



**Animal Shelter Advisory Committee
01/17/2019**

Notice is hereby given of a regular meeting of the Animal Shelter Advisory Committee of the City of San Angelo to be held on January 17, 2019 at 12:00 PM at the McNease Convention Center – South Meeting Room, 501 Rio Concho Drive, 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 October 18, 2018 Animal Shelter Advisory Committee regular meeting minutes

4. Regular Agenda

- a. Consider election of a chairperson to a term ending January 2020
- b. Discussion and possible action related to the calculation of the live release rate
- c. Discussion and possible action related to monthly shelter numbers for October 2018
- d. Discussion and possible action related to monthly shelter numbers for November 2018
- e. Discussion and possible action related to monthly shelter numbers for December 2018
- f. Consider adopting committee bylaws
- g. Discussion regarding committee membership terms

5. Follow Up and Administrative Issues

- a. Consider meeting dates for 2019

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 14th day of January 2019, at 11:15 a.m.

Morgan Chegwidden,
Asst. 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.

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.

In an effort to provide our viewing public with information on the various City Boards and Commissions. This meeting will be recorded and broadcasted on Local Government Channel 17 at 8:00 a.m. on Fridays. For a schedule of all broadcasts, contact the Public Information Office at 481-2727 or visit our website at www.cosatx.us.



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

Meeting Date: January 17, 2019

Item type: Consent Item

Caption:

Consider approving the October 18, 2018 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. | 181018 ASAC Minutes | 181018 ASAC Minutes.docx |
|----|---------------------|--------------------------|

Presentation:

None

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Minutes October 18, 2018

A regular meeting of the Animal Services Advisory Committee of the City of San Angelo was held on Thursday, October 18, 2018 at 12:00p.m. at the McNease Convention Center – South Meeting Room, 501 Rio Concho Drive, San Angelo, Texas, for the purpose of considering the following agenda items.

Committee Attendees: Timothy Davenport-Herbst, Carah Dunagan, Victor Schulze, Sandra Villarreal and Jenie Wilson
Staff Attendees: Bob Salas, Director of Neighborhood and Family Services
Morgan Chegwidden, Assistant Director of Neighborhood and Family Services

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 12:01 p.m. on Thursday, October 18, 2018 in the San Angelo McNease Convention Center, 501 Rio Concho Drive, San Angelo, Texas 76903.

2. Public Comment

No public comments were made.

3. Consent Agenda

- a. Consider approving the July 19, 2018 regular meeting minutes.

MOTION: Approved by consent.

4. Regular Agenda

- a. Discussion and possible action related to monthly shelter numbers for July 2018.

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 August 2018.

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 September 2018.

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

- d. Discussion and possible action related to annual shelter numbers for fiscal year 2017-18.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden. Committee members agreed to a future presentation regarding industry standard calculations of live release rates. No action was taken on this item.

e. Discussion and possible action related to canine parvovirus outbreak in the community.

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

f. Discussion and possible action related to citizens who fail to redeem their dog from rabies quarantine.

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

g. Discussion and possible action on positive rabies specimens for 2018.

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

5. Follow Up and Administrative Issues

a. Discussion and possible action related to future meeting dates.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden recommending canceling the November and December meeting dates. Committee member Wilson suggested adopting new bylaws requiring meetings quarterly instead of monthly.

MOTION: Approved by consent, the meeting was adjourned at 12:59 p.m.

6. Adjournment

MOTION: Approved by consent, the meeting was adjourned at 12:59 p.m.



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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Consider election of a chairperson to a term ending January 2020

Summary/History:

As required by city ordinance 2.07.196, the animal shelter advisory committee shall select a chairperson at the first meeting of each calendar year. The current chairperson and vicechairperson are Ryan Smith and Timothy Davenport-Herbst respectively.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends a chairperson and vicechairperson be elected at this meeting.

Attachments:

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden

Created/Initiated



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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to the calculation of the live release rate

Summary/History:

This agenda item serves as an opportunity for the committee to accept the standard live release rate calculation as recommended by the ASPCA for City of San Angelo animal services.

Locally, the generally accepted formula took the number of animals euthanized divided by total residents plus new arrivals. This mistakenly reports animals in residence month after month. We recommend changing this primarily because these animals are not yet released live so we're double counting them month after month until they're actually adopted or euthanized.

