

CITY OF LAKE WORTH

ANIMAL SHELTER ADVISORY COMMITTEE AGENDA

**3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, MARCH 27, 2018**

REGULAR MEETING: 6:00 PM

Held in the City Council Chambers

A. CALL TO ORDER AND INTRODUCTIONS

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE

A.2 ROLL CALL

A.3 SPECIAL PRESENTATION(S)

A.3.1 [Presentation – Administer Oaths of Office to appointed Animal Shelter Advisory Committee members, places 1, 2, 3, 4, and 5.](#)

B. GENERAL ITEMS

B.1 [Discuss and consider appointment of Animal Shelter Advisory Committee Chair.](#)

B.2 [Discuss and consider appointment of Animal Shelter Advisory Committee Vice Chair.](#)

B.3 [Discuss Animal Shelter Advisory Committee purpose and responsibilities.](#)

B.4 [Discuss Animal Shelter Advisory Committee meeting dates, time and location for the 2017/2018 Calendar Year.](#)

B.5 [Discuss Animal Service operations.](#)

B.6 [Discuss upcoming Animal Service events.](#)

B.7 [Discuss and update on animal shelter projects.](#)

C. PUBLIC COMMENTS

D. STAFF REPORT(S) / ANNOUNCEMENT(S)

- D.1 ANIMAL CONTROL OFFICER REPORTS:
1. Animal Shelter Quarterly Statistics Report
 2. State Inspection
 3. DEA License Renewal
 4. Veterinarian Visit

- D.2 DIRECTOR OF BUILDING DEVELOPMENT SERVICES REPORTS:
1. Committee Member Requirements
 2. Animal Control Vehicles
 3. Animal Control Equipment/Software
 4. Donations
 5. Quarantine Fees

E. ADJOURNMENT

All items on the agenda are for discussion and/or action.

Certification

I do hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, 3805 Adam Grubb, City of Lake Worth Texas in compliance with Chapter 551, Texas Government Code on Friday, March 23, 2018 at 3:30 p.m.

Planning & Zoning Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made forty-eight (48) hours prior to this meeting. Please contact the City Secretary's Office at (817) 237-1211 ext. 105 for further information.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. A.3.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Presentation – Administer Oaths of Office to appointed Animal Shelter Advisory Committee members, places 1, 2, 3, 4, and 5.

SUMMARY:

At the February 13, 2018 City Council meeting, Council appointed the following individuals to serve on the Animal Shelter Advisory Committee.

- Barry Barber Place 1 (new appointment)
- Felicia Bratcher Place 2 (new appointment)
- Rosemary Lindsey Place 3 (new appointment)
- Sandy Shelby Place 4 (new appointment)
- Cessa White Place 5 (new appointment)

The Oath of Office will be administered during the March 27, 2018 regular meeting. Places 1, 3, and 5 will expire on October 1, 2021 and Places 2 and 4 will expire on October 1, 2020. The forms to be completed will be made available to the members at the meeting, the attached forms are only informational in nature.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Oath of Office
2. Statement of Officer

RECOMMENDED MOTION OR ACTION:

Necessary members will take the Oath of Office.

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.

The Office of the Secretary of State does NOT file Statements or Oaths from the following persons: Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov’t Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer’s qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of _____ of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Form 2201 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

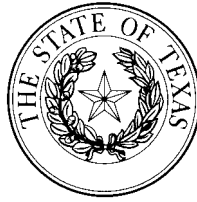
Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local elected officials to file with our office. **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:*** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov

Revised 09/2017

Form #2201 Rev. 09/2017
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: _____

Signature of Officer

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.1

FROM: Barry Barber, Director of Building Development

ITEM: Discuss and consider appointment of Animal Shelter Advisory Committee Chair.

SUMMARY:

The purpose of this item is to appoint a member of the Animal Shelter Advisory Committee to serve as the Commission Chair for a term of one (1) year.

Current committee members are Barry Barber, Felicia Bratcher, Rosemary Lindsey, Sandy Shelby, and Cessa White.

