AGENDA
ANIMAL SERVICES ADVISORY COMMITTEE
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, MARCH 23, 2022
12:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

REPORTS

1. Supervisor report of shelter activities.

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 City Council 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 City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the-City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council 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 Council and no formal Council action will be taken.

APPROVAL OF MINUTES

1. Motion for approval of minutes from the December 16th, 2021 Animal Services Advisory Meetings.

   Tonya DeGrand, ACO

NEW BUSINESS 1. Discuss and consider action in changing policy from not charging a surrender fee for returned adopted pets to charging a surrender fee when it has been at least 6 months past the time of adoption. 2. Discuss and consider action updating the fee schedule of the ordinance to reflect a "small domestic animal" adoption fee. We currently do not charge an adoption fee for small domestic animals such as rabbits, guinea pigs, and ferrets. The adoption fee is being proposed to be $25. If the pet is a Ferret, the proposed adoption fee is $35. Ferret adoptions will include their rabies vaccination.

1. Discuss and advise on action to change and clarify the shelter policy on surrendering and adoption returns and add a time limit on surrendering/adoption returns of an animal without being charged a surrender fee to at least 6 months past the time of adoption. And adding that surrender/adopted returns can not occur for citizens living outside the city limits after the 6 month adoption time frame.

   Tonya DeGrand, ACO

2. Discuss and advise on updating the fee schedule of the ordinance to reflect a "domestic small pet" adoption fee.

   Tonya DeGrand, ACO

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, Linda Proskey, 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 March 18, 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Linda Proskey, City Secretary

AGENDA MEMORANDUM

DATE: March 8, 2022

TO: Animal Services Advisory Committee Member

FROM:

SUBJECT: Supervisor report of shelter activities.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 3.23.22 Meeting

REVIEWED BY:

Robert Parker, Police Chief	Approved - 3/17/2022
Joshua Jones, City Manager	Approved - 3/17/2022
Linda Proskey, City Secretary	Final Approval - 3/18/2022

Approved as to form for inclusion on Agenda

Supervisor Report for Animal Advisory Meeting 3/23/22

Pets registered with the City continue to increase from last year's previous rates. This is a result of educating the public on all calls that are run by an Animal Services Officer, as well as sending reminders by mail to citizens.

The committee is still seeking a veterinarian interested in being on the Animal Services Advisory Committee board. Several have been contacted to promote interest.

A Watauga citizen kindly sponsored 13 dog adoptions totaling $182. This made it to where if those animals get adopted the fee would be waived for the new owner.

Officer Engel is now a member of the Texas Animal Control Association.

MINUTES
ANIMAL SERVICES ADVISORY COMMITTEE
REGULAR MEETING
THURSDAY, DECEMBER 16, 2021
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
10:30 AM

CALL TO ORDER

The Animal Services Advisory Board of Watauga, Texas convened at 10:30am with the following members present:
Sgt. Kevin Mead, Member
Tonya DeGrand, Member
Stacy McCool, Member
Jan Hill, Primary Council Liaison

And

Linda Proskey, City Secretary
Samantha Ortega, Records Clerk
Lieutenant Parham

ROLL CALL

Councilmember Jan Hill called on members for attendance, Tonya DeGrand Present, Sergeant Kevin Mead Present, and Stacy McCool Present.

ANNOUNCEMENTS

DeGrand made announcements; Tonya DeGrand is the new supervisor, Officer Engel has passed her basic training, and currently looking to hire a second officer.
Mead nothing to present.
McCool Nothing nothing to present.

PUBLIC COMMENT

None

NEW BUSINESS

1. **Discuss and consider action to appoint a Chairperson, Vice Chairperson, and Secretary.**

   Mead made motion to nominate Stacey McCool for chairperson, DeGrand second, Councilmember Hill called vote. Passed 3.0.0.0

   Ayes: McCool, DeGrand, Mead
   Nays: None
   Abstain: None
   Absent: None

   McCool made motion to nominate Sergeant Kevin Mead for Vice Chair, DeGrand

second, McCool called vote. Passed 3.0.0.0

Ayes: McCool, DeGrand, Mead
Nays: None
Abstain: None
Absent: None

McCool made motion to nominate Tonya DeGrand for secretary, Mead second, McCool called vote. Passed 3.0.0.0

Ayes: McCool, DeGrand, Mead
Nays: None
Abstain: None
Absent: None

2. **Discuss and action on scheduling the 2022 Animal Services Advisory meetings.**

DeGrand suggested March 17 as a possible date for the next meeting. McCool asked if any objections. No objections were made. McCool set the next meeting for March 17.