Instead, we recommend changing our live release rate calculation to an industry standard as recommended by the American Society for the Prevention of Cruelty to Animals (ASPCA) and the National Federation of Humane Societies. This new formula takes the animals released alive (adoptions and owner redemptions) divided by total outcomes.

Making this change will yield greater accuracy of our performance and provides for better communication when we compare ourselves to other agencies.

Financial Impact:

Other Information/Recommendation:

Staff recommends approval.

Attachments:

- | | | |
|----|---|--|
| 1. | ASPCA What is your Live Release Rate 10_2013 | ASPCA What is your Live Release Rate 10_2013.pdf |
| 2. | 4b 190117 ASAC Monthly Intake - Live Release Rate | 4b 190117 ASAC Monthly Intake - Live Release Rate.pptx |

Presentation:

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval

What is Your Rate?

Understanding the Asilomar Live Release Rate, ASPCA
Live Release Rate and Save Rate



The NATIONAL FEDERATION
of HUMANE SOCIETIES

March 2011

**Metrics & Measurement
Committee**

Animal welfare organizations are talking about data and data collection. Whether it's a discussion about transparency (how many animals do you handle and what are their outcomes), confusion around different ways of measuring success around lives saved, or debating the pros or cons of what strategy for program measurement best meets the needs of the agency and community, clearly we are engaged in a national dialogue around the measurement of animal sheltering data.

This document was developed by the National Federation of Humane Societies to add to that dialogue, and to provide information and support to those animal welfare organizations struggling to understand what different rates used in our work mean. Basic information is provided here regarding the Asilomar Live Release Rate, the ASPCA's Live Release Rate and the Save Rate.

Using this document

The purpose of this document is to provide an introduction to each "rate" described. For this purpose these definitions are used:

<i>Intake:</i>	The live animals admitted to a shelter
<i>All Outcomes:</i>	The final disposition of animals admitted to a shelter (adoption, return to owner, transfer, euthanasia, shelter death, etc)
<i>Euthanasia Outcome:</i>	Animals admitted to a shelter who are euthanized
<i>Live Outcomes:</i>	Animals who leave a shelter alive through adoption, return to owner, transfer to another organization for adoption, or any other lifesaving program

Also, in order to demonstrate how these "rates" might measure the work of an animal sheltering organization, the following fictional statistics are used for the "Dreamy Valley Humane Society".

Dreamy Valley Humane Society – Annual Statistics for 2010

Intake:	2000 animals
Live Outcomes:	1000 animals
Euthanasia Outcomes:	500 animals
Owner Requested Euthanasias:	50 of the animals euthanized
Unhealthy/Untreatable:	25 of the 50 Owner Requested Euthanasias
All Outcomes:	1500 animals (for this example, is Live Outcomes plus Euthanasia Outcomes)

ASILOMAR LIVE RELEASE RATE

The Formula: (Live Outcomes) divided by (All Outcomes minus Unhealthy/Untreatable Owner Requested Euthanasia)

What does Asilomar Live Release Rate tell us: What percentage of animals with an outcome left the facility with a Live Outcome (adoption, return to owner, etc)

What does Asilomar Live Release Rate NOT tell us: How Outcomes (All or Live) relate to Intake

The Asilomar Accords were developed to provide a uniform method for collecting and reporting shelter data. This method assigns each animal, upon admission, a conditions status of either “healthy”, “treatable”, or “unhealthy/untreatable”. What conditions or behaviors actually fall into each category is defined by the individual organization or by a community coalition of animal sheltering organizations. The definitions are expected to reflect the community standards of what conditions are considered “healthy”, “treatable”, and “unhealthy/untreatable”. The community standard is defined as what a reasonable pet owner in your community may consider as healthy, treatable or unhealthy/untreatable. Because the condition definitions are community based, comparison at a regional or national level is problematic as definitions will vary. For the purpose of calculating the Asilomar Live Release Rate, the definition of what is “unhealthy/untreatable” directly impacts the calculation. Owner Requested Euthanasia Outcomes for animals initially defined upon Admission as “unhealthy/untreatable” are not included in the calculation of an Asilomar Live Release Rate (see The Formula above).

The Asilomar Accords emphasize the importance of transparency for animal sheltering organizations. Also, using the development of community definitions for the condition of animals as they are admitted has encouraged the development of community coalitions focused on improving Live Release Rates at a community level. It is important to recognize that condition definitions only define a status at a specific point in time (generally at the time of admissions). The definitions do NOT define outcome. A healthy animal may be euthanized, an unhealthy/untreatable animal may be rehomed.

