



AGENDA
ANIMAL SERVICES ADVISORY COMMITTEE
VIDEOCONFERENCE MEETING
WEDNESDAY, NOVEMBER 18, 2020
12:15 PM

If you wish to view-only, the meeting will be streamed “live” on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/comments>. You will have the option to join the virtual meeting and comment “live” at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

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Civil Service Commission - Comment Registration - September 15, 2020

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This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Civil Service Commission Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. “Live” participation is limited. A person desiring to comment “live,” during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name*

Last Name*

Address1*

“Live” meeting space is limited and will be provided on a first come, first served basis. If you select the “live” meeting option, the WEBEX meeting details will be emailed to you at the e-mail address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your

comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

CALL TO ORDER

PUBLIC COMMENT If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the Animal Services Advisory Committee and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the appropriate staff to respond to the citizen and report back to the Committee as soon as practicable. Such report to the Committee shall not constitute a meeting called by the Committee nor shall it constitute deliberation or formal action. Individual citizens addressing the Committee during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Committee and no formal Committee action will be taken.

APPROVAL OF MINUTES

1. Approval of minutes from Animal Services Advisory Meeting held December 28, 2018 and September 2, 2020.

REPORTS

1. Review Kennel Statistic Reports for Fiscal 2019-2020
2. Review Animal Control Officers Completed Activities for Fiscal 2019-2020

NEW BUSINESS

1. Discussion and Action on scheduling the 2021 Animal Services Advisory Meetings.

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, November 13, 2020, before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: October 27, 2020

TO: Animal Services Advisory Committee Member

FROM: Raquel Guajardo, Deputy City Secretary

SUBJECT: Approval of minutes from Animal Services Advisory Meeting held December 28, 2018 and September 2, 2020.

BACKGROUND/INFORMATION:

The minutes from the Animal Services Advisory Committee meetings on December 28, 2018 and September 2, 2020 are being presented for your consideration and approval.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Animal Services Advisory Committee consider the approval of the minutes from the December 28, 2018 and September 2, 2020 meetings.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. ASACMIN12282018
2. ASACMIN 09022020

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Created/Initiated - 11/12/2020
Final Approval - 11/13/2020

**MINUTES
ANIMAL SERVICES CENTER ADVISORY COMMITTEE
REGULAR MEETING
FRIDAY, DECEMBER 28, 2018
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
12:30 P.M.**

Members present:

Pam Burney
Alex Magee
Sgt. James Parham

Chairperson
Secretary
Member

and

Dr. Karen Metzler, Vice-Chairperson, absent with notice.

CALL TO ORDER

Chairperson Burney called the meeting to order at 12:30 p.m.

CITIZEN'S OPEN FORUM

There were no citizens in attendance.

APPROVAL OF MINUTES

1. Approval of Minutes from November 7, 2017

Sgt. Parham made the motion to approve the minutes from November 7, 2017. Secretary Magee seconded the motion which passed unanimously.

2. Approval of Minutes from September 21, 2018

Sgt. Parham made the motion to approve the minutes from September 21, 2018. Secretary Magee seconded the motion which passed unanimously.

3. Approval of Minutes from October 19, 2018

Sgt. Parham made the motion to approve the minutes from October 19, 2018. Secretary Magee seconded the motion which passed unanimously.

NEW BUSINESS

1. Discussion on Kennel Statistics Report Fiscal Year 2017-2018

Secretary Magee reviewed the Kennel Statistics Report Fiscal Year 2017-2018.

2. Discussion and Action on scheduling new meetings for 2019

The group discussed possible dates for the 2019 meetings. February 21, 2019 at 12:30 p.m. was selected for the first meeting of the year upon motion by Sgt. Parham and seconded by Secretary Magee. The vote was unanimous.

The second meeting date was scheduled for June 20, 2019 at 12:30 p.m. upon motion by Sgt. Parham and seconded by Secretary Magee. The vote was unanimous.

ADJOURNMENT

With there being no further business to conduct, Chairperson Burney adjourned the meeting at 12:41 p.m.

