



CITY OF LAKE WORTH

ANIMAL SHELTER ADVISORY COMMITTEE AGENDA

**3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, APRIL 16, 2019**

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

A.3 SPECIAL PRESENTATION(S)

A.3.1 [Presentation – Administer Oath of Office to appointed Animal Shelter Advisory Committee members, place 5.](#)

B. MINUTES

B.1 [Approve minutes of the October 16, 2018 Animal Shelter Advisory Committee meeting.](#)

C. GENERAL ITEMS

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

D. PUBLIC COMMENTS

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

E.1 ANIMAL CONTROL OFFICER REPORTS:

1. Animal Shelter Quarterly Statistics Report 4th Quarter 2018 & 1st Quarter 2019.
2. Announce Vaccination Clinic date/time/location.
3. Report on Vaccination Clinic from January 27, 2019.

E.2 DIRECTOR OF BUILDING DEVELOPMENT SERVICES REPORTS:

1. Introduce new Part-Time Animal Control Officer.

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, April 12 at 10:30 a.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 – April 16, 2019

Agenda Item No. A.3.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Presentation – Administer Oath of Office to appointed Animal Shelter Advisory Committee member, place 5.

SUMMARY:

At the January 8, 2019 City Council meeting, Council appointed the following individual to serve on the Animal Shelter Advisory Committee.

- Kelli Stuard Place 5 (new appointment)

The Oath of Office will be administered during the April 16, 2019 regular meeting. Place 5 will expire on October 1, 2021. The forms to be completed will be made available to the member at the meeting.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Necessary member will take the Oath of Office.

Animal Shelter Advisory Committee Meeting – April 16, 2019

Agenda Item No. B.1

FROM: Barry Barber, Director of Building Development Services

ITEM: Approve minutes of the October 16, 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. October 16, 2018 Animal Shelter Advisory Committee Meeting Minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the October 16, 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, OCTOBER 16, 2018**

REGULAR MEETING: 5:30 PM

A. CALL TO ORDER.

Chair Cessa White called the Animal Shelter Advisory Committee meeting to order at 5:33 p.m.

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.

Chair Cessa White led attendees in the pledge of allegiance.

A.2 ROLL CALL.

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

B. MINUTES

B.1 APPROVE MINUTES OF THE JUNE 19, 2018 ANIMAL SHELTER ADVISORY COMMITTEE MEETING.

APPROVED

COMMITTEE MEMBER SANDY SHELBY MADE A MOTION, SECONDED BY COMMITTEE MEMBER FELICIA BRATCHER, TO APPROVE THE MINUTES OF THE JUNE 19, 2018 ANIMAL SHELTER ADVISORY COMMITTEE MEETING.

MOTION TO APPROVE CARRIED 4-0.

C. GENERAL ITEMS

C.1 DISCUSS ANIMAL SHELTER ADVISORY COMMITTEE MEETING DATES FOR THE 2019 CALENDAR YEAR.

Member Bratcher noted that the meetings will be held on the third Tuesday of the month at least three (3) times per year at 5:30 pm. The 2019 calendar year dates are March 19, 2019, June 18, 2019 and October 15, 2019.

C.2 DISCUSS UPCOMING ANIMAL SERVICE EVENTS.

Member Felicia Bratcher announced that there will be a low-cost vaccination clinic held by Texas Paw Care and hosted by Lake Worth Animal Services on October 28, 2018 from 1:00 – 3:00 pm.

Member Dr. Lindsey asked what all the event will include.

Member Felicia Bratcher advised that rabies vaccinations along with other animal related vaccinations would be offered; appointments for spay and neutering, and micro-chipping services would also be offered.

C.3 DISCUSS VOLUNTEER SUPPORT.

Member Sandy Shelby had inquired about volunteer support and if it was being utilized.

Member Felicia Bratcher advised that before any volunteer services could be put in place, a second full time employee would have to be added so that any volunteer is always supervised and that is not currently in the budget but will be looked at for the next budget year.

Member Sandy Shelby asked if animals in the shelter were being photographed and displayed for adoption.

Member Felicia Bratcher stated that current staff does photograph animals and put on social media sites announcing animals up for adoption.

C.4 DISCUSS AND UPDATE ON ANIMAL SHELTER PROJECTS.

There was no discussion regarding this agenda item.

D. PUBLIC COMMENTS

There were no public comments.

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

E.1 ANIMAL CONTROL OFFICER REPORTS:

1. Animal Shelter Quarterly Statistics Report

Member Felicia Bratcher went over the intake and outtake reports.

2. Discuss Shot Clinic

Member Felicia Bratcher informed the committee that there were thirty (30) customers at the clear the shelter/vaccination clinic event.

Member Dr. Lindsey inquired as to if the clinic was only open to Lake Worth residents.

Member Felicia Bratcher advised that anyone can participate in the events.

E.2 DIRECTOR OF BUILDING DEVELOPMENT SERVICES REPORTS:

1. Animal Control Vehicles

Member Felicia Bratcher advised that the main animal control vehicle was working on getting the wrap put on soon.

