



AGENDA
ANIMAL SERVICES ADVISORY COMMITTEE
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, JUNE 8, 2022
11:00 AM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

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

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council, Board or Commission may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council, Board or Commission member and the citizen

will not count toward the time limit and Council, Board or Commission Members are encouraged not to speak until the citizen has first utilized their allocated time.

REPORTS

1. Supervisor report of shelter activities.
2. "Clear the Shelter" will be occurring for the whole month of August this year. Our participation this year includes \$50 adoption fees for August 1st through the 20th, and from August 22nd through the 27th there will be no adoption fees.

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Board and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Consider approval of minutes from the December 16, 2021 and the March 23rd, 2022 Animal Services Advisory meeting.

Tonya DeGrand, ACO

ACTION ITEMS

ADJOURNMENT

ITEMS FOR FUTURE AGENDAS

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 June 3, 2022, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Linda Proskey, City Secretary





AGENDA MEMORANDUM

DATE: May 26, 2022
TO: Animal Services Advisory Committee Member
FROM:
SUBJECT: Supervisor report of shelter activities.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Robert Parker, Police Chief

Joshua Jones, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/1/2022

Approved - 6/3/2022

Final Approval - 6/3/2022



AGENDA MEMORANDUM

DATE: May 27, 2022

TO: Animal Services Advisory Committee Member

FROM:

SUBJECT: "Clear the Shelter" will be occurring for the whole month of August this year. Our participation this year includes \$50 adoption fees for August 1st through the 20th, and from August 22nd through the 27th there will be no adoption fees.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Robert Parker, Police Chief
Joshua Jones, City Manager
Linda Proskey, City Secretary

Approved - 6/1/2022
Approved - 6/3/2022
Final Approval - 6/3/2022

Approved as to form for inclusion on Agenda

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

CALL TO ORDER

The meeting started late because of training.

The Animal Services Advisory Board of Watauga, Texas convened at 12:05pm with the following members present:

Stacy McCool,	Chairperson
Sgt. Kevin Mead,	Vice Chairperson
Tonya DeGrand,	Secretary
Jan Hill, Primary	Council Liaison

And

Linda Proskey, City Secretary
Arthur Minor, Mayor

ROLL CALL

Chairperson Stacy McCool called on members for attendance, Tonya DeGrand present, Sergeant Kevin Mead present, and Stacy McCool present.

ANNOUNCEMENTS:

DeGrand, nothing to present.

Mead, nothing to present.

McCool, nothing to present.

REPORTS

1. Supervisor report of shelter activities.

DeGrand stated that 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.

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

DeGrand reported that 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.

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

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

McCool made the motion to amend the approval of the previous meeting's minutes until the next meeting.

NEW BUSINESS

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.

DeGrand presented a policy change to include a surrender fee if the animal is returned after 6 months. If the adopter lives in another city, then they would have to surrender to the city that they reside in if it is after that 6-month time frame after adoption.

Sergeant Mead discussed that he has also personally seen this happen with animals that have already been owned for years and he does believe this change is appropriate.

McCool called for a motion to vote. Mead second.

McCool made a point in order to make a vote. Vote passed 3.0.0.0

Ayes: McCool, DeGrand, Mead

Nays: None

Abstain: None

Absent: None

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

DeGrand opened a discussion about a small domestic animal adoption fee of \$25 or if a ferret, it would be \$35. Ferret adoptions will include their rabies vaccination.

Mead asked how often small domestic animals come into the shelter. DeGrand responded with 2 guinea pigs, a rabbit, a snake, and a ferret all within the fiscal

year so far. Not a large amount comes in, but it will help cover the costs of care for when these types of pets do come into the shelter.

McCool made a point in order to make a vote. Councilman Jan Hill clarified that the committee needs to vote to recommend an amendment to the ordinance to the City Council.

DeGrand motions and Mead second.
Motion passes 3.0.0.0
Ayes: McCool, DeGrand, Mead
Nays: None
Abstain: None
Absent: None

ADJOURNMENT

Meeting adjourned at 12:16 pm

APPROVED: this _____ day of _____, 2022.

SIGNED: this _____ day of _____, 2022.

APPROVED:

Stacy McCool, Chairperson

ATTEST:

Tonya DeGrand, Secretary

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
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 by Councilmember Jan Hill 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
James Parham	Police Lieutenant

ROLL CALL

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

Councilmember Hill stated that since there is currently no Chairperson for this board at this time, she will be conducting the meeting up until the Chairperson is appointed. At that time, they will take over conducting the meeting.

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 None.

McCool None.

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

After vote Councilmember Hill relinquished the chair to Chairperson McCool.

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

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