



CITY OF LAKE WORTH

ANIMAL SHELTER ADVISORY COMMITTEE AGENDA

**3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, JUNE 19, 2018**

REGULAR MEETING: 5:30 PM

Held in the City Council Chambers

A. CALL TO ORDER

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE

A.2 ROLL CALL

B. MINUTES

B.1 [Approve minutes of the March 27, 2018 Animal Shelter Advisory Committee meeting.](#)

C. GENERAL ITEMS

C.1 [Discuss Animal Service events.](#)

C.2 [Discuss and update on animal shelter projects.](#)

C.3 [Discuss volunteer support.](#)

D. PUBLIC COMMENTS

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

E.1 ANIMAL CONTROL OFFICER REPORTS:

1. Animal Shelter Quarterly Statistics Report
2. Discuss Animal Control Certification Completion
3. Trainings

E.2 DIRECTOR OF BUILDING DEVELOPMENT SERVICES REPORTS:

1. Animal Control Vehicles
2. Animal Shelter Advisory Committee Meeting Date
3. Additional Personnel Certifications

4. Safe Purchase

F. 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, June 15, 2018 at 2:00 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.

Animal Shelter Advisory Committee Meeting – June 19, 2018

Agenda Item No. B.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Approve minutes of the March 27, 2018 Animal Shelter Advisory Committee meeting.

SUMMARY:

The minutes are approved by majority vote of the Committee at the Animal Shelter Advisory Committee meeting.

The Planning and Development office or Animal Control department prepares action minutes for each Animal Shelter Advisory Committee. The minutes for the previous meeting are placed on the agenda for review and approval by the Committee. Upon approval of the minutes, an electronic copy will be uploaded to the City's website.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. March 27, 2018 Planning and Zoning Commission meeting minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the March 27, 2018 Animal Shelter Advisory Committee meeting.

**MINUTES OF THE REGULAR MEETING
OF THE ANIMAL SHELTER ADVISORY COMMITTEE OF THE
CITY OF LAKE WORTH, TEXAS
HELD IN CITY HALL, COUNCIL CHAMBERS, 3805 ADAM GRUBB
TUESDAY, MARCH 27, 2018**

REGULAR MEETING: 6:00 PM

A. CALL TO ORDER.

Barry Barber, Director of Building Services called the Animal Shelter Advisory Committee meeting to order at 6:05 p.m.

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.

Mr. Barber and attendees recited the pledge of allegiance.

A.2 ROLL CALL.

Present:	Barry Barber	Place 1
	Felicia Bratcher	Place 2
	Rosemary Lindsey	Place 3
	Sandy Shelby	Place 4
	Cessa White	Place 5
Staff:	Suzanne Meason	Planning and Zoning Administrator

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.

Ms. Meason administered the oaths of office for Places 1, 2, 3, 4 and 5.

B. GENERAL ITEMS

B.1 DISCUSS AND CONSIDER APPOINTMENT OF ANIMAL SHELTER ADVISORY COMMITTEE CHAIR.

Mr. Barber opened the floor for nominations. Mr. Barber made comment that he would prefer neither himself or Ms. Bratcher to be the chair.

COMMITTEE MEMBER BARBER MADE A MOTION TO NOMINATE CESSA WHITE AS THE ANIMAL SHELTER ADVISORY COMMITTEE CHAIR, SECONDED BY COMMITTEE MEMBER BRATCHER. BEING NO OTHER NOMINATIONS A VOTE WAS TAKEN.

BY A VOTE OF 5-0, CESSA WHITE WAS APPOINTED AS ANIMAL SHELTER ADVISORY COMMITTEE CHAIR.

B.2 DISCUSS AND CONSIDER APPOINTMENT OF ANIMAL SHELTER ADVISORY COMMITTEE VICE CHAIR.

Mr. Barber opened the floor for nominations for vice chair.

COMMITTEE MEMBER LINDSEY MADE A MOTION TO NOMINATE SANDY SHELBY AS ANIMAL SHELTER ADVISORY COMMITTEE VICE CHAIR, SECONDED BY COMMITTEE MEMBER BRATCHER. BEING NO OTHER NOMINATIONS A VOTE WAS TAKEN.

BY A VOTE OF 5-0, SANDY SHELBY WAS APPOINTED AS ANIMAL SHELTER ADVISORY COMMITTEE VICE CHAIR.

B.3 DISCUSS ANIMAL SHELTER ADVISORY COMMITTEE PURPOSE AND RESPONSIBILITIES.

Mr. Barber gave a brief overview of the regulations pertaining to the Animal Shelter Advisory Committee as required by Texas State Law and the City of Lake Worth Code of Ordinances. The committee is in place to help advise animal services on how to improve services and community relations, etc. Mr. Barry asked the Committee if they had any questions.