Overall, the Asilomar Live Release Rate does not provide insight regarding the Intake of an animal sheltering organization. Many animals may be admitted, and sheltered for a long period of time, and their status will not be reflected by this outcome focused measurement.

By the numbers:

The Dreamy Valley Humane Society’s Save Rate would be calculated this way:

$$\begin{aligned} &1000 \text{ Live Outcomes divided by} \\ &\quad (1500 \text{ All Outcomes} - 25 \text{ Unhealthy/Untreatable Owner Requested Euthanasias}) \\ &1000/(1500-25) = .68 \end{aligned}$$

The **Asilomar Live Release Rate** is **68%**.

ASILOMAR “LITE” LIVE RELEASE RATE

The Formula: (Live Outcomes) Divided by (All Outcomes minus Owner Requested Euthanasia)

This formula is the same as the Asilomar Live Release Rate with one exception – it does adjust All Outcomes by subtracting all Owner Requested Euthanasias, not only those Owner Requested Euthanasias identified upon admission as “unhealthy/untreatable”. This formula is an Asilomar-type option for those organizations or communities without the capacity to assign a conditions status for animals admitted (i.e. “healthy,” “treatable,” “unhealthy/untreatable”). Like the Asilomar Live Release Rate, this outcomes focused formula does not provide insight into the admissions of a sheltering organization. Many animals may be admitted, and sheltered for a long period of time, and their status will not be reflected by this outcome focused measurement.

The Asilomar Live Release Rate and Asilomar LITE Live Release Rate both provide insight into a shelter’s outcome related activity. This may be a helpful measure for organizations whose admissions may fluctuate significantly because of animals who may not be available for adoption for some time, like animals taken into custody during animal cruelty investigations.

If a sheltering organization moves animals through their shelter efficiently to an Outcome, over time, their Asilomar Live Release Rate and ASPCA Live Release Rate will be very similar as All Outcomes will mirror Intake.

By the numbers:

The Dreamy Valley Humane Society’s Save Rate would be calculated this way:

$$\begin{aligned} &1000 \text{ Live Outcomes divided by } (1500 \text{ All Outcomes minus } 50 \text{ All Owner Requested Euthanasias}) \\ &1000/(1500-50)= .69 \end{aligned}$$

The **Asilomar LITE Live Release Rate** is **69%**.

ASPCA LIVE RELEASE RATE

The Formula: Live Outcomes divided by Intake

What does the ASPCA Live Release Rate tell us: Live Outcomes as a percentage of the animals admitted

What does the ASPCA Live Release Rate NOT tell us: How Live Outcomes compare to All Outcomes

The ASPCA Live Release Rate differs from the Asilomar Live Release Rate in that Live Outcomes are a percentage of Intake, not All Outcomes. By using Live Outcomes and Intake, the rate measures activity related to the impact of animals admitted and the number of Live Outcomes. The number of animals admitted to an agency will impact the resources available for live-saving programs (and thus Live Outcomes). This formula brings that impact directly into the calculation of a Live Release Rate. For example, when Live Outcomes are increased AND strategies are used to decrease Intake, the live release rate goes up. If the impact of animal Intake is not included (as in the Asilomar formula), a crucial component (Intake) of the organization's work is not reflected in the Rate and an opportunity to examine or even mitigate the impact of admissions may be missed.

By the numbers:

The Dreamy Valley Humane Society's Save Rate would be calculated this way:

1000 Live Outcomes divided by 2000 Admissions

$1000/2000 = .5$

The **ASPCA Live Release Rate** is **50%**.

SAVE RATE

The Formula: (Intake minus Euthanasia Outcomes) divided by Intake

What does “save rate” tells us: What percentage of the animals admitted were NOT euthanized.

What does “save rate” NOT tell us: What percentage of the animals admitted had or will have a Live Outcome.

Strength/Weakness

Because the data used by the Save Rate formula only utilizes Euthanasia Outcomes and Intake, the ability of the “Save Rate” to tell us about the work of the organization is limited. Using this formula – “Save Rate” could also be called the “Not Euthanized Rate”. This formula is based on the assumption that an animal saved is an animal NOT euthanized. If your organization defines an animal saved as one with a Live Outcome (adoption, returned to owner, etc), then this “Save Rate” will not be helpful as this formula does not take Live Outcomes into account.

