



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/9/2025

REQUESTER: Kellee Robertson, Manager, Animal Welfare Division

PRESENTER: Major Chad Vincent

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$4,000 FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS TO BE USED BY THE ANIMAL WELFARE DIVISION OF THE POLICE DEPARTMENT AS REIMBURSEMENT FOR A WAIVED/REDUCED FEE ADOPTION EVENT AND ASSOCIATED COSTS; APPROVAL OF CONTRACT K-2526-103; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 7)

BACKGROUND:

The American Society for the Prevention of Cruelty to Animals (ASPCA) is a 501(c)(3) nonprofit corporation based in New York, NY dedicated to preventing animal cruelty throughout the United States. Every October, Subaru retailers partner with local animal organizations to help prepare shelter pets for adoption through grants administered by the ASPCA and to host pet events at their store.

In February 2025, Cavender Subaru of Norman staff contacted the Animal Welfare Division of the Norman Police Department offering to provide a donation for an adoption event at their business. The donation would help provide funding for an October 2025 event.

On March 14, 2025, the Animal Welfare Division completed an application to the “Subaru Loves Pets” grant program requesting \$4,000 and identifying Cavender Subaru of Norman as the partnering retailer. Funding would be used to provide waived or discounted adoption fees, ID tags and collars, make-ready costs, and partial staffing expenses for an adoption event in October at the Cavender Subaru of Norman location.

On July 4, 2025 the Animal Welfare Division of the Norman Police Department received notice that a grant for \$4,000 had been awarded to them by the ASPCA through the “2025 Subaru Loves Pets Program Grant”. Funding from the ASPCA was received by the Animal Welfare Division in August 2025 via their check number 24440..

DISCUSSION:

The on-site adoption event at Cavander Subaru was held on October 25, 2025 from 10:00 a.m. to 3:00 p.m. Preparation for the event included identifying cats and dogs suitable for adoption, having them spayed/neutered, giving them vaccinations, and providing each with microchips. One Kennel Technician and one Animal Welfare Officer worked the event on an overtime basis. In addition to this event, the grant allowed the Animal Welfare Division to waive the \$50 adoption fees for the 163 animals adopted throughout the month of October.

Grant funds will be used to reimburse the Animal Welfare Division for the various supplies and expenses related to the on-site adoption event and the fees lost from no-cost adoptions during October.

RECOMMENDATION 1: Acceptance of the grant by Council, and deposit funds into Special Grant Fund, Miscellaneous Police Grant Revenue Account (226-331343), and

RECOMMENDATION 2: Appropriate \$4,000 to Miscellaneous Police Grants: Other Supplies and Materials - Medical (account 22660211-43117).