Mrs. White took over the meeting since she was elected as committee chair. She asked if any members had questions.

Ms. Meason went over what the Committee consisted of as far as member requirements are concerned. The Committee is made up of a licensed veterinarian, Rosemary Lindsey; a person who's duties include the daily operations of an animal shelter, Felicia Bratcher the Animal Control Officer for the City of Lake Worth; an individual from an animal welfare organization, Sandy Shelby; a Municipal Official, Barry Barber, Director of Building

Development Services who is over Animal Services; and a Citizen/Resident position, held by resident Cessa White.

B.4 DISCUSS ANIMAL SHELTER ADVISORY COMMITTEE MEETING DATES, TIME AND LOCATION FOR THE 2017/2018 CALENDAR YEAR.

Mrs. White went over the meeting dates for the 2017/2018 calendar year. There will be the meeting on March 27, 2018. The next meeting will be Tuesday, June 19, 2018 and then Tuesday, October 16, 2018. Meetings will be held at 5:30 pm and will always be at the Council Chambers unless otherwise noted.

B.5 DISCUSS ANIMAL SERVICE OPERATIONS

Mrs. White referred to Ms. Bratcher to present this item. Ms. Bratcher advised that the Animal Services is made up of one full time and one part time animal control officer. The department patrols the city, helps citizens, educates the public, and helps residents with food on occasion.

Ms. Shelby asked if adoptions and vaccinations were done by the shelter. Ms. Bratcher advised that they work together with places such as Texas Paw Care or others for vaccinations. Ms. Shelby asked if there was follow up to vaccination requirements. Ms. Bratcher stated that those were monitored and followed up on for compliance. Ms. Shelby asked what the capacity of the shelter was. The shelter can hold ten (10) large dogs, six (6) small dogs, and twenty (20) cats. Ms. Shelby was also curious as to how many adoptions were done; Felicia advised that since she had started there had been between fifty to sixty (50-60) animal adoptions.

Mr. Barber made mention that at one of the upcoming meetings maybe the committee could take a tour of the animal shelter facility.

B.6 DISCUSS UPCOMING ANIMAL SERVICE EVENTS.

Ms. Bratcher announced that there was an event at the Multi-Purpose Facility the past Saturday, March 24th and that two (2) animals had been adopted out at that event. There will also be an adoption event on April 21st at the Tractor Supply and a low-cost vaccination clinic through Texas Paw Care on May 6th.

Mr. Barber asked if any of the committee members had suggestions on events that could be hosted to please let him know.

Ms. Shelby advised that she would send Felicia some info about the process to become an adoption partner with PetSmart. This can open animal services up to grant opportunities.

Mrs. White asked about posting information for the public about the adoption and low-cost vaccination clinics. Felicia noted that they have flyers at the shelter, the agency also promotes the event and information can be posted on social media and the city's website.

B.7 DISCUSS AND UPDATE ON ANIMAL SHELTER PROJECTS.

Mr. Barber advised that the shelter was built in 2011 and has since experienced some shifting and settling of the foundation. This has been evaluated over the years, once the movement stops then repairs will be proceeded with. There is about \$100,000.00 earmarked for this project, and hope for bids to go out sometime in May or June 2018. He also stated that plans for a dog run/play area were in the works with that project as well, so that the animals can get out for exercise and playing. Mr. Barber advised that animals are kept for as long as possible to try and adopt out instead of euthanizing them.

Mr. Barber announced that they had just purchased a new chassis for the animal control unit to be installed and that a backup animal control unit had also just been purchased for when the main unit is down for maintenance, etc.

Mrs. White asked what type of construction the play area would be. Mr. Barber advised that it will have a concrete footer and that it would be chain link fence with some type of screening, that would still allow air flow.

C. PUBLIC COMMENTS

There were no public comments.

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

D.1 ANIMAL CONTROL OFFICER REPORTS:

1. Animal Shelter Quarterly Statistics Report

Ms. Bratcher advised that in mid-December the new PetPoint software system was purchased and since that time there had been one hundred sixteen (116) intakes and of those twenty-three (23) had been euthanized. Of those most were feral cats. She advised that she is in contact with TCAP and Panther City Cats to help with feral cats as well.

2. State Inspection

Nick Ferguson with the state was in last week to conduct the state inspection of the facility and that went well.

3. DEA License Renewal

The DEA license was renewed in March and is in good standing at this time.

4. Veterinarian Visit

Ms. Lindsey visited the animal services shelter for a walk through.

D.2 DIRECTOR OF BUILDING DEVELOPMENT SERVICES REPORTS:

1. Committee Member Requirements

Mr. Barber advised that the members need to review their information and become familiar with it. Ms. Meason advised that all the forms need to be filled out and turned in and the Public Information and Open Meeting trainings need to be completed and turned into the City Secretary.

