



Royal Oak ANIMAL SHELTER

Royal Oak Animal Shelter Committee Meeting
Royal Oak Police Department
450 East Eleven Mile
Community Room
Royal Oak, MI 48067

April 20, 2023 Meeting Minutes

1. Meeting Call to Order at 7:01pm

2. Roll Call

Present: Dawne Ripinski, Amy Brien, Liz Rivard-Weston, Monica Hunt, Jodie Ellison, Deputy Chief Keith Spencer

Absent: Rose Peruski

Removed: Nora Lessnau

3. Approval of April 20, 2023 Agenda

- Dawne Ripisinki moved to approve the April 20, 2023 Agenda, Amy Brien seconded; approved unanimously.

4. Approval of March 16, 2023 Minutes

- Tabled due to March 2023 not being ready for review.

5. Public Comment

- None

6. Staff Reports

a. Shelter Report – Jodie Ellison, Attachment 1

- The Shelter continues to take in pets.
- 9 dogs were in the Shelter on February 1; 8 dogs remained at the end of February.
- 19 cats were in the Shelter of February 1; 12 cats remained at the end of February.

b. Financials and Police Department – Deputy Chief Spence, Attachment 2

- The Shelter received \$874.03 in donations and \$57.36 in medical donations.
- Electricity continues to be the largest expense for the Shelter with animal medical expenses being the next largest expense.



Royal Oak ANIMAL SHELTER

7. Unfinished Business

- a. Leprechauns – moved to parking lot
- b. Volunteer recognition
 - City manager’s office and Commission continue to review recognition events for volunteers.
- c. Leon and Lulu’s Shopping
 - Dawne Ripinski will continue to work with merchant on potential fundraising event.
- d. Status of animal Shelter Committee
 - Monica Hunt advised that the Commission agreed with the Committee that this group would best server the Shelter as a “Friends of” board. The Committee will being to work to transition to such board.
- e. Volunteer Box
 - Concerns arose about the presence of donation boxes at area businesses, specifically the golf course. It was determined that the boxes do not name the Shelter but we will pull back on placing boxes.

8. New Business

- a. None

9. Parking Lot

- a. FurBall Merchandise - Continue to remain in parking lot.
- b. Corporate Giving - Continue to remain in parking lot.

10. Motion to Adjourn

- Monica Hunt moved to adjourn, Dawne Ripinski seconded; approved unanimously.
- Meeting adjourned at 7:26pm.

Next Meeting: May 18, 2023

**Monthly Tabulation of Animals
Royal Oak Animal Shelter**

Month: March

2023

SHELTER ACTIVITY	DOGS		CATS	
	Over 6 Mo.	Under 6 Mo.	Over 6 Mo.	Under 6 Mo.
Number of Animals at BEGINNING OF MONTH	9	0	13	6
Number of Strays Received (+)	13	1	1	0
Number of Owner Give-Ups (inc. Trans.) (+)	0	0	0	0
Number Returned to Owner (inc. TNR) (-)	9	0	1	0
Number Adopted (-)	4	1	1	6
Number that Died at Shelter/In Foster/@Vet (-)	0	0	0	0
Number Turned Over to Oakland County (-)	0	0	0	0
Number Transferred/RTF	1	0	0	0
Number of Animals at END of MONTH (=)	8	0	12	0
Number Altered/on S/N Contract at Adoption	4	1	1	0
Number of Dead Animal Disposals	0	0	0	0
Report Completed By: Jodie Ellison	Date: 4.1.23		White - PD Yellow - Shelter Pink - AS Cmte.	

**Monthly Tabulation of Animals
Royal Oak Animal Shelter**

Month: February

Year: 2023

SHELTER ACTIVITY	DOGS		CATS	
	Over 6 Mo.	Under 6 Mo.	Over 6 Mo.	Under 6 Mo.
Number of Animals at BEGINNING OF MONTH	9	0	13	6
Number of Strays Received (+)	13	1	1	0
Number of Owner Give-Ups (+)	0	0	0	0
Number Returned to Owner (inc. TNR) (-)	9	0	1	0
Number Adopted (-)	4	1	1	6
Number that Died at Shelter/In Foster (-)	0	0	0	0
Number Turned Over to Oakland County (-)	0	0	0	0
Number Transferred/RTF	1	0	0	0
Number of Animals at END of MONTH (=)	8	0	12	0
Number Altered/on S/N Contract at Adoption	4	1	1	6
Number of Dead Animal Disposals	0	0	0	0
Report Completed By: Jodie Ellison	Date: 4.1.23		White - PD Yellow - Shelter Pink - AS Cmte.	

