Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Steve Tyler
Ward 2 – Andre' Good
Ward 3 – Don Hutchings
Ward 4 – George Catsavis
At Large Position 5 – Pam Weber
At Large Position 6 – Kevin Settle
At Large Position 7 – Philip H. Merry Jr.

AGENDA

Fort Smith Board of Directors

Study Session

July 10, 2012 ~ 12:00 Noon

Fort Smith Public Library Community Room
3201 Rogers Avenue

1. Update from the Animal Services Advisory Board ~ *Settle/Hutchings placed on the agenda at the June 26, 2012 study session* ~

2. Discuss request for waiver of city cleanup liens *(Effie Drosopolous Hart – 2901 South 12th Street)*

3. Six month review of 2012 Budget and 2013 Budget Goals ~ *Requested at the November 6, 2011 regular meeting* ~

4. Review preliminary agenda for the July 17, 2012 regular meeting

Fort Smith Police Department

Kevin Lindsey, Chief of Police

INTERDEPARTMENTAL MEMORANDUM

To: **Ray Gosack, City Administrator**

From: **Kevin Lindsey, Chief of Police**

Subject: **Animal Services Advisory Board Update**

Date: **July 2, 2012**

At the June 26, 2012 regular Board of Director Study Session, Board members voted to receive a progress report from the Animal Services Advisory Board to be presented at the Tuesday, July 10th, 2012 regular Study Session. Chairperson Cheryl Gilmore will present the update on behalf of the Animal Services Advisory Board. All members of the Advisory Board have been invited to attend.

The Animal Services Advisory Board (ASAB) held their first meeting on Wednesday, May 9, 2012 and have met eight times. ASAB members utilize the eleven recommendations Board members identified to guide their work.

Chairperson Cheryl Gilmore has prepared an extensive summary of ASAB members' work thus far and is included with this memorandum. Also included with this memorandum is an updated Roster for the ASAB and authorizing Ordinance 4-12.

Date: 3 July 2012

To: City of Ft. Smith – Board of Directors

From: Cheryl Gilmore, Chair, Animal Services Advisory Board

Regarding: Progress Report of the Animal Services Advisory Board

The ASAB began meeting on May 9, 2012 when Cheryl Gilmore was voted chair. During that session we received the Freedom of Information and also the directives from the Board of Directors that were given to us as "Summary of Recommendations" from the previous Animal Task Force Board. For simplicity sake I will use those recommendations to report on our progress.

Summary of Recommendations

Note: The following recommendations were retained by the Board of Directors to provide guidance for members of the Animals Services Advisory Board at their March 15, 2012 Special Study Session.

1. **Overhaul the format of the animal ordinances**
   Present in a framework that makes logical sense to the community and represents an understanding that pet ownership is more than a mere right.
   - The board is using 6 areas of information to make conclusions and changes.
     - The document previously prepared by the Animal Task Force and recommendations
     - Current in force and proposed City Ordinances
     - Independent research by ASAB board members
     - Expertise of the ASAB board members
     - Outside experts - We have called upon the Executive Director of the SCHS for information on that entity
     - We utilize the expertise of Sgt. Copeland and Chief Lindsey during our meetings
   - All proposed changes have been voted on by the ASAB and have been 9-0, for a unanimous vote on each proposed change.
   - The board began with the current in force ordinances as a starting point
   - Have completed a review of Division 1 – Generally - Sections 4-1 through 4-11
     - Recommended changes include changing Animal Warden throughout all ordinances and contracts to Animal Control Officer for continuity
     - Adding the definitions of Feral Cat & clarification of some of the other definitions
     - The change of "Dangerous dog" to Aggressive dog and cleaned up definition for more clarity and enforceability
     - Cleaned up definition of Vicious dog for more clarity and enforceability
     - Pen Sizes - Study group of three ASAB members, Tammy Trouillon , Nicole Morgan & Carole Hutton to study pen sizes. This will be completed as old business on our meeting of July 11, 2012.

  - Removed "swine" from enforcement being no swine are allowed in city limits
  - Changed references from dog to animal in ordinances unless specifically targeting a dog
  - Under section 4-11 which was reserved will be adding an ordinance regarding Venomous reptiles. The board wants a license (at no cost) to be assigned to citizens harboring venomous animals. Rationale is that these license holders can be put in the CAD system by the city for city personnel responding to fire or police calls to know there are venomous animals on or in the property. It would be handled as a simple business license is in the city and again No Fee. It is for the safety of the city personnel and the citizens of Ft. Smith. Dependent on the number of animals uncovered with the free license, the city may alert area hospitals to have the correct anti-venoms on hand.
- Division 2 – Animal Services Advisory Board - Complete
  - One change has been recommended to add a Vice Chair to the Board. This board agreed to this recommendation and Nicole Morton is the Vice Chair who will act in the Chair's absence.
- ARTICLE III. – RABIES CONTROL - Complete
  - We have completely reviewed this section of the ordinances and have made one change to Sec 4-63 – Vaccination. We have added verbiage to address the three (3) year rabies vaccinations now available.
- ARTICLE II. IMPOUNDMENT
  - This was delayed and will be our new business on our next meeting of 11 July 2012
  - We wanted to review the contract of the City of Ft. Smith and review the operating procedures of the SCHS being it is a contractor of the City providing services with revenue attached in the contract. Also, the contract is up for renewal on August 1, 2012 and we wanted to be able to make recommendations based on our findings.
- **#5 Restructure the contractual support of the SCHS** - Require and encourage SCHS personnel dedicated to fund development, education and programming as a priority need
- **#6 Require greater transparency of SCHS reporting** – Require monthly reporting of the specific reasons why euthanized dogs and cats were designated as non-adoptable. Require periodic scheduling of rabies inoculations and micro chipping events and spay / neuter education complete with vouchers.
- Findings of the ASAB regarding the Sebastian County Humane Society & Executive Director, JoAnn Barton
- The Sebastian County Humane Society is a board governed non-profit entity. It does not report to the national humane society as none do. Anyone can open a humane society at any time and run it as they see fit. It is either self-governing or board governing.
- National euthanasia statistics are difficult to pinpoint because animal care and control agencies are not uniformly required to keep statistics on the number of animals taken in, adopted, euthanized or reclaimed. While many shelters know the value of keeping statistics, no national reporting structure exists to make compiling national statistics on these figures possible.
- Ms. Barton provided statistics regarding the last 4 years of their operation

- Attachment 1 shows these statistics put into an excel spreadsheet for easier and more accurate formulas by Cheryl Gilmore, Chair, ASAB. I certify that all numbers are true and factual and all came from the copies of statistics provided by JoAnn Barton of the SCHS.
- When Ms. Barton was asked to review these numbers, she said the starting numbers are incorrect even though they were given to the ASAB as that.
- When Ms. Barton was asked how many animals currently in the shelter, she estimated 350. When she verified that number and got back to me, it was a census of 427.
- I agree with Ms. Barton about these numbers not being correct. However; they are the only numbers retained and we have no way of knowing the exact numbers except that they are probably about 40% higher each month starting out.
- This would increase euthanasia rates and reduce adopted, returned to owner rates.
    - Overall, In the past 4 years the averages are as follows:
    - Dogs – 2011 – 48.9% (3,289) Euthanized -
    - Cats – 2011 – 52.9% (2,436) Euthanized – upward trend when leveled
    - Dogs – 2010 – 53.6% (3,289) Euthanized – upward trend when leveled
    - Cats – 2010 – 50.8% (2,040) Euthanized – upward trend when leveled
    - Dogs – 2009 – 47.5% (2,868) Euthanized – upward trend when leveled
    - Cats – 2009 – 53.4% (2,281) Euthanized – upward trend when leveled
    - Dogs – 2008 – 47.0% (3,194) Euthanized
    - Cats – 2008 – 42.1% (2,877) Euthanized
    - Overall, in the past 4 years the **DOG** averages from SCHS vs. national averages
    - SCHS Approximately 9.5% adopted (last 4 yrs. Avg.) – National Average (Source: ASPCA) 29%
    - SCHS Approximately 5.6% returned to owner (last 4 yrs. Avg.) – National Average (Source: ASPCA) (15% to 20% (most national were identified with tattoos, microchips & tags)
    - National Average of Animals Entering Shelters Spayed / Neutered (ASPCA) 10% - Per Ms. Barton SCHS is .04% (>1%) that enter the SCHS are spayed / neutered.
    - Overall, In the past 4 years the **CAT** averages from SCHS vs. National Average:
    - SCHS Approximately 8.9% adopted – National Average (ASPCA) 29%
    - SCHS Approximately 0% returned to owner – National Average (Source: ASPCS) less than 2% - (most were identified with tattoos, microchips & tags)
- When asked, Ms. Barton stated she felt we had an overpopulation problem here in Ft. Smith and the river valley.
- When asked, Ms. Barton stated that even if they could manage to rehabilitate and house all animals, there wouldn't be enough homes. They have many animals they have had for a long time that haven't been adopted.
- There is a Lost and Found Matching Shelter Software available (ASPCA)
    - Currently at the SCHS there is a hand written log and the contract specifies how it is to be utilized in Section 5. G) of the contract.

        - When asked about this log, Ms. Barton said yes they were following the protocol.
    - Researching other shelters in the Arkansas, Oklahoma, Missouri & Texas many have a "lost & found" log on their websites. Citizens are allowed to enter their lost pet information and photos and the shelter personnel monitor that log and these shelters have higher return to owner rates.
- The SCHS does have a "Shelter Software" however; I am not sure it is utilized for reports, animal maintenance or animal census. Some reports received from the shelter are hand written. Attachment 2.
- Euthanasia Questions of Ms. Barton for the SCHS
    - Reasons for euthanasia – Ms. Barton produced hand written log pages with the following terms as reason: Temp (Temperament), Ill (could be anything), FIV / FELV (feline leukemia), Injured, hair loss, mange, etc.
    - We asked for more clarification and she couldn't speak specific to any one euthanasia. The board was unable to ascertain if any of the euthansias were warranted or not. We specifically asked Ms. Barton to begin keeping a more detailed accounting of each animal's euthanasia. For example; if it was euthanized for parvovirus – please list that. If it was euthanized for an injury of internal damage and hemorrhage – please list that. We discussed the Asolimar Accords (method of evaluation of an animal and terminology that is used in the animal shelter group) and she said she was familiar with it and they were sometimes using it but no records were kept. The ASAB board asked Ms. Barton to immediately begin keeping better euthanasia records.
    - In reviewing the contract between the city of Ft. Smith and the SCHS for M) under services provided by the SCHS – the board will be making a recommendation for better, more descriptive reporting regarding euthanasia.
    - When asked how the SCHS makes the determination that an animal should be euthanized, who made that decision. She said Carol (person who does the euthanasia), the veterinarian if there (only there 8 hours per week), the shelter manager. She said it was between 3 and 5 persons making the decision.
    - When asked about the certifications and level of training of the persons beyond the veterinarian, she stated that Carol has the euthanasia certification to complete the procedure. No other certifications were offered or stated.
- When asked if the animals brought into the shelter by animal control were evaluated and offered medical treatment if needed, the answer was unclear. She stated they usually waiting until after the 5 (five) day hold to do any treatment when they became property of the SCHS and a decision was made if they were adoptable. This would indicate that animals needing medical attention may not receive it until after the 5 day hold. The exception was given if they were gravely ill or injured and they were euthanized right away.
- When asked specifically if they euthanize for space, the answer was no.

