



Animal Shelter Advisory Committee
8/15/2019

Notice is hereby given of a regular meeting of the Animal Shelter Advisory Committee of the City of San Angelo to be held on August 15, 2019 at 12:00 PM at the Fire Training Center, 3154 US Highway 67 N., San Angelo, Texas, for the purpose of considering the following agenda items.

1. Call to Order

2. Public Comment

Issues or items that are not on the agenda may be raised by the public at this time. Citizens should speak from the podium, begin by stating their name and limit remarks to less than three minutes. Committee members may request that a discussed item be placed on a future agenda. The Committee takes public comment on all Regular Agenda items during the discussion of those items.

3. Consent Agenda

- a. Consider approving the April 18, 2019 Animal Shelter Advisory Committee regular meeting minutes

4. Regular Agenda

- a. Consider election of a vice-chairperson to a term ending January 2020
- b. Discussion and possible action related to monthly shelter numbers for April 2019
- c. Discussion and possible action related to monthly shelter numbers for May 2019
- d. Discussion and possible action related to monthly shelter numbers for June 2019
- e. Discussion and possible action related to monthly shelter numbers for July 2019
- f. Consider adopting managed intake option for stray pets
- g. Consider no longer offering euthanasia requests for owned pets

5. Follow Up and Administrative Issues

6. Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of San Angelo, Texas, on the 12th day of August 2019, at 10:12 a.m.

Morgan Chegwidden,
Director Neighborhood & Family Services

All agenda items are subject to action. The Animal Shelter Advisory Committee reserves the right to consider business out of posted order.

In compliance with the Americans with Disabilities Act, the City of San Angelo will provide for reasonable accommodations for persons attending board or commission meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the Assistant Director Neighborhood & Family Services at 325-657-4225.



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Consent Item

Caption:

Consider approving the April 18, 2019 Animal Shelter Advisory Committee regular meeting minutes

Summary/History:

Attached are the draft minutes for the committee's consideration.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval.

Attachments:

- | | | |
|----|---------------------|--------------------------|
| 1. | 190418 ASAC Minutes | 190418 ASAC Minutes.docx |
|----|---------------------|--------------------------|

Presentation:

None

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Minutes 4/18/2019

A regular meeting of the Animal Services Advisory Committee of the City of San Angelo was held on Thursday, April 18, 2019 at 12:13p.m. at the Fire Training Center, 3154 US Highway 67 N., San Angelo, Texas, for the purpose of considering the following agenda items.

Committee Attendees: Morgan Chegwidden, Timothy Davenport-Herbst, Carah Dunagan, Victor Schulze, Ryan Smith, Sandra Villarreal and Jenie Wilson
Staff Attendees: Robert Salas, Director of Neighborhood and Family Services
Lindsey Newton, Shelter Supervisor

1. Call to Order

With a quorum of the committee members present, Chairman Ryan Smith called the regular meeting Animal Shelter Advisory Committee to order at 12:13 p.m. on April 18, 2019 in the Fire Training Center, 3154 US Highway 67 N., San Angelo, Texas 76905.

2. Public Comment

Director of Neighborhood and Family Services Robert Salas commended shelter staff at recent successes including the March 2019 live release rate of 78% with only 81 pets euthanized.

3. Consent Agenda

- a. Consider approving the January 17, 2019 regular meeting minutes.

MOTION: Committee member Wilson made a motion, seconded by Committee member Dunagan to approve the minutes. The motion carried unanimously seven (7) ayes to zero (0) nays.

4. Regular Agenda

- a. Discussion and possible action related to monthly shelter numbers for January 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden. No action was taken on this item.

- b. Discussion and possible action related to monthly shelter numbers for February 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden. No action was taken on this item.

- c. Discussion and possible action related to monthly shelter numbers for March 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden. No action was taken on this item.

- d. Discussion and possible action on positive rabies specimens for 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden. No action was taken on this item.

Dr. Victor Schulze left the meeting at 1:15 p.m.

- e. Discussion and consider adopting the American Pets Alive! model to further the No Kill initiative in San Angelo.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden.

MOTION: Committee member Dunagan made a motion, seconded by Committee member Davenport-Herbst to approve the San Angelo Pets Alive! model. The motion carried unanimously six (6) ayes to zero (0) nays.