DeGrand suggested June 16 and October 13 for the future meetings. McCool asked for objections. No objections were made.

Mead made motion to agree upon the next meeting dates for March 17, June 16, and October 13, DeGrand second.
McCool made point of order to make a vote.
Vote passed 3.0.0.0

Ayes: McCool, DeGrand, Mead
Nays: None
Abstain: None
Absent: None

APPROVAL OF MINUTES

1. **Motion for approval of minutes from the November 18, 2020, Animal Services Advisory Meeting**

McCool made motion to approve minutes for the November 18th, 2020 Animal Services Advisory meeting. Mead second. McCool made point of order to make a vote. Vote passed 3.0.0.0

Ayes: McCool, DeGrand, Mead
Nays: None
Abstain: None
Absent: None

REPORTS

1. "Clear the Shelter" event statistics

   DeGrand gave report held for “Clear the Shelter” that occurred on September 18, 2021. There were 9 dogs, 17 cats, and 1 rabbit available for adoption. Adopted out 17 animals: 12 cats, 4 dogs, and 1 rabbit.

2. Fiscal year 2020/2021 statistics for shelter operations.

   DeGrand gave shelter operations report. Intake total number of animals was 587. 536 of those were not wild or deceased. Live release rate is about 80.4% and the euthanasia rate is about 19%. Currently making updates in our record system to be more accurate.

3. Fiscal year 2020/2021 statistics for field operations.

   DeGrand gave field operations report. Received a total of 880 calls. 853 of those were ran. Majority of those calls were for loose animals on the street totaling 359. Second most calls were for investigations such as barking complaints, bite investigations, and ordinance violations totaling 248. Citations written for on scene violations were 22. Total number of animals impounded out in the field was 202.

4. Pet registration

   DeGrand reported that pet license reminder letters were being sent out around September. September 2021 only 11 pets were licensed. After the letters were sent, the number of pets licensed increased to 63 in October.

5. Shelter inspection

   DeGrand reported that the shelter was inspected by the Texas State Health Department and by a veterinarian and passed the inspections. Comments were made that the shelter looked and smelled very clean.

ADJOURNMENT

Meeting adjourned at 10:45 am

APPROVED: this _____ day of _____, 2022.

SIGNED: this _____ day of _____, 2022.

APPROVED:

_____
Stacy McCool

ATTEST:

_____
Tonya DeGrand, Secretary

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

Section 5.6 Returned Adoption

- Animals returned for reasons of illness will be isolated until the type of illness and its severity can be determined.
- Returned animals shall be held for 24 hours before being placed for adoption or otherwise disposed of. Animals returned for health reasons that are contagious to other shelter animals (Parvo), or who have life threatening injuries or illnesses may be immediately euthanized.
- Only fees collected by the city shall be refunded to the client, no other costs such as veterinary care or medication shall be refundable.
- If an animal is returned due to illness or aggression (must have proof documenting illness from a licensed Veterinarian) then an "exchange" may be possible instead of a refund at the adopter's request. This is at the discretion of the Supervisor.

Sec. 12-6. - Chapter 6, Animals.

(a) *Violation notice and fees.*

(1) *Issuance; contents.* When violations of the licensing, rabies vaccination, or "animal at large" requirements of chapter 6 are observed by any animal control officer or police officer, the officer may issue a violation notice in lieu of a citation. The violation notice will stipulate a compliance date and an associated fee and late fee, as well as a waiver provision providing that the person to whom the violation notice is issued waives all rights to contest such violation and waives all rights to a hearing on the issues relating to that violation. Failure to pay associated fees and/or late fees by the compliance date shall constitute a violation of chapter 6 and may result in the issuance of a citation.

(2) *Fees.*

a. Licensing requirements .....$ 20.00

b. Rabies vaccination requirements 40.00

c. "Animal at large" violation 50.00

(b) *Multiple pet ownership permit.* Such a permit shall be issued through the office of permits for a fee of $17.00 and shall be valid for one year from date of issuance.