- When asked what other cities they are under contracts to provide similar services as with the City of Ft. Smith, the answer was Hartford, Dyer, Sebastian County, Greenwood, Alma, Barling, Hackett, Midland & Huntington.
- Ms. Barton said that 66% of the animals at the SCHS come from the City of Ft. Smith. When asked how that was quantified, the answer was it was a good guess. Ms. Barton was then asked if the Shelter Software could track which animals belong to which city, she wasn't sure. I followed up a week later and she still did not know.
- When asked about the euthanasia process Ms. Barton stated that Carol did most of the animals. Sometimes Animal Control offices do if necessary and then someone else (not named) does when Carol isn't available.
    - When asked about using pre-euthanasia drugs before the lethal dose of medication, she said not often. Maybe if the animal was stressed out or if it were a puppy or kitten.
    - We went over the Humane Society International guidelines as this is what Ms. Barton said they follow at SCHS.
    - In that protocol is a similar Category, Status & to Euthanize or Not, were listed. When asked if they followed this protocol, the answer was sometimes.
    - The ASAB board then discussed the types of medications that the two veterinary members would recommend and if they recommend the pre-euthanasia medication. The medication suggested by Dr. Remer & Dr. Thamses is Telazol. It was recommended that it <u>always</u> be used when euthanizing puppies and kittens and dogs where you couldn't easily get an IV started. Puppies and kittens are euthanized in the stomach area and the euthanasia drug burns badly and would cause the animal pain and suffering. It was recommended that any animal that shows any signs of stress, be given the pre-euthanasia drug to relax them and not unduly stress them out and cause pain and suffering either physically or emotionally. Some pre-euthanasia drugs put the animal to sleep but they can still feel pain. The Telazol does not let them feel any pain.
    - The ASAB will be making a recommendation on item M) of the contract regarding the pre-euthanasia drug utilizing Telazol or another drug offering the same outcome.
- There was quite a bit of conversation regarding a full time veterinarian at the SCHS. They had a full time vet at the time of the inception of the current contract and it is in Section 5A). They have since let go the full time vet and pay a contracted vet 8 hours per week at $80 per hour. The salary per hour was given by Ms. Barton without any questions from the ASAB. Yearly this comes to a cost of $33,280 for their vet services currently.
- The ASAB came to the conclusion that a full time veterinarian is needed to deal with an average of 400 to 500 animals daily. The board decided that to give humane care and to keep up with the spay and neuter needed to get animals into adoption and all other tests, etc., it is unreasonable to think that 8 hours a week is sufficient.

- In doing research the ASAB has found that veterinarian salaries starting out are between $65,000 to $82,000 dependent on the part of the country and average salaries and demographics. (Source Salary.com) A veterinarian with experience would of course be paid much more. This person would have to be offered benefits as well that would probably add roughly another $20,000 - $30,000 dependent upon experience and salary in insurance, vacation, taxes, etc.
- Before the meetings with Ms. Barton of the SCHS, this Chair of the ASAB did an exhaustive search into the public 990's for the past 10 years. These are public and are found under Foundation Finder on the internet. Therefore some of the questions during those two meetings did come from that public information.
- When asked about grants, Ms. Barton stated that they SCHS could not get grants due to not having a vet on staff full time. With the full time vet they would be able to receive grants for medical equipment, medications, and staff salaries, spay / neuter etc. The average grant is around $150,000 up to $300,000 given out each year if you continue to qualify and apply for a shelter of this size by Pet Smart Charities.
- When asked about current grants received, Ms. Barton could only recall one $5,000 grant. In doing research on grants, this Chair of the ASAB found available over 40 grants that could be applied for. I have offered the list to Ms. Barton. She states they don't have the staff to do the grant writing. The grants are time intensive but most all ask for the same information. They will need to provide their 990's which I have found for the years 2000 – 2010 online that could be printed out, their financial statements which they should have as a non-profit and then fill out the application which can take some time. In the end, it is free money and worth some effort.
- When asked how many board directors they have, Ms. Barton answered 14
- When asked why only certain board members are shown as active on the 990 returns and with only one hour of volunteer time each week. She didn't know.
- When asked about their 990 returns and why there have been no grants listed as received she didn't know. She said, "Maybe they are combining them with endowments."
    - 2000 – 990 Return – Grants Received $181,887
    - 2001 – No Return Found Online
    - 2002 – 990 Return – Grants Received $279,951
    - 2003 – 990 Return – Grants Received $289,461
    - 2004 – 990 Return – Grants Received $307,581
    - 2005 – 990 Return – Large Donation and grants are not reported
    - 2006 – 990 Return – No Grants Listed
    - 2007 – 990 Return – No Grants Listed
    - 2008 – 990 Return – No Grants Listed
    - 2009 – 990 Return – No Grants Listed
    - 2010 – 990 Return – return has changed – Grants Received - $0

- Ms. Barton explained that they had a huge investment loss in 2009 and that is when they had to let go the full time veterinarian. The loss was in 2009 and was a loss of -$234,145. There was also a significant loss in 2007 a loss of -$134,209, 2008 a loss of -$184,559. Three year loss -$552,913 in three years 2007, 2008, 2009
    - Assets in 2010 - $1,352,557 – upward trend
    - Assets in 2009 - $1,278,610 – downward trend
    - Assets in 2008 - $1,428,506 – downward trend
    - Assets in 2007 - $1,656,040 – downward trend
    - Assets in 2006 - $1,760,329 – downward trend
    - Assets in 2005 - $1,861.992 – downward trend
    - Assets in 2004 - $1,331.265
- If the SCHS will get the full time vet and start applying for grants, do more lucrative fundraisers (less expense), this should help their losses and help with an upward trend in assets again.

- Ms. Barton was asked toward the end of the second meeting, what things or monies would she like to see added to the contract. She discussed that the Animal Control Officers use a 10 X 10 room and also utilize water to clean out vehicles daily. We suggested she make that recommendation in the upcoming contract. That would come from her end of the negotiations.
- Ms. Barton also brought up the test kits for the dogs and cats that had to be done. The cost for the cats is $13 and the dogs $9. We asked if every animal was tested upon arrival and she said no. She stated when they are complete with the holds they then are tested. Again, we asked if she could identify the dogs that entered the general population to determine how many dogs we were speaking of. She again stated she didn't know but would try to figure that out. Again, we told her to put that in the contract negotiations from her side.
- During this same meeting with Ms. Barton, many of the board members attended. It was our understanding that Ms. Barton made recommendations, negotiated and signed the contract with the City of Ft. Smith.
- SCHS Board Member Patrick Jacobs stood up and stated in front of the whole room, "JoAnn does not make the decisions on that contract and she isn't in charge of it. The board of directors are." Although, we had clearly asked no one in the audience to make an outburst, Mr. Jacobs ignored that meeting protocol. I acknowledged him and then asked him what things they would like to see changed or amended to the current contract with the City. He stated, "I am not familiar with it, so I can't speak to that." We (the ASAB) then asked more general questions and again, they couldn't answer and Mr. Jacobs said, "We are all new on the board except for two people so we can't answer." We adjourned the meeting with that. Mr. Jacobs came up to me after the meeting stating that we had "no right" to ask questions of that contract or of the SCHS as to how they operate. I reminded him that they are under a contract to provide services to the City and that he needs to review #7 in the contract. He continued to berate me. I then reminded him that on #5 & #6 of the recommendations by the Board of

Directors' for restructure the contractual support of the SCHS & Require greater transparency of SCHS reporting, he still wouldn't take that as an answer. I finally just walked away.

- The ASAB is "hesitant" to ask the city to pick up the check for the veterinarian. However; if an accounting can be done to determine just how many animals from each city are rolling over into their population (census) after the 5 day, 3 day, and other holds, it will be easier to determine how much of the city's burden they are assuming. We did discuss perhaps making a recommendation off setting our part if correctly identified. If their antidotal amount of 66% is accurate, we could perhaps discuss 66% of the amount above what they are already paying for their vet. However; that would need to be quantified and that was expressed to Ms. Barton.
- When asked, Ms. Barton stated they needed a full time veterinarian.
- The ASAB board will be making a recommendation in the contract to bump up the 3 day hold on cats to 5, in an effort to be in line with the dogs hold requirements. Animal control does not routinely pick up cats and perhaps this is why this originally was set up differently. If they are identified as City of Ft. Smith cats we recommend the same hold times with the dogs.
- The ASAB is "hesitant" to micro-manage the SCHS with too many exacts in the contracts. We will list our recommendations as "recommendations" and it will be up to the city to firm up the details of that contract.
- We have not asked for the financial budget of the SHCS. However; under #7 of the current contract it states: "Because the SCHS will be receiving monies from The City under this Agreement, the SCHS understands that its records and meetings relating to monies received and services provided under this Agreement may become subject to the provisions of the Arkansas Freedom of Information Act.
- When Ms. Barton was asked about any programs they currently have in place such as education, etc. She stated there are none. They don't have the staff or the money to do them.
- Due to a state law in Arkansas, the Humane Society cannot offer micro-chipping or low cost spay and neutering to the public. Only for the animals that they adopt out. This was verified with both Dr. Thames & Dr. Remer.
- When Ms. Barton was asked about the SCHS being at capacity, she stated that is almost all the time. They have to turn people who phone call or visit in person with animals to surrender. They are told to come or call back tomorrow. When I asked if a list of these animals was being kept to determine the actual number of animals running at large, she said no.
    - Anecdotal statistics show that when turned away from a shelter, the people are more likely to "dump", let loose or kill the animals.
    - I asked Ms. Barton if this is a list they could maybe start keeping. She wouldn't commit.
- When the ASAB was asked to visit and tour the SCHS we were greeted openly and given a tour and had all our questions answered.
    - In speaking with those that had toured the term "tired" was used a lot. Meaning most areas of the shelter are in need of repair and maintenance.

- Two persons on the ASAB board immediately volunteered and took photos of over 80 animals. To this date none have been used on the SCHS website, their facebook page, nor petfinders.com.
- I personally volunteered to teach JoAnn's staff how to write stories about the adoptive dogs and cats and how to list them. I also spoke with JoAnn about utilizing a "roller" in Petfinders.com that will populate the HSCS website without having to do things two times. I also volunteered teaching them how to create an excel spreadsheet for the animals to be uploaded on websites and how to do a bulk update. None of the invitations have been accepted.
    - Ms. Barton said they just wait for people to come in and walk the cages to adopt.
    - Again, I offered technology training and assistance to have their animals come up in searches all across the U.S. & Canada.
    - In reviewing local Human Society's websites, we notice a much larger technological footprint and more information being disseminated to the public.
- Ms. Barton says they do have money in their budget for repairs but have no place to house the animals during that update. We suggested she speak with her board regarding this to come up with something "out of the box" that might work or to do small areas at a time.
- The shelter was clean, however; due to ill repair there were some kennels and runs that were unusable due to being a danger to the animals and/or kennel workers.
- Many animals were showing signs of kennel stress which is an emotional breakdown. You will notice this when you take a tour of the SCHS.

Stress Behavior in dogs

- Kenneling restricts the dog's use of its senses
- Vision is limited. Kennel walls block vision. Can lead to jumping up.
- Noise levels are accentuated. Try to keep noise from radios, banging gates, and other animals to a minimum.
- Smells of food preparation causes excitement. Try to prepare food in a separate area.
- Bitches in heat. Keeps intact males in constant anticipation.
- Separate or neuter males, if possible.