- f. Discussion and consider adopting managed intake policy for owned pets.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden.

MOTION: Committee member Dunagan made a motion, seconded by Committee member Davenport-Herbst to approve the managed intake policy for owned. The motion carried unanimously six (6) ayes to zero (0) nays.

PUBLIC COMMENT: Citizen Michael Wilson asked that we seek Public Information Office's advice on how to disclose this change to the public.

5. Follow Up and Administrative Issues

6. Adjournment

MOTION: Committee member Smith made a motion, seconded by Committee member Dunagan to adjourn the meeting, the meeting was adjourned at 1:42 p.m.



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Consider election of a vice-chairperson to a term ending January 2020

Summary/History:

As allowed by city ordinance 2.07.001(6), the animal shelter advisory committee may elect a vice-chairperson from it's membership. See page two of the attachment for the specific ordinance language.

Chairperson Ryan Smith was elected January 17, 2019. Our bylaws dictate that the secretary is the committee member serving in position two, which is the municipal official currently filled by Sandra Villarreal.

The only office left to fill is the vice-chairperson position.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends a vice-chairperson be elected at this meeting.

Attachments:

- | | | |
|----|------------------------|----------------------------|
| 1. | 190718 ASAC Vice-chair | 190718 ASAC Vice-chair.pdf |
|----|------------------------|----------------------------|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden

Created/Initiated

Sec. 2.07.001 - Organization and procedure

Unless otherwise required by statute or this article, all boards and commissions shall be governed as follows:

- (1) *Appointment.* Members shall be appointed by a vote of city council. One member shall be nominated by the mayor. Each of the six remaining member seats shall be designated for a single member district one through six respectively, to be filled by nomination of the councilmember representing the designated single member district. Should any nominee not secure at least four affirmative votes of councilmembers, the mayor or single member district city council member having made the nomination shall schedule a new nomination for vote of the council.
- (2) *Attendance.* Any member who fails to attend at least two-thirds of the meetings in a rolling one-year period shall be deemed to have automatically resigned from office unless such absences are considered excused as set forth in the board or commission's bylaws.
- (3) *Number of members.* Boards shall be composed of seven members.
- (4) *Compensation.* All members shall serve without compensation.
- (5) *Conflict of interest.*
 - (A) No member of the board shall participate in any case in which he or she has financial or personal interest in the property concerned, or will be directly affected by the decision, or has any other conflict of interest as defined by applicable law. The determination of "substantial" interest in a business entity, as well as rules affecting participation of board members in cases affected thereby, are described in chapter 171 in the Texas Local Government Code, as amended.
 - (B) No member of the city council, or person related to a councilmember within the second degree by consanguinity or affinity, shall be eligible for a grant or assistance from any board during his/her tenure or for six months thereafter.
 - (C) None of the following persons or entities shall be eligible for a grant or assistance from any board during his/her tenure or for six months thereafter.

- 1) The member of the board;
 - 2) A person related to a board member within the second degree by consanguinity or affinity;
 - 3) A legal entity owned by or under the control of the board member or for which the board member serves as an officer, director or member;
 - 4) A legal entity owned by or under the control of a person related to the board member within the second degree by consanguinity or affinity or for which such person serves as an officer, director or member.
- (D) No employee of the department associated with the board, or person related to an employee or supervisor of this department within the second degree by consanguinity or affinity, shall be eligible for assistance from the board during his/her employment or for six months thereafter.
- (E) A member may disqualify himself/herself from voting whenever any requestor, or his/her agent, has sought to influence the vote of the member in any setting, other than in the public meeting.
- (6) *Election of officers.* Each board shall include in the adopted bylaws the manner in which officers and committees will be selected. Each board shall have at a minimum a chair, vice-chair, and secretary.
- (7) *Meetings.* Each board shall hold regular monthly meetings on a day to be selected by the commission and on other such occasions as may be called by the chairman. Additional meetings may be called as needed. Meetings may be cancelled in months where there is no business to be transacted. All meetings shall be open to the public and held in accordance with the Texas Open Meetings Act. All meetings shall be held within the city limits.
- (8) *Minutes.* Board liaisons shall keep a permanent record of all minutes.
- (9) *Qualifications.* Members shall be at least 18 years of age and a resident of the city.
- (10) *Quorum.* A quorum shall consist of a simple majority of the appointed members, excluding any ex-officio members.
- (11) *Removal.* Members may be removed at any time by a two-thirds vote of the

city council without cause.