APPROVED: this _____ day of _____, 2020

SIGNED: this _____ day of _____, 2020

ATTEST:

APPROVED:

Alex Magee, Secretary

Pam Burney, Chairperson

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
ANIMAL SERVICES ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 2, 2020
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
12:00 PM**

MEMBERS PRESENT

Pam Burney
Dr. Karen Metzler
Alex Magee
Lieutenant James Parham

Chairperson
Vice-Chairperson (Absent with Notice)
Secretary
Member

and

Raquel Guajardo

Deputy City Secretary

CALL TO ORDER

Chairperson Burney called the meeting to order at 12:01 p.m.

PUBLIC TESTIMONY

Request to Speak forms were not received.

APPROVAL OF MINUTES

1. **Approval of minutes from Animal Services Advisory Meeting held on June 17, 2020.**

Ms. Magee made a motion to approve the meeting minutes from June 17, 2020.
Motion seconded by Lieutenant Parham. Motion carried.

REPORTS

1. **Update on Clear the Shelter 2020**

Ms. Magee provided an update on adoption events and stated that the shelter has processed (15) surrendered animals and currently has (16) cats and (3) dogs available for adoption.

NEW BUSINESS

1. **Discussion and Action on a reduced fee for senior citizens. Animal adoption fee is \$80.00 currently. Action would approve the reduction for the adoption fee to \$40.00.**

Ms. Magee presented the item and asked for the fee to be reduced for senior citizens as they are on a fixed income. Lieutenant Parham inquired if the fee would cover sterilization in which Ms. Magee responded that any incurred costs would come from donations.

Lieutenant Parham made a motion to reduce the adoption fee for seniors as presented. Motion seconded by Ms. Magee. Motion carried.

Chairperson Burney expressed her support and stated that it is a great program for the City of Watauga.

2. Discussion and Action on implementing Forever Hope Animal Adoption Program for special needs pets.

Ms. Magee presented the item and explained that special need animals experience slower or no adoptions due to potential additional medical care costs. Implementation of this program will waive the adoption fee for animals that are heartworm positive, animals that at 10+ years old, and those that have severe medical conditions.

Lieutenant Parham made a motion to waive the adoption fee for animals in the Forever Hope Animal Adoption Program. Motion seconded by Ms. Magee. Motion carried.

Chairperson Burney expressed her support for the new program and stated that it is another great initiative by the City of Watauga.

ADJOURNMENT

With there being no further business to conduct, Chairperson Burney adjourned the meeting at 12:11 p.m.

APPROVED: this _____ day of _____, 2020

SIGNED: this _____ day of _____, 2020

ATTEST:

APPROVED:

Alex Magee, Secretary

Pam Burney, Chairperson

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: November 9, 2020
TO: Animal Services Advisory Committee Member
FROM: Alex Magee, Animal Services Supervisor
SUBJECT: Review Kennel Statistic Reports for Fiscal 2019-2020

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. kennel stats for fiscal 2019-2020

REVIEWED BY:

Alex Magee, Animal Services Supervisor
Robert Parker, Chief of Police

Created/Initiated - 11/10/2020
Final Approval - 11/10/2020

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: November 9, 2020
TO: Animal Services Advisory Committee Member
FROM: Alex Magee, Animal Services Supervisor
SUBJECT: Review Animal Control Officers Completed Activities for Fiscal 2019-2020

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. aco officers completed activity fiscal 2019-2020

REVIEWED BY:

Alex Magee, Animal Services Supervisor

Robert Parker, Chief of Police

Approved as to form for inclusion on Agenda

Created/Initiated - 11/13/2020

New -



AGENDA MEMORANDUM

DATE: November 9, 2020
TO: Animal Services Advisory Committee Member
FROM: Alex Magee, Animal Services Supervisor
SUBJECT: Discussion and Action on scheduling the 2021 Animal Services Advisory Meetings.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Alex Magee, Animal Services Supervisor

Robert Parker, Chief of Police

Approved as to form for inclusion on Agenda

Created/Initiated - 11/10/2020