Signs of Stress in dogs

- A dog may pace the kennel, spin or jump against the walls.
- They may shiver, pant or have a very taut face.
- They may chew bedding or kennel fixtures.
- Hiding in corners behind beds or under bedding.
- They may bark incessantly, start self-mutilation or become aggressive.
- Signs can also be physical: loss of weight, diarrhea, loss of appetite, vomiting of bile, mental depression with little or no response to stimuli.

- The shelter is full. The animals are stressed. The workers are stressed.
    - During the second meeting we discussed compassion fatigue and how it impacts shelter workers and volunteers. Ms. Barton says she does her best to help her employees and volunteers but it is inevitable that they succumb in some ways, sometimes in small ways and sometimes in large ways.

        - We discussed that this compassion fatigue also impacts the Animal Control Officers. When we asked Chief Lindsey about any help they may receive, he stated that they have counseling in place if needed. JoAnn stated she has seen the animal control officers tear up on occasion when euthanizing or trying to treat abused animals, especially puppies and kittens.
        - Compassion fatigue is also prevalent in the animal rescue workers in this area. Many admit they struggle with this. Ms. Barton passed out for everyone The Four Phases that was on the Humane Society National website. It is recommended for anyone who is caught up in this business of animals.
    - There were only empty kennels of those needing repair or in the animal control intake area.
    - The Chair of the ASAB is still firm in her request that all City Directors go to the SCHS and take the complete tour and ask your own questions. Ms. Barton has stated she has an open door policy and you are welcome anytime.
    - It is the personal opinion of the Chair of the ASAB that the SCHS is overwhelmed. They are overwhelmed with animals. Their numbers have increased greatly with city contracts and they have had overwhelming financial losses recently. They are just barely scraping by. They are physically and mentally worn out and most suffer from compassion fatigue.
    - I don't feel they will be able to take on education at this time, nor the advent of low cost programs, etc. They have to concentrate on what is in the house so to speak. I personally feel the SCHS board should work with the executive director and staff toward solving some of the problems that, no doubt, they know they have.

In closing the Animal Services Advisory Board is just beginning a very complicated and emotionally charged journey. We are working in earnest to insure that any and all recommendations that are put forth by this board are clearly researched, weighed and measured.

- We have come up with three other areas that this board would like to investigate other than those specifically given and most likely will identify more.
    - Education – Feral (at large) Cat Population and a grant to cover this
    - Low Cost Mobile Rabies Clinic and a grant to cover this
    - Being that Ft. Smith is a bird sanctuary – more education regarding what that means and perhaps a pamphlet for newcomers and citizens of Ft. Smith
    - We will most likely broaden **#8 – Create a voluntary city data base serving pets and owners.**
        - We are identifying other ways this database can be utilized beyond lost animals

We will continue to work diligently in the pursuit of a better life for the citizens of Ft. Smith and their animals. We will also work alongside the SCHS as we move forward to better the lives of animals in their care.

Respectfully submitted,

Cheryl D. Gilmore

Cheryl Gilmore, Chair, Animal Services Advisory Board

Attachment #1

2011 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Dog Population	225	195	218	217	225	235	242	253	249	256	242	253	**234**
Dogs in Foster Care	12	14	23	12	22	19	14	23	23	16	17	19	**18**
DOGS Total Monthly													**Total**
Stray Dogs Intake	157	140	142	165	172	176	209	177	162	172	166	176	**2014**
Owner Surrender Intake	56	22	133	38	29	44	39	35	40	26	34	17	**513**
Animal Control Intake	169	154	254	172	221	250	190	224	186	172	158	228	**2378**
AC Vet Bite Release	3	2	2	3	0	0	2	0	0	4	5	3	**24**
Returned to Owner	61	60	103	82	83	74	41	63	84	71	57	68	**847**
Net Dogs Before Adoption & Euthansia	**555**	**463**	**665**	**519**	**586**	**650**	**651**	**649**	**576**	**567**	**555**	**622**	
Dogs Adopted	71	45	70	57	47	50	46	43	51	52	55	66	**653**
Net Dogs Per Month Before Euthanasia	**484**	**418**	**595**	**462**	**539**	**600**	**605**	**606**	**525**	**515**	**500**	**556**	
Dogs Euthanized	222	294	302	214	272	265	358	377	245	255	239	246	**3289**
Required Euthanasia	14	5	12	13	15	46	19	4	8	0	19	2	**157**
													Annual Avg
Net Dogs After Adopt & Euthanasia	**248**	**119**	**281**	**235**	**252**	**289**	**228**	**225**	**272**	**260**	**242**	**308**	**247**
Percent Adopted	**12.8%**	**9.7%**	**10.5%**	**11.0%**	**8.0%**	**7.7%**	**7.1%**	**6.6%**	**8.9%**	**9.2%**	**9.9%**	**10.6%**	**9.3%**
Percent Euthanized	**42.5%**	**64.6%**	**47.2%**	**43.7%**	**49.0%**	**47.8%**	**57.9%**	**58.7%**	**43.9%**	**45.0%**	**46.5%**	**39.9%**	**48.9%**
Percent Housed	**44.7%**	**25.7%**	**42.3%**	**45.3%**	**43.0%**	**44.5%**	**35.0%**	**34.7%**	**47.2%**	**45.9%**	**43.6%**	**49.5%**	**41.8%**

2011 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Cat Population	92	72	74	131	153	165	194	202	197	185	172	165	**150**
Cats in Foster Care	4	9	8	16	34	21	13	10	11	6	4	9	**12**
Stray Cats Intake	112	57	77	145	285	331	191	300	271	175	147	125	2216
Owner Surrender Intake	14	15	33	33	35	47	29	14	18	48	22	10	318
Net Cats Before Adoption & Euthansia	222	153	192	325	507	564	427	526	497	414	345	309	**Total**
Cats Adopted	31	31	28	20	13	29	36	26	23	17	21	24	299
Net Cats Before Euthansia	191	122	164	305	494	535	391	500	474	397	324	285	Total
Cats Euthanized	88	88	92	159	351	292	259	286	333	179	168	141	2436
													Annual Avg
Net Cats After Adopt & Euthanasia	**103**	**34**	**72**	**146**	**143**	**243**	**132**	**214**	**141**	**218**	**156**	**144**	**146**
Percent Adopted	**14.0%**	**20.3%**	**14.6%**	**6.2%**	**2.6%**	**5.1%**	**8.4%**	**4.9%**	**4.6%**	**4.1%**	**6.1%**	**7.8%**	**8.2%**
Percent Euthanized	**39.6%**	**57.5%**	**47.9%**	**48.9%**	**69.2%**	**51.8%**	**60.7%**	**54.4%**	**67.0%**	**43.2%**	**48.7%**	**45.6%**	**52.9%**
Percent Housed	**46.4%**	**22.2%**	**37.5%**	**44.9%**	**28.2%**	**43.1%**	**30.9%**	**40.7%**	**28.4%**	**52.7%**	**45.2%**	**46.6%**	**38.9%**

2010 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Dog Population	220	252	220	222	244	215	189	234	215	242	191	215	**222**
Dogs in Foster Care	17	22	23	21	28	25	27	19	13	14	24	8	**20**
DOGS													**Total**
Stray Dogs Intake	160	151	137	137	174	136	173	124	139	142	163	183	**1819**
Owner Surrender Intake	49	51	24	43	67	36	26	51	37	25	63	43	**515**
Animal Control Intake	170	213	304	193	239	201	195	251	230	151	150	145	**2442**
AC Vet Bite Release	2	3	3	1	33	5	1	2	4	3	4	1	**62**
Returned to Owner	63	53	88	97	87	54	50	58	67	58	84	76	**835**
Net Dogs Before Adoption & Euthansia	**551**	**633**	**617**	**518**	**632**	**554**	**559**	**619**	**563**	**513**	**503**	**517**	
Dogs Adopted	57	64	56	50	38	48	63	24	41	48	46	55	**590**
Net Dogs Per Month Before Euthanasia	**494**	**569**	**561**	**468**	**594**	**506**	**496**	**595**	**522**	**465**	**457**	**462**	
Dogs Euthanized	222	294	302	214	272	265	358	377	245	255	239	246	**3289**
Required Euthanasia	14	61	44	91	38	22	13	27	18	3	15	7	**353**
													Annual Avg
Net Dogs After Adopt & Euthanasia	**258**	**214**	**215**	**163**	**284**	**219**	**125**	**191**	**259**	**207**	**203**	**209**	**212**
Percent Adopted	**10.3%**	**10.1%**	**9.1%**	**9.7%**	**6.0%**	**8.7%**	**11.3%**	**3.9%**	**7.3%**	**9.4%**	**9.1%**	**10.6%**	**8.8%**
Percent Euthanized	**42.8%**	**56.1%**	**56.1%**	**58.9%**	**49.1%**	**51.8%**	**66.4%**	**65.3%**	**46.7%**	**50.3%**	**50.5%**	**48.9%**	**53.6%**
Percent Housed	**46.8%**	**33.8%**	**34.8%**	**31.5%**	**44.9%**	**39.5%**	**22.4%**	**30.9%**	**46.0%**	**40.4%**	**40.4%**	**40.4%**	**37.6%**

2010 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Cat Population	56	64	72	74	122	129	75	101	99	110	94	85	**90**
Cats in Foster Care	9	15	26	20	32	38	41	51	36	22	16	10	**26**
Stray Cats Intake	93	70	124	202	279	283	228	225	233	166	132	79	2114
Owner Surrender Intake	23	23	53	60	63	41	25	29	25	14	44	36	436
Net Cats Before Adoption & Euthansia	181	172	275	356	496	491	369	406	393	312	286	210	**Total**
Cats Adopted	31	34	32	23	32	28	38	35	28	26	27	58	392
Net Cats Before Euthansia	150	138	243	333	464	463	331	371	365	286	259	152	Total
Cats Euthanized	107	65	71	120	311	198	227	233	261	147	199	101	2040
													Annual Avg
Net Cats After Adopt & Euthanasia	**43**	**73**	**172**	**213**	**153**	**265**	**104**	**138**	**104**	**139**	**60**	**51**	**126**
Percent Adopted	**17.1%**	**19.8%**	**11.6%**	**6.5%**	**6.5%**	**5.7%**	**10.3%**	**8.6%**	**7.1%**	**8.3%**	**9.4%**	**27.6%**	**11.5%**
Percent Euthanized	**59.1%**	**37.8%**	**25.8%**	**33.7%**	**62.7%**	**40.3%**	**61.5%**	**57.4%**	**66.4%**	**47.1%**	**69.6%**	**48.1%**	**50.8%**
Percent Housed	**23.8%**	**42.4%**	**62.5%**	**59.8%**	**30.8%**	**54.0%**	**28.2%**	**34.0%**	**26.5%**	**44.6%**	**21.0%**	**24.3%**	**37.7%**

