

**MINUTES OF THE REGULAR MEETING  
OF THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE  
OF THE CITY OF NORTH RICHLAND HILLS, TEXAS,  
HELD IN THE ANIMAL ADOPTION & RESCUE CENTER,  
7301 IRON HORSE BOULEVARD  
OCTOBER 25, 2017**

**REGULAR COMMITTEE MEETING**

**1. CALL TO ORDER**

Stefanie Martinez called the meeting to order on October 25, 2017 at 11:03 a.m.

**COUNCIL MEMBER LOMBARD MOVED TO NOMINATE STEFANIE MARTINEZ AS VICE CHAIR OF THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE. DR. RUSSELL JOHNSON SECONDED THE MOTION.**

**MOTION TO APPROVE CARRIED 3 - 0.**

**ROLL CALL**

Present:	Dr. Russell Johnson, DVM	Veterinarian
	Tom Lombard	Council Place 3
	Stefanie Martinez	Director of Neighborhood Services
Absent:	Pam Burney	ASPCA, Vice-President
Staff Members:	Keane Menefee	Animal Services Manager

**2. INTRODUCTION OF GUESTS & CITY STAFF**

Council Member Lombard asked new Animal Services Manager Keane Menefee about his experience. Mr. Menefee stated he had 20 years of animal control experience, working with the City of Fort Worth Animal Care and Control and more recently the City of Irving Animal Services.

**3. APPROVAL OF MINUTES OF THE DECEMBER 7, 2016 ANIMAL CONTROL SHELTER ADVISORY COMMITTEE MEETING**

**COUNCIL MEMBER LOMBARD MOVED TO APPROVE THE MINUTES OF THE DECEMBER 7, 2016 ANIMAL CONTROL SHELTER ADVISORY COMMITTEE MEETING. DIRECTOR MARTINEZ SECONDED THE MOTION.**

**MOTION TO APPROVE CARRIED 3 - 0.**

**4. REPORT OF ANIMAL SERVICES MANAGER**

Animal Services Manager Menefee advised the Committee that for the FY18 approved budget the Animal Services Division was adding on 2 additional part-time kennel technician positions. The positions would enable the Division to have a kennel technician available until close every night to assist guests with adoptions and reclaims.

Manager Menefee updated the Committee on FY17 activity statistics. Impounded animals were 2,761, a 17% increase over FY16; adopted animals were 717, a 9% increase over FY16; and calls for service were 4,543, a 19% increase over FY16. Council Member Lombard stated that staff was doing a good job of keeping up with dead animal removal from City streets.

**5. DISCUSSION OF VETERINARIAN SERVICES CONTRACT**

Manager Menefee advised the Committee that a Request for Proposal from the Purchasing Department closed on Thursday, October 19, 2017. There were 13 vendors that reviewed the bid, 7 vendors downloaded the bid, and 1 vendor submitted a bid. The submitting vendor was RSVP (Relief Services for Veterinary Practitioners). City Council gave approval to Purchasing and the Neighborhood Services Departments to negotiate a contract with RSVP.

**6. DISCUSSION OF ANIMAL MICROCHIP SOFTWARE**

Manager Menefee advised the Committee that the Animal Services Division was looking into changing their animal shelter management software. Chameleon, the current software program utilized at the Division was incapable of providing the type of statistical tracking, veterinarian services and field case management needed to run a more effective Animal Services organization.

Manager Menefee stated the Division was looking into software called PetPoint. Utilization of the program would allow for more effective tracking of veterinarian services and field case management. PetPoint is internet based allowing for unlimited users, provides 30 days of free pet adoption insurance, online licensing, lost/found/adoptable animals on City website, E-signature, and document uploading.

**7. DISCUSSION OF SPECIAL EVENTS  
CLEAR THE SHELTER AND DOGGIE BEACH BASH**

Manager Menefee updated the Committee on the Division's large summer special events; Clear the Shelter and Doggie Beach Bash. Clear the Shelter resulted in 79 adoptions, with only 5 cats and 2 guinea pigs left at the end of the day event. Doggie Beach Bash sold 1,107 tickets, 1,095 people and 648 dogs attended, and the Division made a profit of \$14,239 to be used in the Building Fund donation account.

## **8. DISCUSSION OF ONLINE COMMUNICATION AND PUBLIC OUTREACH**

Manager Menefee updated the Committee that the Division was going to take a more active role in online communication and public outreach. In partnership with the Communications Department the Division is filming a weekly Adoptable Pets of the Week segment aired on both the City's and Divisions Facebook pages, Volunteer of the Month highlight, increased usage of the Division's Facebook page, and redevelopment of the Division's City website pages to better display lost/found/adoptable animals and other programs/projects to keep citizens updated and informed on their Animal Services Division.

## **9. ADJOURNMENT**

**COUNCIL MEMBER LOMBARD MOVED TO ADJOURN THE MEETING AND DIRECTOR MARTINEZ SECONDED THE MOTION.**

**MOTION TO APPROVE CARRIED 3 - 0.**

Meeting adjourned at 12:16 p.m.

**ATTEST:**

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Keane Menefee, Animal Services Manager