



CITY OF NORTH RICHLAND HILLS  
ANIMAL ADOPTION AND RESCUE CENTER ADVISORY COMMITTEE MINUTES  
7301 IRON HORSE BLVD  
NORTH RICHLAND HILLS, TX 76180  
THURSDAY, NOVEMBER 1, 2018

**REGULAR COMMITTEE MEETING**

**1. CALL TO ORDER**

Councilman Tom Lombard called the meeting to order on Thursday, November 1, 2018 at 10:10 a.m.

**ROLL CALL**

Present:	Dr. Russell Johnson, DVM	Veterinarian
	Tom Lombard	Council Member, Place 3
	Stefanie Martinez	Director, Neighborhood Services
	Jay Sabatucci	Executive Director, TACA

Absent: None

Staff Members:	Keane Menefee	Animal Services Manager
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**2. INTRODUCTION OF NEW ADVISORY COMMITTEE MEMBER JAY SABATUCCI**

Mr. Sabatucci introduced himself to the board. Mr. Sabatucci is currently the Executive Director of the Texas Animal Control Association (TACA) and has over 30 years of animal control and animal welfare experience.

**3. INTRODUCTION OF SPECIAL GUESTS & CITY STAFF**

No special guests or additional city staff were present

**4. Approval of the Minutes of the May 23, 2018 Animal Adoption & Rescue Center Advisory Committee Meeting**

Director Martinez moved to approve the minutes of the May 23, 2018 Animal Adoption & Rescue Center Advisory Committee meeting. Dr. Johnson seconded the motion.



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Motion to approve carried 4 - 0.

**5. REPORT OF ANIMAL SERVICES MANAGER**

a) Fiscal Year 2018 divisional statistics:

Animal Services Manager Menefee discussed FY18 statistics with the committee. Menefee stated that other than return to owners that had decreased somewhat from FY17 to FY18; other areas of importance to the operation of AARC were trending in positive results, especially in the areas of adoptions and live release rate. At the conclusion of his review the committee members expressed their excitement and gratitude for the positive changes being made at AARC and were especially happy to hear of the increases in adoptions and live release rate.

- i. FY18 impound total was 2,362 compared to FY17 of 2,791 or a 15% reduction in impounds
- ii. FY18 adoption total was 918 compared to FY 17 of 752 or a 22% increase in adoptions
- iii. FY18 return to owners was 440 compared to FY17 of 456 or a 4% reduction in return to owners
- iv. FY18 euthanasia total was 359 compared to FY17 of 536 or a 33% reduction in euthanasia
- v. FY18 transfer to rescue partners was 131 compared to FY17 of 206 or a 36% reduction in transfers
- vi. FY18 live release rate was 82% compared to FY17 of 76% or a 6% increase

b) New shelter practices and programs:



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Manager Menefee discussed with the committee new shelter practices and programs at the AARC.

- i. The shelter began a new extended stay pets program where dogs and cats that have been available for adoption 30 days or more have their adoption fee decreased from \$100 to \$25
  - ii. Adoption specials through the holidays reduced adoption fees for all animals from \$100 to \$50
  - iii. New volunteer programs have started with the Girl Scouts and Boy Scouts. Troops come in and help walk dogs, unfold newspaper, and assist with various other tasks in the shelter.
- c) Clear the Shelter and Doggie Beach Bash results:
- i. Clear the Shelter 2018:

Manager Menefee reviewed with the Committee the results from Clear the Shelter. He stated that AARC adopted out 62 total animals- 22 dogs and 40 cats. In the 3 weeks prior to the event NBC5 requested that participating shelters report their adoptions and the AARC adopted out a total of 142 pets during that timeframe. There were 62 shelters across the Metroplex participating in the event and of those shelters only 11 had more adoptions than AARC on the day of the event and for the entire 3-week span only 12 shelters had more adoptions. All told there were over 7,000 pets adopted from DFW shelters in 3 weeks. NRH city departments involved in making this event a success were VIP's, NRHPD, NRHFD, Parks & Recreation, Neighborhood Services, Public Works, Fleet Services, Building Services, and AARC volunteers.

- 1. FY 18: 62 Adoptions, 0 Animals Left and 142 Total Adoptions for the 3 weeks leading up to the event
- 2. FY17: 79 Adoptions, 7 Animals Left



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ii. Doggie Beach Bash 2018:

Manager Menefee reviewed with the committee the results from Doggie Beach Bash. He stated that the numbers were down from previous years due to excessive rain and unseasonably cooler weather the week before and on the day of the event.