2009 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Dog Population	320	280	230	238	250	228	220	218	237	230	215	210	**240**
Dogs in Foster Care	20	22	12	12	25	19	19	14	9	10	10	21	**16**
DOGS													**Total**
Stray Dogs Intake	150	168	139	102	169	151	176	145	156	126	122	134	**1738**
Owner Surrender Intake	32	48	34	22	34	17	17	15	39	28	16	29	**331**
Animal Control Intake	202	202	245	172	263	232	263	233	228	203	161	188	**2592**
AC Vet Bite Release	1	1	0	3	3	5	2	2	2	3	3	4	**29**
Returned to Owner	78	62	61	55	60	66	89	68	70	65	71	53	**798**
Net Dogs Before Adoption & Euthansia	**645**	**657**	**599**	**488**	**678**	**576**	**604**	**555**	**597**	**529**	**450**	**525**	
Dogs Adopted	62	78	79	53	88	56	63	66	51	43	51	61	**751**
Net Dogs Per Month Before Euthanasia	**583**	**579**	**520**	**435**	**590**	**520**	**541**	**489**	**546**	**486**	**399**	**464**	
Dogs Euthanized	250	226	242	221	259	266	306	259	206	241	169	223	**2868**
Required Euthanasia	32	29	60	28	26	27	19	37	37	49	24	25	**393**
								51 Skunks, 8 wildlife, 2 dangerous dogs					**Annual Avg**
Net Dogs After Adopt & Euthanasia	**301**	**324**	**218**	**186**	**305**	**227**	**216**	**193**	**303**	**196**	**206**	**216**	**241**
Percent Adopted	**9.6%**	**11.9%**	**13.2%**	**10.9%**	**13.0%**	**9.7%**	**10.4%**	**11.9%**	**8.5%**	**8.1%**	**11.3%**	**11.6%**	**10.8%**
Percent Euthanized	**43.7%**	**38.8%**	**50.4%**	**51.0%**	**42.0%**	**50.9%**	**53.8%**	**53.3%**	**40.7%**	**54.8%**	**42.9%**	**47.2%**	**47.5%**
Percent Housed	**46.7%**	**49.3%**	**36.4%**	**38.1%**	**45.0%**	**39.4%**	**35.8%**	**34.8%**	**50.8%**	**37.1%**	**45.8%**	**41.1%**	**41.7%**

2009 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Cat Population	275	200	156	146	160	125	119	116	109	92	85	83	**139**
Cats in Foster Care	0	14	14	20	36	16	14	8	4	4	7	6	**12**
Stray Cats Intake	66	116	126	108	291	248	227	296	217	218	118	124	2155
Owner Surrender Intake	19	14	31	22	9	31	41	14	51	12	5	14	263
Net Cats Before Adoption & Euthansia	360	344	327	296	496	420	401	434	381	326	215	227	**Total**
Cats Adopted	37	34	37	27	38	39	30	40	23	19	19	40	383
Net Cats Before Euthansia	323	310	290	269	458	381	371	394	358	307	196	187	Total
Cats Euthanized	70	83	109	137	232	349	258	271	266	253	104	149	2281
													Annual Avg
Net Cats After Adopt & Euthanasia	**253**	**227**	**181**	**132**	**226**	**32**	**113**	**123**	**92**	**54**	**92**	**38**	**130**
Percent Adopted	**10.3%**	**9.9%**	**11.3%**	**9.1%**	**7.7%**	**9.3%**	**7.5%**	**9.2%**	**6.0%**	**5.8%**	**8.8%**	**17.6%**	**9.4%**
Percent Euthanized	**19.4%**	**24.1%**	**33.3%**	**46.3%**	**46.8%**	**83.1%**	**64.3%**	**62.4%**	**69.8%**	**77.6%**	**48.4%**	**65.6%**	**53.4%**
Percent Housed	**70.3%**	**66.0%**	**55.4%**	**44.6%**	**45.6%**	**7.6%**	**28.2%**	**28.3%**	**24.1%**	**16.6%**	**42.8%**	**16.7%**	**37.2%**

2008 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Dog Population	315	320	326	330	345	342	330	338	342	338	320	315	**330**
Dogs in Foster Care	0	0	0	0	0	0	0	0	0	0	0	0	**0**
DOGS													**Total**
Stray Dogs Intake	191	177	140	118	148	124	195	161	170	176	133	72	**1805**
Owner Surrender Intake	31	50	18	40	28	35	17	14	23	15	21	12	**304**
Animal Control Intake	250	200	216	228	227	325	250	273	231	220	163	150	**2733**
AC Vet Bite Release	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Returned to Owner	86	81	74	93	74	102	84	63	76	77	54	49	**913**
Net Dogs Before Adoption & Euthansia	**701**	**666**	**626**	**623**	**674**	**724**	**708**	**723**	**690**	**672**	**583**	**500**	
Dogs Adopted	57	89	42	46	63	48	63	57	58	36	55	56	**670**
Net Dogs Per Month Before Euthanasia	**644**	**577**	**584**	**577**	**611**	**676**	**645**	**666**	**632**	**636**	**528**	**444**	
Dogs Euthanized	275	196	304	221	266	349	303	293	287	264	197	239	**3194**
Owner Req Euthanasia	30	36	38	27	44	60	40	88	65	38	35	20	**521**
									27 Skunks, Raccoon, Opossum				**Annual Avg**
Net Dogs After Adopt & Euthanasia	**339**	**345**	**242**	**329**	**301**	**267**	**302**	**285**	**280**	**334**	**296**	**185**	**292**
Percent Adopted	**8.1%**	**13.4%**	**6.7%**	**7.4%**	**9.3%**	**6.6%**	**8.9%**	**7.9%**	**8.4%**	**5.4%**	**9.4%**	**11.2%**	**8.6%**
Percent Euthanized	**43.5%**	**34.8%**	**54.6%**	**39.8%**	**46.0%**	**56.5%**	**48.4%**	**52.7%**	**51.0%**	**44.9%**	**39.8%**	**51.8%**	**47.0%**
Percent Housed	**48.4%**	**51.8%**	**38.7%**	**52.8%**	**44.7%**	**36.9%**	**42.7%**	**39.4%**	**40.6%**	**49.7%**	**50.8%**	**37.0%**	**44.4%**

2008 Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total AVG
Starting Cat Population	203	208	210	220	310	312	315	318	315	312	310	305	**278**
Cats in Foster Care	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Stray Cats Intake	124	104	133	178	359	378	439	310	305	258	143	110	2841
Owner Surrender Intake	16	26	26	33	40	13	11	6	24	13	3	7	218
Net Cats Before Adoption & Euthansia	343	338	369	431	709	703	765	634	644	583	456	422	**Total**
Cats Adopted	23	24	24	25	19	25	25	22	16	14	20	35	272
Net Cats Before Euthansia	320	314	345	406	690	678	740	612	628	569	436	387	Total
Cats Euthanized	90	114	128	137	366	393	389	345	364	287	144	120	2877
													Annual Avg
Net Cats After Adopt & Euthanasia	**230**	**200**	**217**	**269**	**324**	**285**	**351**	**267**	**264**	**282**	**292**	**267**	**271**
Percent Adopted	**6.7%**	**7.1%**	**6.5%**	**5.8%**	**2.7%**	**3.6%**	**3.3%**	**3.5%**	**2.5%**	**2.4%**	**4.4%**	**8.3%**	**4.7%**
Percent Euthanized	**26.2%**	**33.7%**	**34.7%**	**31.8%**	**51.6%**	**55.9%**	**50.8%**	**54.4%**	**56.5%**	**49.2%**	**31.6%**	**28.4%**	**42.1%**
Percent Housed	**67.1%**	**59.2%**	**58.8%**	**62.4%**	**45.7%**	**40.5%**	**45.9%**	**42.1%**	**41.0%**	**48.4%**	**64.0%**	**63.3%**	**53.2%**

SEBASTIAN COUNTY HUMANE SOCIETY

PO Box 10953
Fort Smith, AR 72917

Phone: 479-783-4395
Fax: 479-782-5441

Billing Date: 1/10/2012
Account ID: Stray Programs
12/01/2011 to 12/31/2011

BILL TO
City of Fort Smith Police Dept
Attn: Lauri Lowrimore
PO Box 1908
Fort Smith, AR 72902

STRAY PROGRAMS STATEMENT

DESCRIPTION			CHARGES
ACO Stray Dogs	180 Dogs - 36 return to owner	5 day hold	$10,800
ACO Stray Dogs	1 Dog	1 day hold	$15
ACO Owner Surrender	10 Dogs	1 day hold	$150
ACO Quarantine Cases	2 Dogs - 1 return to owner	10 day hold	$150
ACO Quarantine Cases	1 Cat	10 day hold	$150
ACO Owner Arrested	10 Dogs		$1,500
ACO Seizure	16 Cats (12/1-12/31) Still Here		$7,440
ACO Cat	3 Cats	3 day hold	$135
ACO Other	3 Chickens	5 day hold	$225
ACO Other	2 Hawks	1 day hold	$30
ACO Rabies Test Prep	Skunk		$15
ACO Pick up Fees			<$320>
Public Stray Dogs	107 Dogs - 8 return to owner	5 day hold	$7,425
Public Stay Dogs	2 Dogs	3 day hold	$90
Public Stray Dogs	5 Dogs	1 day hold	$75
Public Stray Cats	51 Cats - 1 return to owner	3 day hold	$2,250
Public Stray Cats	9 Cats	2 day hold	$270
Public Stray Cats	20 Cats	1 day hold	$300
PLEASE PAY THIS AMOUNT		Balance Due	**$30,700**

Pd
CK 50528

FORT SMITH ANIMAL CONTROL
DAILY REPORT

Date 12/1/11 to 12/31/11

Number of dogs admitted as strays by ACO	181
Number of dogs admitted as owner surrender by ACO	10
Number of dogs admitted as quarantine cases by ACO	2
Number of other animals admitted as strays by ACO List: 3 cats, 2 Hawks, 3 chickens	8
Number of animals admitted for other reason by ACO List: Cat-Bite Case, 10 Dogs - Owner Arrested 16 cats - seizure	27
Number of Fort Smith stray dogs admitted by individuals	114
TOTAL ADMISSIONS:	342
Number of AC dogs reclaimed	37
Number of other AC animals reclaimed	0
TOTAL RECLAIMS:	37
Amount of money collected for pick-up fees	$ 320
Amount of money collected for boarding fees	$ 740
Amount of money collected for quarantine fees	$ 150
TOTAL MONEY COLLECTED:	$ 1210
Number of AC Bite Case animals released by Veterinarian	3

12/19 Skunk Negative Test

FORT SMITH ANIMAL CONTROL
DAILY REPORT

Date 12/1/11 to 12/31/11

Number of dogs admitted as strays by ACO	181
Number of dogs admitted as owner surrender by ACO	10
Number of dogs admitted as quarantine cases by ACO	2
Number of other animals admitted as strays by ACO List: 3 cats, 2 Hawks, 3 chickens	8
Number of animals admitted for other reason by ACO List: Cat-Bite Case, 10 Dogs - Owner Arrested 16 cats - seizure	27
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Amount of money collected for pick-up fees	$ 320
Amount of money collected for boarding fees	$ 740
Amount of money collected for quarantine fees	$ 150
TOTAL MONEY COLLECTED:	$ 1210
Number of AC Bite Case animals released by Veterinarian	3