- (12) *Rules, regulations and bylaws.* Each board shall have the power to make rules, regulations and bylaws for its own government and in conformity with the laws of the state and this article. All said rules, regulations, and bylaws shall be approved by the city council.
- (13) *Term.* The term of office for each member of the boards shall be two years.
- (14) *Term limit.* No member may serve more than three consecutive terms, not including an unexpired term. Members who term out of a position are eligible for reappointment after one year. For the purposes of this article, the current number of terms held as of the date of passage of this article stands, with respect to established term limits.
- (15) *Vacancies.* All vacancies shall be filled for unexpired terms in the same manner as original appointment. Vacancies for unexpired terms shall be filled for the remainder of the unexpired term.

(Ord. No. 2018-121, § 1(Exh. A), 10-2-18)



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for April 2019

Summary/History:

421 new animals arrived in the shelter during April. 188 were adopted/transferred, 60 were redeemed by their owner, 98 were euthanized and 371 were left in the shelter at month end.

Our live release rate was 69.15%.

8 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|------------------------------------|---|
| 1. | 190815 ASAC Monthly Intake - April | 190815 ASAC Monthly Intake - April.pptx |
|----|------------------------------------|---|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

August 15, 2019



April 2019

- 421 new arrivals
- 188 adopted/rescue transferred
- 60 redeemed by owner
- 98 euthanized (feral, injured, sick, aggressive)
- 8 microchip clinic
- 371 left in shelter
- 69.15% released live



April 2019

- 98 Euthanized
 - 73 cats
 - 16 dogs
 - 9 wildlife



April 2019

- 98 Euthanized
 - 26 Sick/Injured/Failure to thrive
 - 43 Feral (not sick)
 - 19 Aggressive/Bite Quarantine
 - 7 Wildlife
 - 3 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

August 15, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for May 2019

Summary/History:

623 new animals arrived in the shelter during May. 198 were adopted/transferred, 74 were redeemed by their owner, 253 were euthanized and 408 were left in the shelter at month end.

Our live release rate was 48.06%.

21 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|----------------------------------|---------------------------------------|
| 1. | 190815 ASAC Monthly Intake - May | 190815 ASAC Monthly Intake - May.pptx |
|----|----------------------------------|---------------------------------------|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

August 15, 2019



May 2019

- 623 new arrivals
- 198 adopted/rescue transferred
- 74 redeemed by owner
- 253 euthanized (feral, injured, sick, aggressive)
- 21 microchip clinic
- 408 left in shelter
- 48.06% released live



May 2019

- 253 Euthanized
 - 216 cats
 - 23 dogs
 - 14 wildlife



May 2019

- 253 Euthanized
 - 175 Sick/Injured/Failure to thrive
 - 46 Feral (not sick)
 - 21 Aggressive/Bite Quarantine
 - 7 Wildlife
 - 4 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

August 15, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for June 2019

Summary/History:

401 new animals arrived in the shelter during June. 217 were adopted/transferred, 78 were redeemed by their owner, 130 were euthanized and 365 were left in the shelter at month end.

Our live release rate was 64.84%.

330 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|-----------------------------------|--|
| 1. | 190815 ASAC Monthly Intake - June | 190815 ASAC Monthly Intake - June.pptx |
|----|-----------------------------------|--|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

August 15, 2019



June 2019

- 401 new arrivals
- 217 adopted/rescue transferred
- 78 redeemed by owner
- 130 euthanized (feral, injured, sick, aggressive)
- 330 microchip clinic
- 365 left in shelter
- 64.84% released live



June 2019

- 130 Euthanized
 - 94 cats
 - 21 dogs
 - 15 other



June 2019

- 130 Euthanized
 - 65 Sick/Injured/Failure to thrive
 - 35 Feral (not sick)
 - 18 Aggressive/Bite Quarantine
 - 11 Wildlife
 - 1 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

August 15, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for July 2019

Summary/History:

449 new animals arrived in the shelter during July. 184 were adopted/transferred, 92 were redeemed by their owner, 113 were euthanized and 413 were left in the shelter at month end.