Members will make nominations and vote on an individual to serve as chair.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Take nominations and appoint a member of the Animal Shelter Advisory Committee to serve as the Committee Chair for a one-year (1) term.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.2

FROM: Barry Barber, Director of Building Development

ITEM: Discuss and consider appointment of Animal Shelter Advisory Committee Vice Chair.

SUMMARY:

The purpose of this item is to appoint a member of the Animal Shelter Advisory Committee to serve as the Committee Vice Chair for a term of one (1) year.

Current Committee members are Barry Barber, Felicia Bratcher, Rosemary Lindsey, Sandy Shelby, and Cessa White.

Members will make nominations and vote on an individual to serve as vice chair.

The Vice Chair shall conduct meetings in the absence of the chair.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Take nominations and appoint a member of the Animal Shelter Advisory Committee to serve as Committee Vice Chair for a one-year (1) term.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.3

FROM: Barry Barber, Director of Building Development

ITEM: Discuss Animal Shelter Advisory Committee purpose and responsibilities.

SUMMARY:

Per Chapter 2 Animal Care and Control of the Lake Worth Code of Ordinances, Article 2.1700 sets out the creation of the Animal Shelter Advisory Committee. See excerpt below from the code.

ARTICLE 2.1700 ANIMAL SHELTER ADVISORY COMMITTEE

(a) Creation. There is hereby created, pursuant to the Texas Health and Safety Code, section 823.005, an animal shelter advisory committee.

(b) Purpose. The purpose of the committee shall be to assist animal shelters located within the city limits regarding compliance with chapter 823 of the Health and Safety Code. Additionally, upon request of the city council, the committee may:

- (1) Provide recommendations to the city regarding its compliance with the Texas Rabies Control Act; and
- (2) Recommend ways to improve the efficiency and cost effectiveness of the city's animal control program.

(c) Terms. The committee shall consist of five members appointed by a majority vote of the city council. Committee members shall serve two-year terms except as provided below. Appointments shall be as follows:

- (1) Places 1, 3, and 5. Terms expire on October first, each odd-numbered year.
- (2) Places 2 and 4. Terms expire on October first, each even-numbered year.

(d) Members. The composition of the committee shall include at least one licensed veterinarian, at least one municipal official, at least one person whose duties include the daily operation of an animal shelter, and at least one representative from an animal welfare organization. The same person shall not be appointed to fulfill more than one of these requirements. Committee members are not required to reside in the city.

(e) Vacancies. Members of the committee shall be subject to removal at any time and for any reason by the city council. Any vacancy in the membership of the committee shall be filled by the

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.3

city council for the unexpired term of the member whose place has, by removal or otherwise, become vacant.

(f) Meetings. The committee shall meet a minimum of three times per calendar year, as outlined in Texas Health and Safety Code, section 823.005.

(g) Quorum. A quorum of the committee shall consist of a majority of the members, excluding any vacancies. The presence of a quorum of the committee shall be required prior to a meeting being called to order.

(h) Voting. Approval of all items before the committee shall require a majority vote of those in attendance.

(i) Rules. The committee may adopt rules, subject to city council approval, for conduct of its meetings.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.4

FROM: Barry Barber, Director of Building Development

ITEM: Discuss and consider Animal Shelter Advisory Committee meeting dates, time and location for the 2017/2018 Calendar Year.

SUMMARY:

Animal Shelter Advisory Committee meetings will be held at least three (3) times per calendar year. The normal date will be the third (3rd) Tuesday of the month, at least quarterly. This was changed from what was originally stated in the welcome letter. Dates for calendar year 2017/2018 will be as follows:

Tuesday, March 27, 2018

Tuesday, June 19, 2018

Tuesday, October 16, 2018

Meetings will be held at 5:30 pm and will be in the City Council Chambers located at 3805 Adam Grubb, Lake Worth, Texas 76135.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.5

FROM: Felicia Bratcher, Animal Control Officer

ITEM: Discuss Animal Service operations.

SUMMARY:

Ms. Bratcher will go over the daily operations of the animal shelter and answer any questions.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.6

FROM: Felicia Bratcher, Animal Control Officer

ITEM: Discuss upcoming Animal Service events.