12/19 Skunk Negative Test

Public

FS ~~ACO~~ Length of Holding Log

December 2011

Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
	12/1	1	C	14607814	12/2	Temp	1
	12/3	1	D	14620749	12/3	ill	1
	12/5	1	D	3906 Chaffee Dr	12/6	Died	1
	12/1	1	C	14604834	12/6	Temp	3 (5)
	11/30	2	C	14598646, 8778	12/6	ill	3 (6)
ACO	12/2	1	C	14621025	12/6	Temp	3 (4)
	11/29	1	C	14589732	12/6	FIV/FeLV ++	3 (7)
	11/28	1	C	14588649	12/6	ill	3 (8)
ACO	11/29	1	D	14596535	12/6	ill	5 (7)
	11/29	1	D	14597796	12/6	ill	5 (7)
	10/31	1	D	14410032	12/6	ill Temp	5 (36)
ACO	11/30	1	D	14604394	12/6	ill	5 (6)
ACO	11/30	1	D	14605000	12/6	ill	5 (6)
	11/26	1	D	14574479	12/6	ill	5 (10)
	11/29	1	D	14593599	12/6	Temp	5 (7)
ACO	11/29	1	D	14596587	12/6	ill	5 (7)
FC	11/25	1	D	14573599	12/6	ill Temp	5 (11)
ACO	11/28	1	D	14592028	12/6	HW ++	5 (8)
	11/30	1	D	14599882	12/6	Mange	5 (6)
ACO	11/30	1	D	14604925	12/6	ill	5 (6)
ACO	11/29	1	D	14604960	12/6	ill	5 (7)
ACO	12/2	1	D	14743444	12/6	ill owner surrender	1 (4)
ACO	12/1	1	D	16822524	12/7	Temp, owner	1 (6)
ACO	12/1	1	D	14618939	12/7	Mange	5 (6)
ACO	12/1	1	D	14618817	12/7	ill	5 (6)
ACO	11/29	1	D	14596595	12/7	Temp	5 (8)
ACO	11/28	1	D	14592298	12/7	ill	5 (9)
	11/30	1	D	14597020	12/7	ill	5 (7)
ACO	12/2	2	D	14791724	12/7	ill	5
ACO	10/24	1	D	14365387	12/7	ill	5 (44)
	12/6	1	C	3412 S. N	12/7	Injured	1
	12/7	1	C	2109 Pryor	12/7	Injured	1
	12/2	1	C	14619802	12/7	ill	3 (5)
	11/28	1	C	14587807	12/7	ill	3 (9)
	12/2	1	C	14621131	12/7	ill	3 (5)

FS ACO Length of Holding Log

December 2011 Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
	12/7	1	C	14807528	12/8	Temp	1
	12/7	1	C	14807574	12/8	Temp	1.
	12/7	1	C	14807534	12/8	Temp	1.
	12/7	1	C	13 Illy Myers	12/8	Temp	1.
ACO	12/2	1	D	14791694	12/8	Temp	5 (6)
ACO	12/2	1	D	14791546	12/8	ill	5 (6)
	12/2	1	D	14619546	12/8	ill	5 (6)
	12/6	2	C	2122 N. 9th	12/8	ill	2 (2)
	12/3	2	C	14620801	12/8	ill	3 (5)
	12/2	1	C	14619730	12/8	ill Temp	3 (6)
	12/7	1	C	Lea Almoson	12/9	ill	2.
	12/7	3	C	14807472	12/8	Temp	1
ACO	12/3	1	D	14791982	12/9	Temp	5 (6)
ACO	12/2	1	D	14791583	12/9	ill	5 (7)
	11/29	1	D	14593871	12/9	ill	5 (9)
ACO	12/2	1	D	14806865	12/9	Temp	5 (7)
	12/8	1	C	14825068	12/10	Temp	2.
	12/9	2	C	14825066, 067	12/10	Temp, age	1.
	12/8	2	C	14825059, 062	12/12	Temp	3 (4)
	12/3	1	C	14621046	12/12	ill	3 (9)
	12/8	1	C	14825063	12/12	Temp	3 (4)
ACO	12/3	1	D	14792005	12/12	Temp	5 (9)
ACO	12/6	1	D	14806672	12/12	Temp	5 (6)
ACO	12/5	1	D	14797792	12/12	Temp	5 (7)
	12/2	1	D	14419657	12/12	ill	5 (10)
.CO	12/4	1	D	14792959	12/12	ill	5 (8)
	12/2	1	D	14622500	12/12	Temp	5 (10)
ACO	12/7	1	D	14813684	12/13	Injured	5 (8)
	12/6	1	D	14809218	12/13	ill Temp age	5 (9)
ACO	12/5	1	D	14798114	12/13	ill Temp	5 (8)
CO	12/5	1	D	14798170	12/13	Temp	5 (8)
CO	12/5	1	D	14809126	12/13	ill, age	5 (8)
	12/5	1	D	14825091	12/13	ill	5 (8)
	11/28	1	D	14593823	12/13	Died	5 (15)
ACO	12/5	2	D	14809160, 168	12/13	Hair loss	5 (8)

FS ACO Length of Holding Log

December 2011 Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
ACO	11/27	1	D	14592204	12/13	ill	5 (16)
	11/29	4	D	14589855 477 503, 523	12/13	ill	5 (18)
	11/30	1	C	14596617	12/13	ill	5 (17)
	12/9	1	C	14842931	12/13	ill	5 (4)
	12/12	2	C	14842986	12/14	ill	2
	12/12	2	C	14842873	12/14	ill	2
ACO	12/8	1	D	14825044	12/14	ill	5 (6)
	12/8	1	D	14816214	12/14	Injured	5 (6)
	12/8	2	D	14825075	12/14	Hair loss	5 (6)
ACO	12/8	1	D	14825047	12/14	ill	5 (6)
	12/1	1	D	14825094	12/14	ill	5 (13)
	12/5	1	D	14825473	12/14	ill	5 (9)
ACO	12/8	1	D	14825031	12/14	Temp	5 (6)
ACO	12/7	1	D	14814074	12/15	ill	5 (8)
ACO	12/8	2	D	14841555	12/15	ill Temp	5 (7)
ACO	12/3	1	D	14809027	12/15	ill	5 (12)
	12/10	2	C	14842554	12/16	ill	3 (6)
	12/15	3	D	4001 Midland	12/16	ill	1
	12/15	1	C	8312 So. 38th Cir	12/16	Injured	1
	12/6	1	C	14843080	12/16	ill	3 (10)
	12/9	1	D	14825073	12/16	ill	5 (7)
	12/8	1	D	14825511	12/16	ill	5 (8)
ACO	12/9	1	D	14841743	12/16	ill	5 (7)
ACO	12/8	1	D	14825051	12/16	ill	5 (8)
ACO	11/30	1	D	14604979	12/16	ill Temp	5 (16)
ACO	12/16	1	D	1323 Carthage	12/16	ill	1
ACO	12/1	1	D	14621062	12/16	Died	5 (15)
CO	12/6	3	D	14808828	12/16	ill Temp	5 (8)
ACO	12/6	1	D	14806779	12/16	ill Temp	5 (10)
ACO	12/10	1	D	14841879	12/16	ill	5 (6)
ACO	12/9	1	D	14841405	12/16	Ringworm	5 (7)
ACO	12/8	1	D	14825036	12/16	Temp	5 (8)
	9/26	1	D	14170648	12/16	Hutt	5 (81)
AC	12/12	2	D	14841942	12/19	Temp	5 (7)
ACO	12/6	1	D	14813722	12/19	ill	5 (13)

FS ACO Length of Holding Log

December 2011 Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
ACO	12/10	1	D	14841603	12/19	ill	5 (9)
ACO	12/12	3	D	14841902	12/19	ill	5 (7)
ACO	12/12	1	D	14841845	12/19	ill	5 (7)
ACO	12/10	1	D	14841789	12/19	Mange	5 (9)
	12/16	1	C	14872487	12/19	Temp	3
	12/3	5	D	14850267	12/19	ill	5 (16)
	12/2	1	D	14619397	12/19	ill	5 (17)
	12/3	1	C	14851759	12/19	ill Temp	3 (16)
	12/7	1	C	14838998	12/19	Temp	3 (12)
	12/16	1	C	14871110	12/19	Temp	3
ACO	12/4	1	D	14792874	12/20	ill	5 (16)
ACO	12/13	1	D	14850908	12/20	Temp	5 (7)
	12/12	2	D	14842203	12/20	ill	5 (8)
ACO	12/13	1	D	14850977	12/20	ill age	5 (7)
	12/17	1	C	14873559	12/20	Temp	3
ACO	12/14	1	D	14871185	12/21	Temp Tri eye	5 (7)
ACO	12/14	1	D	14871153	12/21	Temp	5 (7)
ACO	12/12	1	D	14841970	12/21	ill	5 (9)
ACO	12/11	1	D	14841363	12/21	ill	5 (10)
ACO	12/12	1	D	14841930	12/21	ill Temp	5 (9)
ACO	12/14	1	D	14871634	12/21	Temp	5 (7)
ACO	12/16	1	D	14879351	12/22	ill	5 (6)
ACO	12/11	1	D	14841472	12/22	ill	5 (10)
ACO	12/15	1	D	14871470	12/22	Temp	5 (7)
ACO	12/15	1	D	14871355	12/22	ill Temp	5 (7)
ACO	12/16	1	D	14879780	12/22	ill	5 (6)
	12/14	2	D	14857195	12/22	ill Temp	5 (8)
	12/19	2	D	8324 Hermitage	12/22	ill	3
	12/6	1	C	14838777	12/22	ill	3 (16)
	12/9	1	C	14838424	12/22	ill	3 (11)
	12/20	1	C	14885560	12/22	Temp	2
	12/19	1	C	14882828	12/22	Temp	3
ACO	12/14	1	D	14871602	12/23	ill	5 (9)
ACO	12/16	1	D	14879828	12/23	thin loss, ill	5 (7)
ACO	12/14	1	D	14871445	12/23	ill	5 (9)

FS ACO Length of Holding Log

December 2011 Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
ACO	12/16	1	D	14874800	12/23	ill	5 (7)
ACO	12/15	3	D	14871222	12/23	ill	5 (8)
	12/16	1	D	14872553	12/23	ill	5 (7)
	12/17	3	C	14870915	12/23	ill Temp	3 (6)
ACO	12/16	1	C	14873225	12/23	ill	3 (7)
	12/23	6	C	8711 Round Ridge	12/24	ill Temp	1
ACO	12/19	1	D	14886101	12/27	ill	5 (8)
	12/20	1	D	14889492	12/27	ill	5 (7)
	12/17	1	D	14872609	12/29	ill	5 (10)
ACO	12/13	2	D	14850934	12/07	ill	5 (14)
	12/16	1	D	14872069	12/27	ill	5 (11)
	12/19	1	D	14880243	12/27	ill	5 (8)
	12/22	1	C	14899933	12/27	Temp	3 (5)
	12/13	1	C	2824 Midland	12/27	Temp (Bite Case)	10 (14)
	12/22	1	C	14907365	12/27	Temp	3 (5)
	12/22	1	C	14907323	12/27	Temp	3 (5)
	12/19	1	C	14882885	12/27	Temp	3 (8)
	12/23	1	C	4909 Clarendon	12/27	Temp	3 (4)
ACO	12/20	1	D	14894225	12/28	ill	5 (8)
ACO	12/20	1	D	14893777	12/28	Temp	5 (8)
ACO	12/21	1	D	14911542	12/28	ill	5 (7)
	12/19	1	D	14886054	12/28	ill Temp	5 (9)
ACO	12/15	1	D	14871422	12/28	ill Temp	5 (13)
	12/8	1	D	14825528	12/28	ill	5 (20)
ACO	12/22	1	D	14920330	12/29	Temp	5 (7)
	12/22	1	D	14906303	12/29	Mange, ill	5 (7)
ACO	12/17	1	D	14879616	12/29	ill	5 (12)
ACO	12/20	1	D	14893854	12/28	ill	5 (8)
	12/19	4	D	14885762	12/29	ill	5 (10)
	12/21	1	D	14906570	12/29	ill	5 (8)
	12/22	11	D	14907509	12/29	ill	5 (7)
	12/22	1	D	14906524	12/29	ill	5 (7)
	12/20	1	D	14893066	12/29	ill	5 (9)
	12/23	1	D	14907215	12/29	ill Temp	5 (6)
	12/8	1	D	14825550	12/29	ill	5 (21)