Using this formula, a shelter may have a high “Save Rate” and be admitting many animals, adopting out few, euthanizing few and sheltering many. Animals admitted to a shelter, and housed for years without a Live Outcome, are “saved” according to this formula.

By the numbers:

The Dreamy Valley Humane Society’s Save Rate would be calculated this way:

$$\begin{aligned} & (2000 \text{ admissions minus } 500 \text{ euthanasia outcomes}) \text{ divided by } 2000 \text{ admissions} \\ & (2000 - 500)/2000 = .75 \end{aligned}$$

The **Save Rate** is **75%**.

In Summary

The Rate	The Formula
Asilomar Live Release Rate	Live Outcomes divided by (All Outcomes minus unhealthy/untreatable)
Asilomar LITE Live Release Rate	Live Outcomes divided by All Outcomes
ASPCA Live Release Rate	Live Outcomes divided by Intake
Save Rate	(Intake – Euthanasia Outcomes) divided by Intake

Rates will Fluctuate

It is important to recognize that each formula uses measurements over a specific period of time, not a specific population of animals. An animal may be admitted during one time period measured and have an outcome during a different time measured. Over short periods of time when working with a smaller data set, this can cause a “rate” to fluctuate significantly. For example, using the ASPCA’s Live Release Rate, a large scale cruelty case occurring at the end of a month would significantly increase Intake and directly impact the ASPCA’s Live Release Rate (as measured for that month), causing a decrease in rate. Alternatively, if those same cruelty case animals are made available for adoption all at once and get adopted quickly, the sudden increase in Live Outcomes during that period will cause the rate to increase. Over longer periods of time, and with larger data sets, the potential impact of these types of events is diminished.

Devilish Details

Of course, as with most complex challenges, the devil is in the details. There is a great deal of detail, debate and discussion around each of the reporting formats/rates described which is not included here. Again, this document should be considered an initial introduction to each rate only. The topics below simply highlight some of the current and challenging “details”.

Community Definitions

The Asilomar Accords were developed not only to encourage shelters to be transparent and consistent in reporting their data, but also to encourage and foster the development of community coalitions. The development of community based definitions of healthy, treatable and unhealthy/untreatable as a component of a coalition may be both time consuming and challenging, but the specific exercise also provides an opportunity to build and strengthen potentially life-saving collaborations.

Feral Cats

Measuring the impact for and of feral cats in a community can be challenging. It begins with the simplest (and often quite challenging) question . . . what is a feral cat? Identifying which cats are feral (or unsocial), and what their status may be in a community has proven to be difficult.

Regardless of the “rate” used by a sheltering organization, recognize that within most communities feral cats are at risk and are a population which invites careful consideration and analysis to determine how that risk might be mitigated.

Owner Requested Euthanasia

This is an area of measure that is susceptible to significant fluctuations depending on the definition used. What if an owner arrives at the shelter with a pet whom they hope the shelter can rehome – but the pet has a condition which causes the shelter to be unable to provide rehoming services. Knowing that euthanasia is the only option for the pet at that shelter, the owner still decides to relinquish the pet for that service. Is it an owner requested euthanasia? Or is it an Intake and Euthanasia Outcome? This is an important area for organizations to consider specifically in terms of measurement, transparency and impact.

Identifying what Population is at Risk

Numbers and statistics can help drive innovation and uncover opportunity. No matter which formula is used by an organization to measure their “rate”, it is crucial to not overlook the opportunity to look at data in detail and identify specific populations of animals sheltered who may be at risk. By doing so, organizations may find opportunities to significantly increase the lives saved in their community by targeting life saving measures for those animals most at risk.

Died in Care (pull out of Lost/Unknown Disposition category in Asilomar)

And finally, it is important to track animals who died or were lost in care while sheltered. The Asilomar Accords currently report animals in this category as a combined figure, however there is value in segregating this information. Carefully monitoring those animals who died in care and the factors which caused their death is an enlightening measure of shelter activity and though not tracked specifically in all of the strategies described, should be a data point considered by shelter leaders.

