

Royal Oak Animal Shelter Meeting Minutes

May 18, 2023

Royal Oak Police Department

450 East Eleven Mile

Community Room

Royal Oak, MI 48067

- 1) **Call to Order** - Call to order at 7:00 pm
- 2) **Roll Call:** Dawne Ripinski, Liz Revard-Weston, Amy Brien, Rose Peruski, Monica Hunt, Deputy Chief Keith Spencer, Jodie Ellison
- 3) **Approval of Agenda** - Motion by Hunt to approve the agenda as amended: move status of Committee to 7(a); add Block Party to New Business; add approval of March 2023 minutes and June 2022 Subcommittee meeting minutes. Seconded by Ripinski. Motion carried unanimously.
- 4) **Approval of Minutes** - Motion by Brien seconded by Ripinski to approve April 2023 meeting minutes. Motion carried unanimously.
Motion by Ripinski seconded by Brien to approve March 2023 meeting minutes. Motion carried unanimously.
Motion by Ripinski seconded by Hunt. to approve June 21, 2022 subcommittee meeting minutes. Motion carried unanimously.
- 5) **Public Comment** - None
- 6) **Staff reports** -
 - a. **Shelter Report** - Ellison reported that there are currently a larger than usual amount of dogs in the shelter. Report attached.
 - b. **Financials and Police Department** - DC Spencer reported \$1,200 in donations received in last month. Largest costs continue to be utilities and an uptick in supplies to feed the larger amount of docs in shelter. Monthly tabulation attached
- 7) **Unfinished business** -
 - a. **Status of Animal Shelter Committee** Hunt stated City Commission agreed that the Commission should move to a different structure similar to other "Friends of" organizations; however, there has not been a vote yet. Commission to discuss transition into a different form in anticipation of dissolution of the Commission.
 - b. **Volunteer Recognition** - Hunt stated that with the restructure of the Commission there is a push to create a formal volunteer recognition process that is also in waiting.

- c. **Leon & Lulu's Shopping** Ripinski reported that Leon & Lulu's had offered an after hours shopping fundraiser. The cost of the fundraiser is too expensive to proceed further and the Commission decided to decline the opportunity.

8) New business -

- a. **Block Party** - Ellison stated the Shelter has the opportunity to have a table at the City Wide Block Party on June 6th, 2023 from 6-8pm. Looking for volunteers to help at the table. J. Ellison to look into swag items and a dog to bring to the booth.

- 9) **Adjournment** - Motion by Ripinski, supported by Brien, to adjourn the meeting at 7:24 pm. Motion carried unanimously.

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE 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	38,805.48	1,191.28	1,194.52	97.01
297-000-67505	DONATIONS - ANIMAL MEDICAL	4,000.00	1,361.65	0.00	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	40,287.04	1,191.28	93,732.96	30.06
TOTAL REVENUES		134,020.00	40,287.04	1,191.28	93,732.96	30.06

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Expenditures						
Dept 430 - ANIMAL SHELTER						
297-430-70203	WAGES - PERMANENT	45,760.00	32,133.11	3,200.00	13,626.89	70.22
297-430-70204	WAGES - TEMPORARY	18,200.00	8,993.23	1,147.95	9,206.77	49.41
297-430-70300	WAGES - OVERTIME	0.00	5,875.00	150.00	(5,875.00)	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	494.33	48.00	192.07	72.02
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	2,966.01	288.00	1,152.39	72.02
297-430-70620	RETIREE HSA	1,372.80	1,308.83	128.00	63.97	95.34
297-430-71101	FICA	5,005.88	3,665.82	330.60	1,340.06	73.23
297-430-71102	UNEMPLOYMENT COMPENSATION TAX	45.60	72.32	3.68	(26.72)	158.60
297-430-71201	GROUP MEDICAL INSURANCE	14,555.15	4,876.84	1,298.44	9,678.31	33.51
297-430-71203	GROUP DENTAL INSURANCE	1,183.44	709.61	64.51	473.83	59.96
297-430-71204	GROUP LIFE INSURANCE	205.80	188.65	17.15	17.15	91.67
297-430-71205	VISION INSURANCE	105.76	37.97	9.26	67.79	35.90
297-430-71206	WORKERS COMPENSATION INSURANCE	110.00	362.18	36.48	(252.18)	329.25
297-430-71207	SHORT AND LONG TERM DISABILITY	0.00	234.79	20.26	(234.79)	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	11,204.21	1,187.27	(2,704.21)	131.81
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	9,731.94	211.52	5,268.06	64.88
297-430-82102	ANIMAL SPAY/NEUTERING SERVICES	3,000.00	1,040.00	120.00	1,960.00	34.67
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	6,298.62	1,042.83	(1,298.62)	125.97
297-430-85103	GAS	5,000.00	3,131.29	1,478.03	1,868.71	62.63
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	108,391.84	10,781.98	25,607.39	80.89
TOTAL EXPENDITURES		133,999.23	108,391.84	10,781.98	25,607.39	80.89
Fund 297 - ANIMAL SHELTER:						
TOTAL REVENUES		134,020.00	40,287.04	1,191.28	93,732.96	30.06
TOTAL EXPENDITURES		133,999.23	108,391.84	10,781.98	25,607.39	80.89
NET OF REVENUES & EXPENDITURES		20.77	(68,104.80)	(9,590.70)	68,125.57	7,899.86

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

Month: **April** 2023

SHELTER ACTIVITY	DOGS		CATS	
	Over 6 Mo.	Under 6 Mo.	Over 6 Mo.	Under 6 Mo.
Number of Animals at BEGINNING OF MONTH	8	0	12	0
Number of Strays Received (-)	8	0	0	0
Number of Owner Give-Ups (inc. Trans.) (+)	2	0	0	0
Number Returned to Owner (inc. TNR) (-)	7	0	0	0
Number Adopted	0	0	0	0
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	0	0	0	0
Number of Animals at END of MONTH	11	0	12	0
Number Altered/on S/N Contract at Adoption	0	0	0	0
Number of Dead Animal Disposals	0	0	0	0
Report Completed By: Jodie Ellison	Date: 5.1.23		White - PD Yellow - Shelter Pink - AS Cmte.	

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

Month: **April** 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	8	0	12	0
Number of Strays Received (-)	8	0	0	0
Number of Owner Give-Ups (+)	2	0	0	0
Number Returned to Owner (inc. TNR) (-)	7	0	0	0
Number Adopted	0	0	0	0
Number that Died at Shelter/In Foster (-)	0	0	0	0
Number Turned Over to Oakland County (-)	0	0	0	0
Number Transferred/RTF	0	0	0	0
Number of Animals at END of MONTH	11	0	12	0
Number Altered/on S/N Contract at Adoption	0	0	0	0
Number of Dead Animal Disposals	0	0	0	0
Report Completed By: Jodie Ellison	Date: 5.1.23		White - PD Yellow - Shelter Pink - AS Cmte.	