FS ACO Length of Holding Log

days in ( ) = actual length of stay

December 2011 Euthanasia

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
	12/12	2	D	14811858	12/29	ill	5 (17)
	12/30	1	C	14943579	12/30	ill	1
ACO	12/20	1	D	14813706	1/3	ill	5 (14)
ACO	12/21	1	D	14911537	1/3	ill	5 (13)
	12/23	1	C	14711496	1/3	age, ill	3 (11)
	12/26	641	D	14919614	1/3	(1) Died (6) ill	5 (8)
	12/28	1	C	14927353	1/3	ill	3 (6)
	12/23	1	C	14911274	1/3	ill	3 (11)
	12/29	1	C	14939052	1/3	Temp	3 (5)
	12/23	1	C	14909484	1/3	Temp	3 (11)
	12/30	1	C	14934262	1/3	Temp	3 (4)
	12/28	1	C	14924865	1/3	Temp	3 (6)
ACO	12/29	6	D	14968855	1/4	Temp Owner surrender	1 (6)
ACO	12/22	1	D	14909210	1/4	ill	5 (13)
ACO	12/27	1	D	14925926	1/4	ill	5 (8)
ACO	12/17	1	D	14899810	1/4	ill Temp	5 (18)
AC	12/24	1	D	14920229	1/4	ill	5 (11)
ACO	12/27	1	D	14925956	1/3	ill	5 (7)
ACO	12/27	2	D	14924827	1/5	ill Temp	5 (9)
ACO	12/28	1	D	14933636	1/5	ill Temp	5 (8)
	12/28	1	D	14929138	1/5	Hairloss, ill	5 (8)
	12/28	5	D	14928377	1/5	ill	5 (8)
	12/29	1	D	14934965	1/5	Temp	5 (7)
	12/27	1	D	14919576	1/5	ill	5 (9)

FS ACO Length of Holding Log

December 2011 Euthanasia

days in ( ) = actual length of stay

	Intake Date	# of Animals	Type of Animal Dog/Cat/Other	ID #	Outcome Date	Reason	Length of Stay (# of Days)
ACO	12/10	1	D	14841603	12/19	ill	5 (9)
ACO	12/12	3	D	14841902	12/19	ill	5 (7)
ACO	12/12	1	D	14841845	12/19	ill	5 (7)
ACO	12/10	1	D	14841789	12/19	Mange	5 (9)
	12/16	1	C	14872487	12/19	Temp	3
	12/13	5	D	14850267	12/19	ill	5 (6)
	12/2	1	D	14619397	12/19	ill	5 (17)
	12/3	1	C	14851759	12/19	ill Temp	3 (6)
	12/7	1	C	14838998	12/19	Temp	3 (12)
	12/16	1	C	14871110	12/19	Temp	3
ACO	12/4	1	D	14792874	12/20	ill	5 (16)
ACO	12/13	1	D	14850908	12/20	Temp	5 (7)
	12/12	2	D	14842203	12/20	ill	5 (8)
ACO	12/13	1	D	14850977	12/20	ill age	5 (7)
	12/17	1	C	14873559	12/20	Temp	3
ACO	12/14	1	D	14871185	12/21	Temp Tiny	5 (7)
ACO	12/14	1	D	14871153	12/21	Temp	5 (7)
ACO	12/12	1	D	14841970	12/21	ill	5 (9)
ACO	12/11	1	D	14841363	12/21	ill	5 (10)
ACO	12/12	1	D	14841930	12/21	ill Temp	5 (9)
ACO	12/14	1	D	14871634	12/21	Temp	5 (7)
ACO	12/16	1	D	14879351	12/22	ill	5 (6)
ACO	12/11	1	D	14841472	12/22	ill	5 (10)
ACO	12/15	1	D	14871470	12/22	Temp	5 (7)
ACO	12/15	1	D	14871355	12/22	ill Temp	5 (7)
ACO	12/16	1	D	14879780	12/22	ill	5 (6)
	12/14	2	D	14857155	12/22	ill Temp	5 (8)
	12/19	2	D	8324 Hermitage	12/22	ill	3
	12/6	1	C	14838777	12/22	ill	3 (16)
	12/9	1	C	14838424	12/22	ill	3 (11)
	12/20	1	C	14885260	12/22	Temp	2
	12/19	1	C	14882828	12/22	Temp	3
ACO	12/14	1	D	14871602	12/23	ill	5 (9)
ACO	12/16	1	D	14879828	12/23	thin loss, ill	5 (7)
ACO	12/14	1	D	14871445	12/23	ill	5 (9)

ANIMAL SERVICES ADVISORY BOARD

Revised May 10, 2012

The Animal Services Advisory Board (nine members) shall work in an advisory capacity to the Mayor and the Board of Directors in regards to topics that concern the care and safety of animals within the corporate limits of the city, and shall endeavor to stimulate and encourage communication with all members of the community to ensure that the programs, goals, and objectives of the city relative to the care and safety of animals are consistent with community needs and desires.

The advisory board shall be appointed by the Board of Directors. At the first meeting of the advisory board, members shall select a chairperson from among their membership.

	Date Appointed	Term Expired
Veterinarians:		
Mike Thames Veterinarian 4100 Kelley Hwy (04) 883-1243 (h) 782-1234 (w) petdocmdt@labahnvet.com	04/03/12	04/03/14
Jon Remer Veterinarian 2715 Independence Fort Smith, AR 72901 479-785-1792 (w) 479-646-6023 (h) drremer@swbell.net	04/03/12	04/03/14
One owner, operator or employee of a business related to the production, sale distribution or care of animals of livestock:		
Amanda Heim 4901 E. Valley Road (03) 785-4456 (h) 479-629-6068 (w) buffaloblue@aol.com	04/03/12	04/03/13

Two board members of separate non-profit animal interest groups whose membership is comprised primarily of residents of the City, and whose primary interest is the health and welfare of animals, shall be appointed for a term:

Joan Bryant 1005 South 46 Street (03) 479-926-1266 (h) 479-434-4740 (w) No email	04/03/12	04/03/13
Cheryl Gilmore 3409 South 98th Street Fort Smith, AR 72903 479-285-3983 Gilmore.cheryl@yahoo.com	04/03/12	04/03/13

Two citizens shall be appointed for a term of two years:

Tammy Trouillon Community Outreach Director 8000 Holly Avenue (08) 783-1604 (h) 242-3609 (W) bookturner3@att.net	04/03/12	04/03/14
Sherilyn Walton 8818 Meandering Way (03) 452-0146 kittylitter04@yahoo.com	04/03/12	04/03/14

Two citizens shall be appointed for a term of three years:

Nichole Morgan 2908 Marion Court (8) 831-7033 dutchpk@gmail.com	04/03/12	02/21/15
Carole Hutton P.O. Box 10018 (17) 462-4965 carolehhutton@aol.com	04/03/12	04/03/15

ORDINANCE NO. 4-12

5

AN ORDINANCE AMENDING CHAPTER 4, ARTICLE I, OF THE FORT SMITH MUNICIPAL CODE TO ESTABLISH AN ANIMAL SERVICES ADVISORY BOARD

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

Chapter 4, Article I, Section 4-13, Section 4-14, Section 4-15, Section 4-19, and Section 4-22 of the Fort Smith Municipal Code is amended to read as follows:

Section 4-13.

The Animal Services Advisory Board shall be composed of nine (9) members. Two (2) members shall be licensed veterinarians; one (1) member shall be an owner, operator or employee of a business related to the production, sale, distribution or care of animals or livestock; two (2) members shall be board members of separate nonprofit animal interest groups whose primary interest is the health and welfare of animals; and four (4) members who shall not have any affiliation or connection with a specific business or entity.

Section 4-14.

Members shall be appointed by the Board of Directors.

Section 4-15.

The Animal Services Advisory Board members shall be initially appointed as follows: two (2) licensed veterinarians shall be appointed for a term of two (2) years; one (1) owner, operator or employee of a business related to the production, sale, distribution or care of animals or livestock shall be appointed for a term of one (1) year; two (2) board members of separate nonprofit animal interest groups shall be appointed for a term of one (1) year; two (2) citizen members shall be appointed for a term of three (3) years; and two (2) citizen members shall be appointed for a term of two (2) years. Thereafter, all terms shall be three years in length.

Section 4-19.

The Animal Services advisory board shall annually select a chairperson from its own membership.

Section 4-22.

The Animal Services Advisory Board shall work in an advisory capacity to the Mayor and the Board of Directors in regards to topics that concern the care and safety of animals within the corporate limits of the City, and shall endeavor to stimulate and encourage communication with all members of the community to ensure that the programs, goals and objectives of the City relative to the care and safety of animals are consistent with community needs and desires. The Animal Services Advisory Board shall submit an annual report including, but not limited to, statistics on enforcement, animal euthanasia, public education, and access to low cost spay/neuter services. However, the Animal Services Advisory Board will not be responsible for the day to day operations of the Animal Control Division of the Fort Smith Police Department.

This Ordinance adopted this 3rd day of Jan., 2012.

APPROVED: _____
Mayor

ATTEST:
_____
City Clerk

APPROVED AS TO FORM:
_____
City Attorney
Publish 1 time

MEMORANDUM

TO: Ray Gosack, City Administrator

FROM: Sherri Gard, City Clerk

DATE: July 6, 2012

SUBJECT: Property Cleanup Liens - 2901 South 12th Street

The above stated property maintains a total of $2,444.77 in cleanup liens (see attached) whereby $1,955.73 have been certified to the Sebastian County Tax Collector. $489.04 remain with the City of Fort Smith; however, if such remain unpaid, these liens will be included the annual certification process.

As you know, Ms. Effie Drosopoulos Hart attended the June 5, 2012 town hall meeting regarding property cleanup liens on the above stated property. Originally, Ms. Hart contacted the City Clerk's Office on May 18, 2012 advising she purchased the property from the Commissioner of State Lands on April 4, 2012 and alleged she was unaware of the existence of any cleanup liens. Due to such, she requested all liens be waived.

I contacted the Commissioner of State Lands Office (COSL) and inquired if their records indicated the City of Fort Smith maintained cleanup liens on the property at the time of sale. Please note that this property was purchased via "public auction" and not by "negotiated sale." COSL negotiated sales are for those properties that have previously been included in public auctions, but no offers received.

Mr. Clarence Carr with the COSL confirmed their records clearly identified the City of Fort Smith as an "interested party" with "known liens" at the time of sale and immediately e-mailed confirmation (see attached). Due to such, I advised Ms. Hart the $1,955.73 cleanup liens previously certified to the Sebastian County Tax Collector would remain due in full; however, upon receipt of payment for said amount, I offered to waive the administrative fees ($300) for the liens that remain with the City.

Ms. Hart did not accept said offer and attended the June 5, 2012 town hall meeting again requesting all liens be waived. Staff discussed the matter on June 6, 2012 and offered to waive all uncertified liens that remain with the City ($489.04), provided the $1,955.73 of certified liens are paid in full to the Sebastian County Tax Collector. Ms. Hart again refused the offer and requested the matter be presented to the Board of Directors for consideration.

If the Board wishes to waive any or all of the certified liens, an ordinance amending Ordinances No. 59-10 and 91-11, which originally certified the liens to the Sebastian County Tax Collector, will be necessary.

If you have any questions, please let me know.