(c) *Dog and cat impoundment fees.*

(1) *Impoundment of altered animal:*

a. First impoundment .....$ 17.00

b. Second impoundment 81.00

c. Third and subsequent impoundments 100.00

(2) *Impoundment of unaltered animal:*

a. First impoundment 44.00

b. Second impoundment 81.00

c. Third and subsequent impoundments 100.00

(3) *Boarding.* Per night 12.00

(4) *Quarantine.* Per night 14.00

(5) *Reduction of fee for licensed animal.* A dog or cat bearing a current license tag and impounded for the first time is eligible for a 50 percent reduction of the impoundment fee.

(6) *Partial refund.* When an unaltered animal has been impounded, a $15.00 refund will be provided to the owner in the event written evidence that the animal has been altered is presented to the city within 30 days of the initial impoundment.

(d) *Surrender of animal by owner; adoption fee.*

(1) Per animal, whether alive or dead .....$ 27.00

(2) Surrender for rabies analysis 52.00

(3) Adoption fee (includes a voucher for spay/neuter and rabies vaccination, microchip implanting, yearly booster shot and heartworm test) 80.00

(e) *Kennel permit.* The permit fee shall be 81.00

(f) *Animal licenses and microchip implanting.*

(1) *Pet licenses.* Pet license fees are provided for in subsection (b) of this section and shall be valid for a period of one year from the date of issuance.

(2) *Fees for animal licenses and microchip implanting.*

a. Unaltered animal .....$ 22.00

b. Altered animal 6.00

c. Altered animal whose primary owner is 65 years of age or older at the time of issuance of license ..... No fee

d. Guard dog 25.00

e. Service dog ..... No fee

f. Microchip implanting 20.00

(g) *Dangerous dog registration fees.*

(1) The initial registration and permit fee shall be $350.00 per dangerous dog. For every year thereafter, an owner of a registered dangerous dog must also pay $200.00 for the city to verify and ensure compliance with the standards and requirements of chapter 6, article III, division 7. This amount is payable on the anniversary date of the initial registration of the dangerous dog.

(2) If an owner of a registered dangerous dog sells or moves the dog to a new address, the owner, not later than the 14th day after the date of the sale or move, shall notify the city police department of the new address. On presentation by the current owner of the dangerous dog's prior registration tag and payment of a fee of $50.00, the city police department shall issue a new registration tag to be placed on the dangerous dog's collar.

(h) *Estray impoundment fees.* For each and every estray taken and impounded, there shall be paid to the city by the owner thereof, or his agent, the sum of $50.00 for the taking and impounding of the estray and the further sum of $15.00 per day, except for the first day and for every subsequent day that the animal shall remain in the custody of the animal control officer, such fee being charged for the care and feeding of such animal. The owner shall also pay for any veterinarian or drug fees incurred on behalf of the animal while it is in the custody of the city.

(i) *Backyard chicken fees.*

(1) *Registration fee.* The initial registration fee shall be included with the required permit fee. For every year thereafter, a flat fee of $17.00 per household shall be required. This amount is

payable on the anniversary date of the initial registration of the backyard chickens.

(2) Impoundment of backyard chicken: .....

a. First impoundment .....$ 17.00

b. Second impoundment 81.00

c. Third and subsequent impoundments 100.00

(3) Surrender of animal by owner. .....

a. Per chicken, whether alive or dead 27.00

(4) Adoption fee.

a. There is no adoption fee. But adoption of backyard chickens is only available for residents who have completed the education program and requirements per chapter 6, article VII, division 3 (Backyard Chickens).

(5) Boarding. Per night .....$ 12.00.

(6) Loose chicken fine 171.00

(7) Too many chickens fine 271.00

(8) Rooster or crowing hen fine 200.00

(9) No permit fine 1,000.00

(10) Failure to provide care fine 571.00

(Code 2001, app. A, §§ 3.100—3.400, 3.600—3.900; Code 2010, §§ A2.001—A2.008; Ord. No. 1703 , § I, 5-13-2019)

Fee schedule change proposal:

Chapter 12-6: (d)(3)(a)

Domestic small pet adoption fee: includes miniature pigs, rabbits, rodents, birds, reptiles, and any other species of animal which is sold or retained as household pets. (Does not include a voucher for spay/neuter, yearly booster shot, or a heartworm test. Will include a rabies vaccination if the animal is a ferret.) ….. $25 or price set by the Chief of Police sees fit.

DRAFT