavioral History

A thorough behavioral history and the reason(s) for relinquishment should be obtained at the time of intake. Any available information should be solicited when stray animals are impounded as well. Ideally, this information should be obtained by interview, although written questionnaires are acceptable. The history should be used to alert staff to the presence of potential problems, such as aggression or anxiety, and to inform staff of any individual needs, so that proper care can be provided for that animal (Griffin 2009a).

Shelters should be aware that histories provided, although important, may be either incomplete or inaccurate. For example, some problem behaviors such as aggression may be under reported or under stated (Marder 2005; Segurson 2005; Stephen 2007). All incidents or reports of a history of aggressive behavior along with the context in which they occurred must be recorded as part of an animal's record.

b) Minimizing Stress

Animals experience a variety of stressors in shelters, beginning with the intake process (Coppola 2006, 1997; Griffin 2009a; Hennessey 1997). Care must be taken to minimize stress during this crucial time in order to minimize problems, which may delay or even prevent acclimation or adjustment to the shelter environment and prolong or intensify anxiety and mental suffering (Grandin 2004). During intake procedures, particular care should be taken not to place cats within spatial, visual or auditory range of dogs (Griffin 2009a, 2009b; McCobb 2005).

2. Behavior Evaluation

Assessment of an animal's behavior must begin at the time of intake. Just as care is taken to note any physical problems that may require attention, behavioral problems (stress, fear, anxiety, aggression) that require intervention or affect how that animal can be safely handled should also be noted at the time of

intake and entered into an animal's record. Actions should be taken to respond promptly to behavioral needs (Griffin 2009a). Ongoing assessment of each animal's behavior should continue throughout the animal's stay in the shelter.

Manifestations of normal and abnormal behavior indicate how successfully an animal is coping in their environment (Fox 1965; Griffin 2002, 2009a, 2006; Houpt 1985; McMillan 2002; Overall 1997, 2005). Therefore, staff must be trained to recognize body language and other behaviors that indicate animal stress, pain, and suffering as well as those that indicate successful adaptation to the shelter environment. When animals are well adjusted and their behavioral needs are satisfied, they display a wide variety of normal behaviors including a good appetite and activity level, sociability, grooming, appropriate play behavior and restful sleeping. Behavioral indicators of stress, social conflict, pain or other suffering, include persistent hiding, hostile interactions with other animals, reduced activity or appetite, depression and/or social withdrawal, barrier frustration or aggression, stereotypic behaviors (e.g., repetitive spinning, jumping or pacing) or other abnormal behaviors (Fox 1965; Griffin 2002, 2006, 2009a; Houpt 1985; McMillan 2002; Overall 1997, 2005).

The needs of individual animals will vary. Animals must be monitored daily in order to detect trends or changes in well-being and respond to their behavioral needs. Staff should record their findings each day (Griffin 2009a; UC Davis 2009). Departures from the normal behavior and appearance of an animal may also be an indication that the animal is in pain (ACVA 2006). When pain or suffering is recognized in animals, it is imperative that prompt, appropriate steps be taken to alleviate it. (See section on Medical Health and Physical Well-being for additional information on pain management.)

Some individual shelter animals may experience severe stress that is difficult to alleviate even with

optimal practices. However, if many animals are displaying signs of unrelieved stress, steps must be taken to improve the shelter's stress reduction protocols. For humane reasons, long-term confinement must be avoided for feral animals and for those who remain markedly stressed/fearful and are not responding to treatment/behavioral care (Griffin 2009b; Kessler 1999a, 1999b).