2901 South 12th Street

Parcel No. 10452-0001-00007-00

Prepared May 2012 / Updated June 2012

CERTIFIED: LIENS WITH SEBASTIAN COUNTY TAX COLLECTOR

OWNER OF RECORD	DATE CLEANED	ACCOUNT NO.	LIEN	LIEN + 10%	YEAR TO COUNTY	CERTIFYING ORDINANCE
Griffin, Francis (deceased)	June 11, 2009	M-080535	255.71	281.28	2010	Ord. 59-10
Griffin, Francis (deceased)	July 20, 2009	M-080934	193.82	213.20	2010	Ord. 59-10
Griffin, Francis (deceased)	August 30, 2009	M-081330	193.82	213.20	2010	Ord. 59-10
Griffin, Francis (deceased)	October 1, 2009	M-081812	193.82	213.20	2010	Ord. 59-10
Griffin, Francis (deceased)	June 25, 2010	M-084960	230.82	253.90	2011	Ord. 91-11
Griffin, Francis (deceased)	July 30, 2010	M-085404	265.82	292.40	2011	Ord. 91-11
Griffin, Francis (deceased)	September 1, 2010	M-085916	230.82	253.90	2011	Ord. 91-11
Griffin, Francis (deceased)	October 7, 2010	M-086441-001	213.32	234.65	2011	Ord. 91-11
TOTAL CERTIFIED LIENS			$1,777.95	$1,955.73		

UNCERTIFIED: LIENS WITH CITY OF FORT SMITH

OWNER OF RECORD	DATE CLEANED	ACCOUNT NO.	LIEN	LESS ADMIN. FEE	OFFER NO. 1 MAY 18, 2012	OFFER NO. 2 JUNE 6, 2012
Griffin, Francis (deceased)	January 27, 2012	M-086441-002	264.02	150.00	114.02	0.00
Griffin, Francis (deceased)	April 27, 2012	M-092628-001	225.02	150.00	75.02	0.00
TOTAL UNCERTIFIED LIENS			$489.04	$300.00	$189.04	$0.00

	ORIGINAL LIENS	OFFER NO. 1 MAY 18, 2012	OFFER NO. 2 JUNE 6, 2012
CERTIFIED LIENS: SEBASTIAN COUNTY TAX COLLECTOR	$1,955.73	$1,955.73	$1,955.73
UNCERTIFIED LIENS: CITY OF FORT SMITH	$489.04	$189.04	$0.00
TOTAL AMOUNT DUE	$2,444.77	$2,144.77	$1,955.73

Arkansas Commissioner of State Lands

Parcel View Help

Parcel Information | Scanned Documents | Manage Names

Name Type

- Record Owner
- Interested Parties

Form View | Grid View

3 of 5 | Save Data | Process Serving Forms | Assign to Process Server

Do Not Send: ☐ New Interest: ☑

Name Type:	Misc
First Name:	CITY OF
Middle Name:	
Last Name:	FORT SMITH
Address1:	623 GARRISON AVE
Address2:	PO BOX 1908
Address3:	
City:	FT SMITH
State:	AR
Zip Code:	72902
Add Date:	
Name ID:	1025442

Name Source:	Title Report
Cert # (Old System)	
1st Notice:	
2nd Notice:	
Negotiated Notice:	
Land Sale Notice (NI):	12/20/2011
After Sale Notice:	04/05/2012
After Negotiated:	
Subject to Sale:	
Process Serve:	☐
Process Requested:	
Process Received:	

Green Cards

Date	Certified #	Letter Type	Result	Comments	Cost
12/20/2011	71081545530004313769	Auction Notice	Received	JOHN B 12/27/11	$4.64

Name Type

Close

Pages: 4 NUM USER: ccarr

3:50 PM 5/18/2012

Arkansas Commissioner of State Lands

Parcel View Help

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Parcel Information | Scanned Documents

Parcel Number:	10452-0001-00007-00
Parcel County:	SEBA
Parcel Status:	Sold at auction
Delinquent Year:	2007
Parcel Type:	Lot / Block
Parcel Code:	1-7
Received:	5/11/2010
Code Year:	2007
Date Certified:	05/24/2010
Land Sale #:	252
Checked By:	mkincaid
Land Sale Date:	04/04/2012
Checked Date:	05/12/2010
Deed Date:	5/9/2012

Tax Summary | Delinquent Taxes | State / County Fees | Deeds

Tax Years Collected:	2007 - 2010		
Taxes:	$370.13		
ID Taxes:	$0.00	Excess Proceeds:	
Interest:	$72.29		$1,800.00
Penalty:	$37.01	Sale Amount:	
State Costs:	$176.60		$2,474.03
County Costs:	$18.00	Assessed Value:	
Total Due / Paid:	$674.03		$1,800.00

Record Owner | Manage Names

FRANCIS CLAUDINE GRIFFITH
5900 KINKEAD AVE APT 107

FORT SMITH, AR 72903

Legal Description | Known Liens

CITY OF FORT SMITH.

Remarks:

New Search | Activity | Petitions | Offers | Research | Deeds | Accounting | Receipts | Scanned Docs

Pages: 4 NUM USER: ccarr

3:49 PM
5/18/2012

July 5, 2012

Interoffice Memorandum

To: Ray Gosack, City Administrator

From: Kara Bushkuhl, Director of Finance

Re: Review of 2012 Budget

Now that the city has completed six months of transactions for 2012, a comparison of the budget to actual is available for the first half of the year. The second quarter financial report will be distributed by July 20, 2012 and it will contain more detailed information. Below are highlights for each of the four operating funds revenues and expenditures/expenses for the period.

General Fund – the county sales taxes and the property taxes are currently tracking with the 2012 budget. However, the franchise fees are anticipated to be $170,000 below the original budget estimate. The fund balance at December 31, 2011 was higher than expected which will make up for this decrease in revenues. Expenditures for the period are within budget expectations. There may be departmental fuel budgets that need adjustment but most departments will be able to cover the funds within their programs. The estimated ending fund balance at December 31, 2012 is expected to be 10.5% compared to the 8% reported in the original budget.

Street Maintenance Fund – the gasoline tax turnback and the city's share of the county road millage are meeting budget estimates through the first six months of 2012. Expenditures are within budget projections for the period.

Water and Sewer Operating Fund – water consumption for the first six months is 0.84% below last year. However, the water sales revenues are meeting budget estimates for the period. The water service revenues include $489,087 from true-up collections with Van Buren and were not anticipated when the budget was prepared so these collections will add to the ending balance for the fund at the end of 2012. Sewer service charges are meeting budget estimates to date. The discontinuation of the supplemental sewer charge for the second half of 2012 will cause a decrease in revenues of approximately $350,000. However, there will be the same decrease in expenses for debt payments so the rate decrease results in a break-even analysis. Expenses for the fund are in line with budget expectations for the first half of 2012.

Sanitation Operating Fund – all of the waste collections and landfill revenues are meeting budget estimates for the first six months of 2012. Expenses are within budget allocations for the period.

The ending balances at December 31, 2012 for the Street Maintenance Fund, the Water and Sewer Operating Fund, and the Sanitation Operating Fund are expected to exceed the 15% requirement level. Attached are statements for each of the four operating funds that compare the estimated revenues and expenditures/expenses based upon June 30, 2012 data to the adopted budget that includes prior year encumbrances.

If you have any questions or require more information, please let me know.

City of Fort Smith, Arkansas
Statement of Revenues, Expenditures and Encumbrances
and Change in Fund Balance - General Fund
Budget and Estimated
For the Fiscal Year Ended December 31, 2012
(Unaudited)

	Estimated	Budget	Variance
Revenues			
Intergovernmental	$ 3,508,902	$ 3,508,902	$ 0
Taxes and Assessments	28,478,962	28,587,880	(108,918)
Court Fines and Forfeitures	2,099,786	2,050,000	49,786
Licenses and Permits	1,303,422	1,370,000	(66,578)
Service Charges and Fees	662,325	660,000	2,325
Miscellaneous	986,411	1,032,954	(46,543)
Transfers	2,786,030	2,786,030	0
Total Revenues	$ 39,825,838	$ 39,995,766	$ (169,928)
Expenditures and Encumbrances			
Policy and Administration Services	$ 2,660,815	$ 2,800,858	$ 140,043
Management Services	2,575,695	2,655,356	79,661
Development Services	2,536,460	2,642,146	105,686
Police Services	15,032,398	15,725,998	693,600
Fire Services	10,181,551	10,496,444	314,893
Operation Services	4,832,449	4,931,070	98,621
Non-Departmental	4,442,329	2,842,329	(1,600,000)
Total Expenditures and Encumbrances	$ 42,261,697	$ 42,094,201	$ (167,496)
Excess (Deficiency) Revenues Over (Under) Expenditures and Encumbrances	$ (2,435,859)	$ (2,098,435)	$ (337,424)
Beginning Fund Balance, January 1, 2012	6,879,199	5,483,821	1,395,378
Ending Fund Balance, December 31, 2012	$ 4,443,340	$ 3,385,386	$ 1,057,954

City of Fort Smith, Arkansas
Statement of Revenues, Expenditures and Encumbrances
and Change in Fund Balance - Street Fund
Budget and Estimated
For the Fiscal Year Ended December 31, 2012
(Unaudited)

	Estimated	Budget	Variance
Revenues			
Intergovernmental	$ 4,094,928	$ 4,094,928	$ 0
Taxes and Assessments	2,140,164	2,140,164	0
Miscellaneous	6,800	10,000	(3,200)
Total Revenues	$ 6,241,892	$ 6,245,092	$ (3,200)
Expenditures and Encumbrances			
Policy and Administration Services	$ 142,802	$ 150,318	$ 7,516
Management Services	402,076	410,282	8,206
Development Services	73,163	74,656	1,493
Operation Services	5,734,532	6,036,349	301,817
Non-Departmental	404,947	426,260	21,313
Total Expenditures and Encumbrances	$ 6,757,520	$ 7,097,865	$ 340,345
Excess (Deficiency) Revenues Over (Under) Expenditures and Encumbrances	$ (515,628)	$ (852,773)	$ 337,145
Beginning Fund Balance, January 1, 2012	2,073,433	2,098,143	(24,710)
Ending Fund Balance, December 31, 2012	$ 1,557,805	$ 1,245,370	$ 312,435

City of Fort Smith, Arkansas
Statement of Revenues, Expenses and Encumbrances
and Change in Working Capital
Water and Sewer Operating Fund
Budget and Estimated
For the Fiscal Year Ended December 31, 2012
(Unaudited)

	Estimated	Budget	Variance
Revenues			
Service Charges and Fees	$ 38,949,445	$ 38,610,050	$ 339,395
Miscellaneous	72,500	72,500	0
Total Revenues	$ 39,021,945	$ 38,682,550	$ 339,395
Expenses and Encumbrances			
Policy and Administration Services	$ 406,718	$ 428,124	$ 21,406
Management Services	2,666,077	2,720,487	54,410
Development Services	245,047	250,048	5,001
Operation Services	35,734,968	35,734,968	0
Non-Departmental	331,260	331,260	0
Total Expenses and Encumbrances	$ 39,384,070	$ 39,464,887	$ 80,817
Excess (Deficiency) Revenues Over (Under) Expenses and Encumbrances	$ (362,125)	$ (782,337)	$ 420,212
Beginning Working Capital, January 1, 2012	8,050,446	4,929,240	3,121,206
Ending Working Capital, December 31, 2012	$ 7,688,321	$ 4,146,903	$ 3,541,418

City of Fort Smith, Arkansas
Statement of Revenues, Expenses and Encumbrances
and Change in Working Capital
Sanitation Operating Fund
Budget and Estimated
For the Fiscal Year Ended December 31, 2012
(Unaudited)

	Estimated	Budget	Variance
Revenues			
Service Charges and Fees	$ 12,313,828	$ 12,345,000	$ (31,172)
Miscellaneous	31,500	55,000	(23,500)
Total Revenues	$ 12,345,328	$ 12,400,000	$ (54,672)
Expenses and Encumbrances			
Policy and Administration Services	$ 186,770	$ 196,600	$ 9,830
Management Services	771,099	786,836	15,737
Operation Services	9,982,505	9,982,505	0
Non-Departmental	1,331,270	1,331,270	0
Total Expenses and Encumbrances	$ 12,271,644	$ 12,297,211	$ 25,567
Excess (Deficiency) Revenues Over (Under) Expenses and Encumbrances	$ 73,684	$ 102,789	$ (29,105)
Beginning Working Capital, January 1, 2012	2,693,613	2,032,467	661,146
Ending Working Capital, December 31, 2012	$ 2,767,297	$ 2,135,256	$ 632,041

3

MEMORANDUM

July 6, 2012

TO: Mayor and Board of Directors

FROM : Ray Gosack, City Administrator

SUBJECT: 2013 Budget

Preparation of Fort Smith's 2013 budget will begin next week. At the July 10th study session, we'd like to receive the Board of Directors' priorities for next year's spending plan. This helps the staff prepare departmental service objectives and a budget which meets the board's expectations for resource allocations.