2. Pepper Gun

Member Felicia Bratcher notified the committee that animal services had purchased a pepper gun for the Animal Control Officer to carry on them, to divert any animals that come at Animal Service personnel.

F. ADJOURNMENT

Chair Cessa White adjourned the meeting at 5:42 p.m.

APPROVED:

, Chair
Animal Shelter Advisory Committee

ATTEST:

Felicia Bratcher
Animal Control Officer

Lake Worth Animal Shelter Advisory Committee Meeting – April 16, 2019

Agenda Item No. C.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. The current commission chair was Cessa White, and she resigned her position on the committee therefore a new chair must be chosen.

Current committee members are Barry Barber, Felicia Bratcher, Rosemary Lindsey, Sandy Shelby, and Kelli Stuard.

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.

Lake Worth Animal Shelter Advisory Committee Meeting – April 16, 2019

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 4th Quarter 2018 & 1st Quarter 2019. (see attached)
2. Announce Vaccination Clinic date/time/location.
3. Report on Vaccination Clinic from January 27, 2019.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Animal Shelter Quarterly Statistics Report(s)
4th Quarter 2018 Intake, 4th Quarter 2018 Outcome, 1st Quarter 2019 Intake, 1st Quarter 2019 Outcome

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.

Intake Detail Report

Print Date Wednesday, April 10, 2019

| | | | |
|------------------|---------------------|-----------------|-----|
| Intake StartDate | 10/1/2018 12:00 AM | Jurisdiction | All |
| Intake EndDate | 12/31/2018 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: 6 | Total Unique Animals: 6 |
| Service In | Total Intakes: 2 | Total Unique Animals: 2 |
| Stray | Total Intakes: 96 | Total Unique Animals: 92 |
| Wildlife In | Total Intakes: 29 | Total Unique Animals: 29 |

| | |
|---------------------|------------|
| Total Count: | 133 |
|---------------------|------------|

Outcome Summary Report

Print Date Wednesday, April 10, 2019

| | | | |
|-------------------|---------------------|--------------------|-----------|
| Outcome StartDate | 10/1/2018 12:00 AM | Outcome Type | All |
| Outcome EndDate | 12/31/2018 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: 35 | Total Unique Animals: 35 | | |
| Died | | | | | | | Total Outcomes: 3 | Total Unique Animals: 3 | | |
| DOA | | | | | | | Total Outcomes: 20 | Total Unique Animals: 20 | | |
| Euthanasia | | | | | | | Total Outcomes: 37 | Total Unique Animals: 37 | | |
| Return to Owner/Guardian | | | | | | | Total Outcomes: 24 | Total Unique Animals: 21 | | |
| Service Out | | | | | | | Total Outcomes: 4 | Total Unique Animals: 4 | | |
| Transfer Out | | | | | | | Total Outcomes: 4 | Total Unique Animals: 4 | | |
| Wildlife Release | | | | | | | Total Outcomes: 16 | Total Unique Animals: 16 | | |
| Total Count: | | | | | | | | 143 | | |

Intake Detail Report

Print Date Wednesday, April 10, 2019

| | | | |
|------------------|--------------------|-----------------|-----|
| Intake StartDate | 1/1/2019 12:00 AM | Jurisdiction | All |
| Intake EndDate | 3/31/2019 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: 21 | Total Unique Animals: 21 |
| Return | Total Intakes: 3 | Total Unique Animals: 3 |
| Service In | Total Intakes: 5 | Total Unique Animals: 5 |
| Stray | Total Intakes: 100 | Total Unique Animals: 98 |
| Wildlife In | Total Intakes: 33 | Total Unique Animals: 33 |

Total Count: 162

Outcome Summary Report

Print Date Wednesday, April 10, 2019

| | | | |
|-------------------|--------------------|--------------------|-----------|
| Outcome StartDate | 1/1/2019 12:00 AM | Outcome Type | All |
| Outcome EndDate | 3/31/2019 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: 24 | Total Unique Animals: 23 | | |
| DOA | | | | | | | Total Outcomes: 15 | Total Unique Animals: 15 | | |
| Euthanasia | | | | | | | Total Outcomes: 61 | Total Unique Animals: 61 | | |
| Return to Owner/Guardian | | | | | | | Total Outcomes: 29 | Total Unique Animals: 27 | | |
| Service Out | | | | | | | Total Outcomes: 5 | Total Unique Animals: 5 | | |
| Transfer Out | | | | | | | Total Outcomes: 17 | Total Unique Animals: 17 | | |
| Wildlife Release | | | | | | | Total Outcomes: 22 | Total Unique Animals: 22 | | |
| Total Count: | | | | | | | | 173 | | |

Lake Worth Animal Shelter Advisory Committee Meeting – April 16, 2019

Agenda Item No. E.2

FROM: Barry Barber, Director of Building Development

ITEM: Director of Building Development Reports

SUMMARY:

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

1. Introduce new Part-Time Animal Control Officer.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

No action is necessary, informational in nature.