SUMMARY:

Felicia will go over the upcoming events planned for animal services and answer any questions.

Saturday, March 24, 2018 an adoption event held in conjunction with the city's annual Easter Egg Hunt. 10:00 am – 12:00 pm, Lake Worth Multi-Purpose Facility, 7005 Charbonneau, Lake Worth, Texas 76135. Stats for the event will be presented to the committee at the meeting.

Animal Adoption Event: Saturday, April 21, 2018 at Lake Worth Tractor Supply (3919 Telephone Road, Lake Worth, Texas 76135) from 10:00 am – 3:00 pm

Low Cost Vaccination Clinic: Planned for some time in April, waiting to hear from the vendor to confirm date and times for that event.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. B.7

FROM: Barry Barber, Director of Building Development

ITEM: Discuss and update on animal shelter projects.

SUMMARY:

Barry Barber will give an update on current and future projects pertaining to the animal shelter and answer any questions.

Shelter Remodel, proposed for May 2018 to make repairs from building shifting and settling, which has been an ongoing project. Animals will have to be housed at a neighboring city shelter while repairs are being made.

Proposed construction of an animal play area (20 x 40) at the back of the property behind the building.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. D.1

FROM: Felicia Bratcher, Animal Control Officer

ITEM: Animal Control Officer Reports

SUMMARY:

Mrs. Bratcher will update the Committee on various items and answer any questions. Details will be provided at the meeting on each topic.

1. Animal Shelter Quarterly Statistics Report (see attached)
2. State Inspection
3. DEA License Renewal
4. Veterinarian Visit

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Animal Shelter Quarterly Statistics Report

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Intake Detail Report

Print Date Wednesday, March 21, 2018

Intake StartDate	12/1/2017 12:00 AM	Jurisdiction	All
Intake EndDate	3/21/2018 11:59 PM	Injury Cause	All
Intake Type	All	PreAltered	All
Intake SubType	All	Site Name	All
Species	All	Age Group	All
DOA	All	Animal Tag Type	All
Intake Status	Completed		

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA

Owner/Guardian Surrender	Total Intakes: 5	Total Unique Animals: 5
Return	Total Intakes: 4	Total Unique Animals: 3
Service In	Total Intakes: 10	Total Unique Animals: 10
Stray	Total Intakes: 95	Total Unique Animals: 94
Wildlife In	Total Intakes: 2	Total Unique Animals: 2

Total Count: 116

Outcome Summary Report

Print Date Wednesday, March 21, 2018

Outcome StartDate	12/1/2017 12:00 AM	Outcome Type	All
Outcome EndDate	3/21/2018 11:59 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

<u>Animal#</u>	<u>Name</u>	<u>Species</u>	<u>Primary Breed</u>	<u>Age</u>	<u>Sex</u>	<u>Alter</u>	<u>Outcome Type</u>	<u>Outcome SubType</u>	<u>Outcome By</u>	<u>Recorded By</u>
<u>ARN#</u>	<u>Secondary Breed</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>Jurisdiction</u>	<u>TransferOut Reason</u>	<u>Outcome Date/Time</u>				
Adoption							Total Outcomes: 38	Total Unique Animals: 33		
Euthanasia							Total Outcomes: 23	Total Unique Animals: 23		
Return to Owner/Guardian							Total Outcomes: 24	Total Unique Animals: 23		
Service Out							Total Outcomes: 10	Total Unique Animals: 10		
Transfer Out							Total Outcomes: 3	Total Unique Animals: 3		
Wildlife Release							Total Outcomes: 1	Total Unique Animals: 1		
Total Count:								99		

Lake Worth Animal Shelter Advisory Committee Meeting – March 27, 2018

Agenda Item No. D.2

FROM: Barry Barber, Director of Building Development

ITEM: Director of Building Development Reports

SUMMARY:

Mr. Barber will update the Committee on various items and answer any questions. Details will be provided at the meeting on each topic.

1. Committee Member Requirements
2. Animal Control Vehicles
3. Animal Control Equipment/Software
4. Donations
5. Quarantine Fees

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.