1. 656 tickets sold
2. 521 humans
3. 652 dogs
4. Total Profit- \$9,447

No questions or requests for follow up from the committee regarding this agenda item.

**6. DISCUSSION OF FISCAL YEAR 2019 ANIMAL SERVICES BUDGET**

Animal Services Manager Menefee reviewed the approved budget for FY19 and special requests made for additional equipment and shelter improvements with the committee. No questions or requests for follow up from the committee regarding this agenda item.

- a) Approved budget of \$819,985
  - i. Increase of overall budget of \$49,058 from FY18, almost all on salary and benefits
  - ii. Animal adoption expense account reduced by \$10,000
  - iii. Food account reduced by \$1,000
  - iv. Drugs/lab account increased by \$7,131 to \$23,226- we requested \$39,361



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- b) Requested from Fleet a new truck to replace truck that was totaled in an accident in 2017. This was a pickup truck used to pick up donations, shelter supplies and relocate large traps.
- c) Requested from IT new rugged laptop computers for officers in the field
- d) Requested from Building Services concreting the floors in the outdoor runs for better sanitation and disinfection in hopes of decreasing/eliminating the AARC's only odor control issue.

**7. FISCAL YEAR 2019 ANIMAL SERVICES GOALS AND OBJECTIVES**

Manager Menefee reviewed with the committee that AARC was working with area groups to increase the number of volunteers at the shelter and identifying additional foster homes for animals during FY19. No questions or requests for follow up from the committee regarding this agenda item.

**8. UPDATE OF VETERINARIAN SERVICES FOR SHELTER PETS**

Manager Menefee updated the committee on the progress of the new veterinarian services program added to Animal Services on January 19, 2018. He provided the below statistics for the program. No questions or requests for follow up from the committee regarding this agenda item.

- a) Total Animals Provided Veterinarian Care: 681
- b) Dogs Spayed/Neutered: 256
- c) Cats Spayed/Neutered: 221
- d) Animals Rabies Vaccinated: 566
- e) Animals Microchipped: 451
- f) Dogs Heartworm Tested: 163



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g) Animals Treated for Illness: 76

h) Animals Treated for Injury: 23

**9. UPDATE OF PETPOINT DATA MANAGEMENT SOFTWARE IMPLEMENTATION**

Manager Menefee updated the committee that Animal Services ceased using Chameleon software on May 1, 2018. With PetPoint citizens can now view all lost, found, and adoptable animals on the AARC city website page instead of having to come into the shelter to look for their lost pet or a new pet to adopt. Online licensing was available to citizens on the city website page as of October and staff was still entering and updating data into PetPoint from FY18. No questions or requests for follow up from the committee regarding this agenda item.

**10. DISCUSSION ON WILDLIFE SIGHTINGS AND COMPLAINTS**

Manager Menefee discussed with the committee issues of wildlife in the community. He stated that there were complaints from citizens observing coyotes, bobcats, and other nuisance wildlife. He explained that at this time there were no adverse/ abnormal behaviors being exhibited by this wildlife to cause alarm or escalated actions. He recommended that possible solutions included a tranquilizer rifle, additional traps, possibly contracting with a wildlife removal specialist and referring citizens to private wildlife exclusion companies with issues on private property.

Committee Member Sabatucci stated that in Fort Worth, other area shelters, and an increasingly new trend in animal services was the ceasing of providing and servicing animal traps on private property. The discussion was that Animal Services doesn't provide rodent control or insect control on private property, why are we providing and servicing traps and competing with private enterprise, wasting tax dollars on private property owner responsibilities. The discussion was that Animal Services would still provide and service traps for rabies exposure incidents but other requests from citizens for traps and animal pick up, the citizen would be referred to local private wildlife/pest control and removal companies. The committee asked the animal services manager to prepare a proposal for review at the next advisory committee meeting.



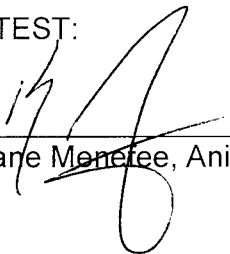
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**11. ADJOURNMENT**

Council Member Lombard called the meeting to adjourn

Meeting adjourned at 11:35 a.m.

ATTEST:

  
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Keane Monette, Animal Services Manager