Our live release rate was 65.87%.

191 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|-----------------------------------|--|
| 1. | 190815 ASAC Monthly Intake - July | 190815 ASAC Monthly Intake - July.pptx |
|----|-----------------------------------|--|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

August 15, 2019



July 2019

- 449 new arrivals
- 184 adopted/rescue transferred
- 92 redeemed by owner
- 113 euthanized (feral, injured, sick, aggressive)
- 191 microchip clinic
- 413 left in shelter
- 65.87% released live



July 2019

- 113 Euthanized
 - 95 cats
 - 12 dogs
 - 6 other



July 2019

- 113 Euthanized
 - 49 Sick/Injured/Failure to thrive
 - 48 Feral (not sick)
 - 11 Aggressive/Bite Quarantine
 - 1 Wildlife
 - 4 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

August 15, 2019





Requestor: Morgan Chegwiddden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Consider adopting managed intake option for stray pets

Summary/History:

American Pets Alive! advocates for deferring intake where appropriate. One such program includes managed intake for unowned pets. The primary goal is to prevent the spread of disease within the shelter population.

Commonly referred to as the Good Samaritan policy, this program is completely optional for citizens who find a domestic pet. If the citizen agrees, shelter staff will vaccinate the pet, post on local lost and found websites and return the pet to the finder. Although we aim to vaccinate all animals within one hour of arrival, it takes up to 72 hours for a pet to be fully inoculated. During that time, the pet is vulnerable to disease.

After 3 days, citizens may bring the vaccinated pet back to the shelter.

One side effect of this program is that citizens may find a home for the pet before it ever enters the shelter. Efforts to identify the owner are mobilized and the finder may connect directly with the owner without shelter intervention. Another alternative is the finder may identify an adoptive home on their own.

We would count any of these three outcomes as a success - either vaccinated pets enter the shelter or permanent homes are identified through grass roots efforts.

Financial Impact:

N/A - current budgeted cost of vaccines.

Other Information/Recommendation:

Staff recommends approval.

Attachments:

- | | | |
|----|---|--|
| 1. | 190815 Intake Diversion - Managed Intake for Unowned Pets | 190815 Intake Diversion - Managed Intake for Unowned Pets.docx |
| 2. | 190815 ASAC Managed Intake Unowned | 190815 ASAC Managed Intake Unowned.pptx |

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval

City of San Angelo
Neighborhood & Family Services
Animal Services

Standard Operating Procedure

Animal Services – Managed Intake of Unowned Pets

The City of San Angelo Animal Services division's primary missions include (1) preventing the spread of disease from animals to humans as well as (2) maintaining the health of animals in residence. To further these missions, citizens who find domestic pets may participate in managed intake of unowned pets as defined in this policy.

In March 2016, the City of San Angelo adopted a "No Kill" initiative. A large component necessary to achieve that includes preventing the spread of disease within the shelter population. Managed intake of unowned pets supports that initiative by vetting animals and offering support services before pets even enter the shelter. Although we aim to vaccinate all animals within one hour of arrival, it takes up to 72 hours for a pet to be fully inoculated. During that time, the pet is vulnerable to life threatening diseases in the shelter environment.

Should citizens wish to participate in these efforts, city shelter staff shall offer the process described below. Participation in managed intake of unowned pets is voluntary and citizens may opt out of the prescribed process for immediate intake of the animal into the city shelter.

Citizens who find a stray domestic pet (dog, cat, other), may visit the City of San Angelo shelter during normal business hours currently adopted as Monday-Friday 10:00am-6:00pm with the pet. Individuals must be 18 years of age, have valid government identification and be a resident of Tom Green County.

City staff shall offer deferred intake to every citizen wishing to bring in a stray animal. Citizens may opt in to the program. If so, they will proceed to the first vetting.

Unowned Pets

Owners are defined as citizens who have provided care for a domestic pet for three or more days. Citizens participating in this program shall not be defined as the owner as the record date will be the date of first vetting.