2. Animal Control Vehicles

This was covered a little earlier on the agenda.

3. Animal Control Equipment/Software

Felicia touched base on this, but a new system was purchased and is up and running and seems to be doing well. The goal is to keep information entered and up to date to provide the most accurate data.

4. Donations

Donations balance was \$250.00

5. Quarantine Fees

Mr. Barber advised that the City is partnering with City of Fort Worth who does not offer quarantines and we house those animals for a fee. The monies collected in quarantine fees are now allowed to be used to put back into animal services. The most recent purchase was a new state of the art dart gun. Since October there have been about twenty (20) quarantines. Ms. Shelby asked if it is a flat rate fee for the quarantines and was advised that it was. She also inquired as to if there were any rescue groups that the City was working with. Ms. Bratcher advised that she currently had about four (4) groups she works with.

It was brought up that animal services receive donations of food from Tractor Supply, Walmart, and Target on a regular basis and that our shelter will help residents in need with food for their animals and provides donations to the City of Sansom Park and Pelican Bay as needed.

E. ADJOURNMENT

Chair Cessa White adjourned the meeting at 6:43 p.m.

APPROVED:

Cessa White, Chair
Animal Shelter Advisory Committee

ATTEST:

Suzanne Meason
Planning & Zoning Administrator

Lake Worth Animal Shelter Advisory Committee Meeting – June 19, 2018

Agenda Item No. C.1

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.

Low Cost Vaccination Clinic: Planned for some time in August 2018, will be conducted by Texas Paw Care and hosted by Lake Worth Animal Services.

Animal Adoption Event: Annual Clear the Shelter Event – August 2018

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 – June 19, 2018

Agenda Item No. C.2

FROM: Barry Barber, Director of Building Development (Suzanne Meason)

ITEM: Discuss and update on animal shelter projects.

SUMMARY:

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

Shelter remodel to make repairs from building shifting and settling. This project is in the design/architecture phase at this time. Animals will be housed with the White Settlement Animal Services during the construction.

Proposed construction of an animal play area (30 x 40) at the back of the property behind the building. This item has been included in the price for the remodel work and will be completed at the same time.

The back gate will be moved to house both animal service vehicles within a secure area as well during the remodel.

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 – June 19, 2018

Agenda Item No. C.3

FROM: Sandy Shelby, Committee Member

ITEM: Discuss volunteer support.

SUMMARY:

Ms. Shelby asked to talk about volunteer support and services. Some questions she had that we will discuss at the meeting are:

Does the Shelter utilize volunteers?
If so, for what task/projects?

Off-site adoptions?
Animal enrichment/walks, etc.?

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 – June 19, 2018

Agenda Item No. E.1

FROM: Felicia Bratcher, Animal Control Officer

ITEM: Animal Control Officer Reports

SUMMARY:

Felicia 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(s) (see attached)
2. Discuss Animal Control Certification Completions
3. Trainings

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Animal Shelter Quarterly Statistics Report(s)

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Intake Detail Report

Print Date Thursday, June 14, 2018

Intake StartDate	3/22/2018 12:00 AM	Jurisdiction	All
Intake EndDate	6/14/2018 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: 3	Total Unique Animals: 3
Return	Total Intakes: 7	Total Unique Animals: 7
Service In	Total Intakes: 6	Total Unique Animals: 6
Stray	Total Intakes: 80	Total Unique Animals: 79
Wildlife In	Total Intakes: 20	Total Unique Animals: 20

Total Count:	116
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Outcome Summary Report

Print Date Thursday, June 14, 2018

Outcome StartDate	3/22/2018 12:00 AM	Outcome Type	All
Outcome EndDate	6/14/2018 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: 31	Total Unique Animals: 29		
Died							Total Outcomes: 1	Total Unique Animals: 1		
DOA							Total Outcomes: 1	Total Unique Animals: 1		
Euthanasia							Total Outcomes: 20	Total Unique Animals: 20		
Return to Owner/Guardian							Total Outcomes: 20	Total Unique Animals: 19		
Service Out							Total Outcomes: 6	Total Unique Animals: 6		
Transfer Out							Total Outcomes: 7	Total Unique Animals: 7		
Wildlife Release							Total Outcomes: 20	Total Unique Animals: 20		
Total Count:								106		

Lake Worth Animal Shelter Advisory Committee Meeting – June 19, 2018

Agenda Item No. E.2

FROM: Barry Barber, Director of Building Development (Suzanne Meason)

ITEM: Director of Building Development Reports

SUMMARY:

Suzanne Meason will update the Committee on various items and answer any questions. Details on each item will be provided at the meeting.

1. Animal Control Vehicles
2. Animal Shelter Advisory Committee Meeting Date (next meeting)
3. Additional Personnel Certifications
4. Safe Purchase

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.