Attachment 2

04/20/2023 10:37 AM

User: KeithS

DB: Royal Oak

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROYAL OAK
Fund 297 ANIMAL SHELTER

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PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Revenues						
Dept 000 - NON-DEPARTMENTAL						
297-000-64202	DOG POUND FEES & SALES	0.00	0.00	0.00	0.00	0.00
297-000-65500	DEPOSIT FORFEITURE	0.00	0.00	0.00	0.00	0.00
297-000-66500	INTEREST	20.00	119.91	0.00	(99.91)	599.55
297-000-66501	INTEREST - SPAY/NEUTER	0.00	0.00	0.00	0.00	0.00
297-000-67100	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
297-000-67504	DONATIONS - ANIMAL SHELTER	40,000.00	37,614.20	874.03	2,385.80	94.04
297-000-67505	DONATIONS - ANIMAL MEDICAL	4,000.00	1,361.65	57.36	2,638.35	34.04
297-000-69299	TRANSFER FROM GRANT FUND	0.00	0.00	0.00	0.00	0.00
297-000-69400	CASH OVER AND SHORT	0.00	0.00	0.00	0.00	0.00
297-000-69700	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
297-000-69901	TRANSFER FROM GENERAL FUND	90,000.00	0.00	0.00	90,000.00	0.00
297-000-69929	TRANSFER FROM ROOTS	0.00	0.00	0.00	0.00	0.00
297-000-69962	TRANSFER FROM WC INSURANCE FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		134,020.00	39,095.76	931.39	94,924.24	29.17
TOTAL REVENUES		134,020.00	39,095.76	931.39	94,924.24	29.17

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Expenditures						
Dept 430 - ANIMAL SHELTER						
297-430-70203	WAGES - PERMANENT	45,760.00	28,933.11	3,200.00	16,826.89	63.23
297-430-70204	WAGES - TEMPORARY	18,200.00	7,845.28	953.30	10,354.72	43.11
297-430-70300	WAGES - OVERTIME	0.00	5,725.00	210.00	(5,725.00)	100.00
297-430-70407	DUPLICATE HEALTH CARE BENEFITS PAY	0.00	1,789.20	0.00	(1,789.20)	100.00
297-430-70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	686.40	446.33	48.00	240.07	65.02
297-430-70601	RETIREMENT CONTRIBUTIONS - GENERAL	0.00	0.00	0.00	0.00	0.00
297-430-70603	OPEB CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
297-430-70610	DEFINED CONTRIBUTION	4,118.40	2,678.01	288.00	1,440.39	65.03
297-430-70620	RETIREE HSA	1,372.80	1,180.83	128.00	191.97	86.02
297-430-71101	FICA	5,005.88	3,335.22	321.21	1,670.66	66.63
297-430-71102	UNEMPLOYMENT COMPENSATION TAX	45.60	68.64	11.56	(23.04)	150.53
297-430-71201	GROUP MEDICAL INSURANCE	14,555.15	3,578.40	1,192.80	10,976.75	24.59
297-430-71203	GROUP DENTAL INSURANCE	1,183.44	645.10	64.51	538.34	54.51
297-430-71204	GROUP LIFE INSURANCE	205.80	171.50	17.15	34.30	83.33
297-430-71205	VISION INSURANCE	105.76	28.71	9.57	77.05	27.15
297-430-71206	WORKERS COMPENSATION INSURANCE	110.00	325.70	35.20	(215.70)	296.09
297-430-71207	SHORT AND LONG TERM DISABILITY	0.00	214.53	20.26	(214.53)	100.00
297-430-73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00	0.00
297-430-79900	MISCELLANEOUS OPERATING SUPPLIES	8,500.00	10,016.94	1,157.08	(1,516.94)	117.85
297-430-80100	CONTRACTED WORKER SERVICES	0.00	10,000.00	0.00	(10,000.00)	100.00
297-430-82100	ANIMAL CONTROL SERVICES	0.00	0.00	0.00	0.00	0.00
297-430-82101	ANIMAL MEDICAL SERVICES	15,000.00	9,520.42	1,584.64	5,479.58	63.47
297-430-82102	ANIMAL SPAY/NEUTERING SERVICES	3,000.00	920.00	480.00	2,080.00	30.67
297-430-83301	HEATING/COOLING REPAIR & MAINT SERVICES	3,000.00	2,864.79	0.00	135.21	95.49
297-430-83399	MISC BUILDING REPAIR & MAINT SERVICES	0.00	0.00	0.00	0.00	0.00
297-430-85101	ELECTRIC	5,000.00	5,255.79	1,055.05	(255.79)	105.12
297-430-85103	GAS	5,000.00	1,653.26	453.75	3,346.74	33.07
297-430-85105	WATER	2,100.00	409.25	0.00	1,690.75	19.49
297-430-85107	TELEPHONE SERVICE	0.00	0.00	0.00	0.00	0.00
297-430-86500	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
297-430-87501	ADVERTISING & LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00
297-430-96400	BANK SERVICE CHARGES & FEES	100.00	3.85	0.00	96.15	3.85
297-430-96901	INCREASE IN FUND BALANCE	950.00	0.00	0.00	950.00	0.00
297-430-97000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
297-430-97001	CAPITAL OUTLAY-NON-QUALIFIED	0.00	0.00	0.00	0.00	0.00
Total Dept 430 - ANIMAL SHELTER		133,999.23	97,609.86	11,230.08	36,389.37	72.84
TOTAL EXPENDITURES		133,999.23	97,609.86	11,230.08	36,389.37	72.84
Fund 297 - ANIMAL SHELTER:						
TOTAL REVENUES		134,020.00	39,095.76	931.39	94,924.24	29.17
TOTAL EXPENDITURES		133,999.23	97,609.86	11,230.08	36,389.37	72.84
NET OF REVENUES & EXPENDITURES		20.77	(58,514.10)	(10,298.69)	58,534.87	1,724.12