Ideally, a systematic behavioral evaluation should be performed on all animals prior to re-homing or other placement (Griffin 2009a). Some evaluations have been peer-reviewed, commonly accepted, studied and/or published, but none is scientifically validated for predicting future behavior in the home with certainty. However, information gleaned during such testing (e.g., level of activity and arousal) may be useful for characterizing the animal's personality, determining behavioral needs in the shelter, matching animals with appropriate adopters and identifying individual animals who may not be suitable for re-homing or other placement (Animal Rescue League of Boston 2010; Bollen 2008; Christensen 2007; Hetts 2000; Griffin 2009a; Ledger 1995; Ledger 1997; Netto 1997; Neidhart 2002; Sternberg 2003; Van der borg 1991). Organizations that develop their own evaluation should do so in consultation with a veterinarian or behaviorist familiar with the science and theory of behavior assessment. Staff performing evaluations must receive adequate training in performance, interpretation, and safety. A standardized behavior examination form should be used and each evaluation should be documented. Formal behavioral evaluation should not necessarily invalidate information provided by the owner or observations made during staff interactions with an animal. An overall assessment must include all of the information (history, behavior during shelter stay, and formal evaluation) gathered about the animal.

Criteria for a systematic behavioral evaluation of cats are less well established than for dogs (Siegford 2003). However, cats should be assessed by observing behavior, and interacting with the cat to help enhance in-shelter care (e.g., recognition



The City of
NORMAN

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OFFICE OF THE MAYOR
Phone: 405-366-5402

June 16, 2005

City of Norman Animal Shelter Oversight Board
c/o Mary Katherine Long, Board Chair
717 West Boyd Street
Norman, OK 73069

RE: Work of the Oversight Board

Dear Mary Katherine:

On behalf of the Council, I wanted first to thank you and the other Board members for your dedication to the City of Norman by your service on the Animal Shelter Oversight Board. The Animal Shelter is certainly in a state of transition and this time marks a tremendous opportunity to move the City's Animal Welfare efforts forward. We anticipate the Oversight Committee will play a very important role in that regard.

The City Council did receive the investigative reports concerning the animal shelter on Tuesday in Executive Session. The written reports are attached. Please note that a paragraph in one of the reports relating to a specific employee has been redacted. I have also attached a press release concerning the investigation for your information. With the completion of the investigation, it seemed apparent that now is the time to seize the opportunity to improve the Animal Welfare efforts at the City of Norman and that we direct our attention forward toward that end.

It also seemed very appropriate timing to clearly focus the mission of the Animal Shelter Oversight Board. The Animal Shelter Oversight Board was established by Resolution Number R-0203-111. The mission of the Animal Shelter Oversight Board is to recommend ordinances, policies, and procedures which will:

1. Increase the ability of the Animal Shelter and Pet Adoption Facility to run the organization in a humane manner in accordance with established and recognized standards for animal shelters.
2. Assist in the implementation of the City Council's adoption policy which states that adoption, education, citizen involvement, and spay/neutering shall be the preferred methods to address the accumulation of unclaimed and unwanted animals in the City of Norman.

3. Establish and promote education programs in the community to inform community members concerning the accumulation of unclaimed and unwanted animals and involve them in solving these problems.
4. Involve citizens in caring for animals while they are in our facility by promoting and coordinating services to the Animal Shelter/Pet Adoption Facility in accordance with volunteer rules. This will include the assistance of outside agencies in an effort to maximize adoption of animals impounded at the Norman Animal Shelter.
5. Maximize the number of spayed or neutered animals adopted from the facility in order to eventually reduce the overall unwanted pet population in our community.
6. Assist the Council in establishing an endowment fund.
7. Assist the City and Council in developing and implementing and monitoring statistical and epidemiological function tracking systems.
8. Make recommendations and assist in developing a strategic plan.

The oversight board must be aware that budgeting and purchasing is a function of city staff with approval by the City Manager and Council. Hiring, personnel issues and actions are the responsibility of City Departments and the City Manager in accordance with established labor laws, City Charter, and collective bargaining agreements with recognized labor organizations.

While the investigative reports may have some value to the Animal Shelter Oversight Board in making its recommendations concerning future policies, procedures, or ordinance changes, the Board is encourage to keep its focus on recommendations that will improve City policies, procedures, or ordinances to enhance the future effectiveness of the Animal Welfare effort. Again, thank you for your dedicated service.

Sincerely,



Mayor Harold Haralson

Xc Council members
Brad Gambill, City Manager
Mary Hatley, City Clerk
Phil Cotten, Police Chief