Jurisdiction

The City of San Angelo animal services division is limited to patrolling and responding to calls for service inside city limits. Citizens outside city limits but within Tom Green County may also utilize animal services but must travel to the shelter to do so.

Owners who reside outside Tom Green County shall not be permitted to surrender pets to City of San Angelo animal services and should seek local resources in their community.

First Vetting

Staff will direct the citizen to the designated drop off location, currently identified as the north side door. A shelter staff member will meet the citizen at the door, provide the necessary paperwork for the citizen to complete while in their car and take the animal into an exam room. Staff will conduct a cursory physical exam to include:

- Scan for microchip and note any identification tags;
- Assess general health and intake sick or injured pets immediately;
- Administer vaccine to prevent distemper, parvovirus, etc. (dogs) and calicivirus, panleukopenia, etc. (cats);
- Photograph and post on local lost and found sites including www.helpmegethome.com; and
- Complete fast pass with case number for finder.

Citizens will complete the revised stray release form including:

- Finder's name, number and address;
- Permission to release finder's contact information to owner;
- Location where found;
- Sign statement agreeing to surrender animal to the owner if identified; and
- Sign statement indicating the dog has no known bite history.

If a pet is in need of immediate medical care due to illness or injury, the pet will be impounded to receive the network of services available through the San Angelo Pets Alive! coalition. This also protects the citizen's home from the spread of disease.

Fast Pass

Healthy pets who complete the first vetting will be returned to the finder for a 72 hour inoculation period. On the next business day after the inoculation period, citizens who successfully completed first vetting may present their fast pass to present the animal to the shelter. The fast pass will reference the date of first vetting and case number assigned to the animal for quick entry.

Upon intake at the shelter, the animal will be fully processed into the shelter population and made active in the pet management software. We will still honor the three day stray hold for additional time to identify an owner as with any other intake.



Animal Shelter Advisory Committee

August 15, 2019



Managed Intake of Unowned Pets

- Primary goal
 - Prevent the spread of disease
 - Maintain health of animals in residence
- Vaccines take up to 72 hours for pet to be fully inoculated
 - Vulnerable to life-threatening diseases for 72 hours



Managed Intake of Unowned Pets

- Optional to participate
- Participants are not defined as the owner



Managed Intake of Unowned Pets

- First Vetting
- Physical exam
 - Scan for microchip/id tags
 - Assess general health
 - Administer vaccine
 - Photo and www.helpmegethome.com
 - Complete fast pass with case number



Managed Intake of Unowned Pets

- First Vetting
- Documentation
 - Finder's name, number & address
 - Permission to release contact info
 - Location where found
 - Agree to surrender animal to owner
 - Indicate any bite history



Managed Intake of Unowned Pets

- Fast Pass
 - Return after 3 days





Animal Shelter Advisory Committee

August 15, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: August 15, 2019

Item type: Regular Item

Caption:

Consider no longer offering euthanasia requests for owned pets

Summary/History:

We recommend no longer offering euthanasia requests for owned pets. Currently citizens pay \$10 to release their pet to us and \$10-\$25 private euthanasia fee depending on the weight of the animal. This is available for all Tom Green County residents.

This service should be removed from Animal Services' operations because:

It is counterproductive to San Angelo Pets Alive! live release rate.

We're unable to offer veterinary exam and identify treatable illnesses vs. fatal ones.

It's a seldom used service with only 44 private euthanasia's in 2018 and 21 this year-to-date, or less than 1% of total outcomes. This will have a very small impact to our annual revenue and to the community.

Financial Impact:

Negligible

Other Information/Recommendation:

Staff recommends approval.

Attachments:

1. 190815 ASAC Owner Requested E

190815 ASAC Owner Requested E.pptx

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

August 15, 2019



Owner Requested Euthanasia

- Current service
 - Citizens pay \$10 to release animal
 - Citizens pay \$10-\$25 euthanasia fee



Owner Requested Euthanasia

- Problematic because
 - Counterproductive to San Angelo Pets Alive!
 - No veterinary exam required



Owner Requested Euthanasia

- Recommend no longer offering service
 - Seldom used service
 - Route citizens to private veterinarians
 - Effective October 1, 2019





Animal Shelter Advisory Committee

August 15, 2019