Attached are:

- ✓ A list of the 2012 budget goals. Some of these have multi-year horizons. It may be desirable for some of these goals to continue in 2013.
- ✓ Suggestions from the staff about possible 2013 budget goals.
- ✓ Guidelines for developing goals.
- ✓ The schedule for preparing the 2013 budget.

2012 BUDGET

Preparation of the 2012 budget was extremely difficult, particularly for the General Fund. The mayor and board made many deliberate decisions about service priorities. General Fund revenue projections have been reduced by $170,000, due mostly to franchise fees being less than expected. We're closely monitoring expenditures, and don't expect any problems except for fuel budgets in one or two departments. We fortunately ended 2011 in better condition than projected, so we have that cushion to see us through 2012.

The 2012 budget was prepared with a General Fund balance of 8%, which is 29 days of operating expenses and well below the board's goal of 15%. At this time, we forecast the final balance at the end of the year will be approximately 10.5% or 38 days of operating expenses. The other operating funds – water & sewer, sanitation, and street maintenance – are meeting their fund balance goals.

LOOKING AHEAD

As budget decisions are made for 2013, we need to be certain those decisions are sustainable into 2013 and beyond. Our budget preparation this year will include revenue and expenditure estimates for 2013 and for 2014, and these will be presented in the budget. When the budget is ready for adoption, we will ask the board to approve only the 2013 expenditures. However, a 2-year look will help with our longer-range planning.

Here are some key observations to consider for upcoming budgets.

- The ***economic recovery*** from the national Great Recession continues to be slow. Retail sales are showing signs of recovery, with 8 of the last 12 months showing an increase. We expect 2012 sales tax revenue will be higher than 2011, which will be our second consecutive year of gain. Unemployment over the last 12 months has ranged from a high of 9.2% to a low of 7.3%, and is currently at 7.7%. However, the unemployment rate may increase by approximately ½ - 1% as a result of the Whirlpool layoffs in June.

  The real estate and housing market continues to be tenuous. The average home sales price has increased 6.0% in the last year, which indicates that real estate values are rebounding. However, the number of homes sold is 4.1% less than last year. New housing starts (single family and duplex) for the first 6 months of 2012 are 18% lower than 2011.

- The reserve in the ***employee wellness fund*** (employee health coverage), which had exceeded prudent levels, has been drawn down over the last 2 years as previously discussed with the board. This was accomplished by decreasing the contribution rates from the city and employees. As previously stated, these contribution rates will need to increase for 2013 so that expenses don't exceed income. This will increase costs for all operating funds.

- The costs of state-mandated ***police and fire pension***

programs continue to be a concern. The liabilities of our fire pension plan are 57% funded, and the liabilities of the police pension plan are 71% funded. To help raise awareness of this issue and to provide more complete cost reporting in our budget, the 2013 budget will include police and fire pension expenses. These expenses had been previously excluded from the annual operating budget. By including them in the budget, we will become more aware of their impact on the city's finances and more accurately report the full costs of operating the police and fire departments. The retirement costs for non-uniformed employees will continue to be shown in the budget as they always have been.

The following table shows the city's contributions for police and fire pensions expressed as a percentage of payroll.

EMPLOYEE GROUP	***2011***	***2012***	***2013***
Police	27.53%	28.74%	30.36%
Fire	39.14%	40.68%	40.16%

NOTE: Police and fire pension employees aren't part of social security, so the city avoids the 6.2% employer social security contribution for these employees. For comparison, the city's contribution rate for non-uniformed employees for pension and social security is 16.2%.

Underfunded police and fire pension plans is a statewide problem. Solutions will undoubtedly have to come from the state legislature.

The city must also budget for ***other post employment benefits*** ***(OPEB)*** as identified in our annual audit report. The OPEB liability grew by $2.2 million in 2011 for all operating funds. This rate of growth is expected to continue for the foreseeable future. The OPEB is for retiree health coverage.

- The usefulness and accountability of our budget can be improved through better ***performance measurement***. Last year, we initiated a pilot performance measurement project with 5 departments – sanitation, district court, streets & traffic, police, and finance – to develop more meaningful performance measures for the 2012 budget. The effort will be expanded to include all departments for the 2013 budget. The end result will be better measurement of the results we're producing with the public's resources.

- The ***fire dept.*** will begin adding employees as a result of overwhelming voter support in the March sales tax election. These additions will strengthen command staffing, improve public and employee safety by adding an additional firefighter to each aerial ladder company, and adding staffing for the operation of fire station 11 at Chaffee Crossing.

- The ***parks dept.*** will have additional resources for improved parks maintenance, also a result of the March sales tax election.

BUDGET CHOICES

Preparing a governmental budget involves deciding how to allocate available resources. In the past, much of this decision-making has been performed at the staff level. This leads to a lack of understanding and buy-in from stakeholders. Allocations of resources should be strategic policy decisions which are in harmony with the city's comprehensive plan and other goals.

For the 2013 budget, we will prepare for the board's consideration a recommended budget which balances revenues and expenditures. Inevitably, many worthwhile budget proposals can't be funded. We will present additional service priorities that the board may determine worthy of funding. With this information, we can "right size" our budget to meet the board's highest budget priorities and eliminate services which are of lesser value.

CONCLUSION

The board's priorities for the 2013 budget will guide preparation of the city's spending and work plan for the coming year. We look forward to the board's discussion about what's most important in 2013.

Attachments

2012 BUDGET GOALS

- Stimulate development along Fort Smith's downtown riverfront by developing a master plan, reviewing design standards, and planning for phased infrastructure extensions.

- Continue advocacy of the Interstate 49 project by lobbying AHTD, federal and state legislators and the Federal Highway Administration.

- Enhance Fort Smith's recreational offerings by pursuing water park and recreation field improvements at Ben Geren Regional Park with Sebastian County.

- Plan for Fort Smith's future by updating or preparing a new comprehensive plan – Vision 2025 Plan.

- Improve public safety by constructing an additional fire station, by replacing aging fire apparatus, and by re-deploying aerial fire companies.

- Improve sanitary sewer services by planning and financing the next phases of wet weather sanitary sewer improvements.

- Initiate and develop economic growth strategies to increase the job market with higher paying jobs as well as support the construction of the regional intermodal freight facilities and Interstate 49.

- Continue the "green initiative" by developing strategies to reduce energy consumption and other costs in city facilities.

POSSIBLE 2013 BUDGET GOALS

- Enhancing communication with citizens through social media and other forums.

- Improving citizen service by providing customer service training for employees.

- Enhance services for the homeless by supporting construction and operation of a homeless campus.

- Provide additional recreation opportunities by planning and constructing 2 softball fields and aquatics center at Ben Geren Park; a softball tournament complex at Chaffee Crossing; and a riverfront soccer complex.

- Improve the accountability and performance measurement of our budget by including key performance indicators for all departments.

GUIDELINES FOR PREPARING BUDGET GOALS

- Goals should be stated in desired ***outcomes*** and ***results***. The budget should focus the organization on outcomes people care about at a price they're willing to pay. Resources can then be aligned with desired results. Whenever possible, methods and processes should be left to the discretion of those responsible for implementing the goals.

- Goals should be ***clear***, ***concrete***, and ***measurable***. Lengthy or abstract goal statements can be subject to differing interpretations and be misunderstood. They should be specific enough to help define the services to be emphasized. Goals should have service measures if at all possible so that it's known whether or not the goal is achieved.

- Goals should be ***realistic***, ***attainable***, and ***challenging***. They should be within the control of the organization, not set too low that they're easily attainable, and not set so high that the organization will fail.

- Goals should be ***few in number.*** Too many goals dilute the organization's resources. Focus on what's most important.

July 3, 2012

City of Fort Smith, Arkansas
Budget 2013 Calendar

Note: Presentation dates with the Mayor and Board are presented in bold face type.

July 10, 2012	**Board reviews 2012 Budget status & provides input for city-wide goals for 2013 at Study Session.**
July 17, 2012	Distribution of 2013 Budget package to all departments.
July 18, 2012 through August 16 or 23, 2012	Departments prepare budget worksheets/disks and summaries for 2013 requests as well as estimates for 2014. Finance refines 2013 revenue estimates and prepares 2014 revenue projections.
August 1, 2012	Local service agency application notification for OAF from 2013 Budget.
August 8, 2012	Departments submit service objectives and outcome/performance measures for 2013 and submits status report on 2012 service objectives and outcome/performance measures to the Finance Department.
August 16, 2012	The following departments submit completed budget packages to Finance: Administration; Economic Development; District Court; City Prosecutor; Finance; City Clerk; Human Resources; Engineering;Planning, CDBG, Building Safety, and Neighborhood Services; Information & Technology Services; Convention Center; Health; Streets & Traffic Control; and Transit.
August 23, 2012	The following departments submit completed budget packages to Finance: Police; Fire; Parks; Water and Sewer; Sanitation; and Convention and Visitor's Bureau (A&P).
August 28, 2012	**Review departmental service objectives for 2013 and their correlation with city-wide goals for 2013 during the Board study session.**

City of Fort Smith, Arkansas
Budget 2013 Calendar
(Continued)

August 17, 2012 through September 14, 2012	Finance verifies accuracy of amounts submitted by the departments and prepares a preliminary budget supplement.
September 6, 2012	Deadline for submittal of application packets by local service agencies for OAF.
September 17, 2012 through October 2, 2012	City Administrator, Deputy City Administrators and Director of Finance review budget requests and meet with department directors to discuss the 2013 requests.
September 25, 2012	**Proposed five year streets and drainage CIP is presented at Board study session. Also, 2013 Budget progress report.**
October 3, 2012 through November 2, 2012	Preparation of draft budget by Finance.
November 6, 2012	**Present proposed budget to Mayor and Board of Directors.**
November 12, November 13, and November 15, 2012	**Review proposed budget with Mayor and Board of Directors; discussion with department directors.**
December 4, 2012	**Conduct 2013 Budget hearing and present 2013 Budget to the Board of Directors for adoption.**