More to Measure than Rates

While calculating one of these rates may be useful in developing goals, there are many other data indicators which will better help an organization understand or evaluate their shelter operations and improvement toward decreasing risk for shelter animals. Some examples of indicators to watch are:

- Admissions
- Euthanasia
- Adoptions
- Length of Stay
- RTO

As discussed previously in this document, the careful examination of such data can help an organization identify specific populations of animals who are most at risk within the shelter and aid in the timely development of strategies to mitigate the identified risk.

Data from the communities an organization serves is yet another potential source of important information when evaluating shelter programs and impact. For example, a careful review of where

animals are admitted from and for what reason can lead to the development of specific strategies or programs to address community issues (targeted spay/neuter for certain zip codes/species, on the street education/engagement of pet owners, etc).

As a community of animal welfare organizations, we must continue to embrace the need to not only do good work, but measure and evaluate the work we are doing. There is much to measure and learn from beyond your agency's "rate" for lives saved.

In Conclusion

We encourage shelter leaders to explore all options regarding how to measure and publicly report on the work of their organizations. In some cases, there is much to be learned by examining statistics using a variety of methods. For more information regarding data gathering and analysis, please visit the websites of these National Federation members or partners.

Asilomar Live Release Rate	www.asilomaraccords.org
ASPCA Live Release Rate	www.aspcapro.org
Denver Metro Animal Coalition	www.mdsalliance.org
Maddie's Fund	www.maddiesfund.org
The Humane Society of the United States	www.animalsheltering.org
UC Davis Koret Shelter Medicine Program	www.sheltermedicine.org



Animal Shelter Advisory Committee

January 17, 2019



Live Release Rate Calculation

- Generally Accepted
 - Number of euthanasia's
- DIVIDED BY
 - Total residents at beginning of month
 - PLUS New arrivals
- 100% MINUS this calculation



Live Release Rate Calculation

- Generally Accepted
 - Number of euthanasia's 225
- DIVIDED BY
 - Total residents at beginning of month 367
 - PLUS New arrivals 505 = 25.80%
- 100% MINUS this calculation 74.20%



Live Release Rate Calculation

- ASPCA Recommendation
 - Number adopted/transferred out
 - PLUS owner redemptions/wildlife releases
- DIVIDED BY
 - Total outcomes



Live Release Rate Calculation

- ASPCA Recommendation
 - Number adopted/transferred out 155
 - PLUS owner redemptions/wildlife releases 75
- DIVIDED BY
 - Total outcomes $455 = 50.55\%$





Animal Shelter Advisory Committee

January 17, 2019





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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for October 2018

Summary/History:

407 new animals arrived in the shelter during October. 114 were adopted/transferred, 53 were redeemed by their owner, 249 were euthanized and 358 were left in the shelter at month end.

Our live release rate was 38.75 %.

56 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

1. 4c 190117 ASAC Monthly Intake - October 4c 190117 ASAC Monthly Intake - October.pptx

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

January 17, 2019



October 2018

- 407 new arrivals
- 114 adopted/rescue transferred
- 53 redeemed by owner
- 249 euthanized (feral, injured, sick, aggressive)
- 56 microchip clinic
- 358 left in shelter
- 38.75% released live



October 2018

- 249 Euthanized
 - 189 cats
 - 49 dogs
 - 11 wildlife



October 2018

- 249 Euthanized
 - 115 Sick/Injured/Failure to thrive
 - 76 Feral (not sick)
 - 46 Aggressive/Bite Quarantine
 - 9 Wildlife
 - 3 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

January 17, 2019





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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for November 2018

Summary/History:

414 new animals arrived in the shelter during November. 154 were adopted/transferred, 36 were redeemed by their owner, 226 were euthanized and 348 were left in the shelter at month end.

Our live release rate was 44.50%.

38 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|---------------------------------------|--|
| 1. | 190117 ASAC Monthly Intake - November | 190117 ASAC Monthly Intake - November.pptx |
|----|---------------------------------------|--|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

January 17, 2019



November 2018

- 414 new arrivals
- 154 adopted/rescue transferred
- 36 redeemed by owner
- 226 euthanized (feral, injured, sick, aggressive)
- 38 microchip clinic
- 348 left in shelter
- 44.50% released live



November 2018

- 226 Euthanized
 - 154 cats
 - 49 dogs
 - 23 wildlife



November 2018

- 226 Euthanized
 - 62 Sick/Injured/Failure to thrive
 - 102 Feral (not sick)
 - 36 Aggressive/Bite Quarantine
 - 22 Wildlife
 - 4 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

January 17, 2019





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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for December 2018

Summary/History:

291 new animals arrived in the shelter during December. 155 were adopted/transferred, 49 were redeemed by their owner, 101 were euthanized and 335 were left in the shelter at month end.

Our live release rate was 65.38%.

18 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

1. 4e 190117 ASAC Monthly Intake - December 4e 190117 ASAC Monthly Intake - December.pptx

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden

Created/Initiated



Animal Shelter Advisory Committee

January 19, 2019



December 2018

- 291 new arrivals
- 155 adopted/rescue transferred
- 49 redeemed by owner
- 101 euthanized (feral, injured, sick, aggressive)
- 18 microchip clinic
- 335 left in shelter
- 65.38% released live



December 2018

- 101 Euthanized
 - 73 cats
 - 19 dogs
 - 9 wildlife



December 2018

- 101 Euthanized
 - 35 Sick/Injured/Failure to thrive
 - 35 Feral (not sick)
 - 23 Aggressive/Bite Quarantine
 - 6 Wildlife
 - 6 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

January 19, 2019





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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Consider adopting committee bylaws

Summary/History:

In September 2018, the city council adopted a new ordinance regarding boards and committees. The main goal was to bring greater uniformity across all boards and commissions including terms and term limits.

One requirement is that all boards must approve new bylaws within six months of adoption. This agenda item serves to comply with this requirement.

Attached is the new city ordinance, our existing bylaws and proposed bylaws. The proposed bylaws have no substantive changes but are in the new standard format used by other city committees. Items in red are new verbiage that state standard information across other city committees.

We can of course discuss further changes as the committee's desires.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval.

Attachments:

- | | | |
|----|---|--|
| 1. | HS 10.823 | HS 10.823.pdf |
| 2. | 20160621 ASAC Bylaws | 20160621 ASAC Bylaws.pdf |
| 3. | ARTICLE ORD 2.07 Boards and Commissions Unification Exhibit A | ARTICLE ORD 2.07 Boards and Commissions Unification Exhibit A.docx |
| 4. | 4f Bylaws | 4f Bylaws.pptx |
| 5. | 4f 19-animal services advisory board bylaws | 4f 19-animal services advisory board bylaws.docx |

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval

HEALTH AND SAFETY CODE
TITLE 10. HEALTH AND SAFETY OF ANIMALS
CHAPTER 823. ANIMAL SHELTERS

Sec. 823.001. DEFINITIONS. In this chapter:

(1) "Animal shelter" means a facility that keeps or legally impounds stray, homeless, abandoned, or unwanted animals.

(2) Repealed by Acts 2015, 84th Leg., R.S., Ch. 1, Sec. 3.1639(120), eff. April 2, 2015.

(3) Repealed by Acts 2015, 84th Leg., R.S., Ch. 1, Sec. 3.1639(120), eff. April 2, 2015.

(4) "Department" means the Department of State Health Services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1603, eff. April 2, 2015.

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1639(120), eff. April 2, 2015.

Sec. 823.002. EXEMPTION FOR CERTAIN COUNTIES, CLINICS, AND FACILITIES. This chapter does not apply to:

(1) a county having a population of less than 75,000;

(2) a veterinary medicine clinic; or

(3) a livestock commission facility.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, Sec. 280, eff. Sept. 1, 1991.

Sec. 823.003. STANDARDS FOR ANIMAL SHELTERS; CRIMINAL PENALTY. (a) Each animal shelter operated in this state shall comply with the standards for:

(1) housing and sanitation as provided in Chapter 826 for quarantine and impoundment facilities; and

(2) animal control officer training adopted under Chapter 829.

(b) An animal shelter shall separate animals in its custody at all times by species, by sex (if known), and if the animals are

not related to one another, by size.

(c) An animal shelter may not confine healthy animals with sick, injured, or diseased animals.

(d) Each person who operates an animal shelter shall employ a veterinarian at least once a year to inspect the shelter to determine whether it complies with the requirements of this chapter and Chapter 829. The veterinarian shall file copies of the veterinarian's report with the person operating the shelter and with the department on forms prescribed by the department.

(e) The executive commissioner of the Health and Human Services Commission may require each person operating an animal shelter to keep records of the date and disposition of animals in its custody, to maintain the records on the business premises of the animal shelter, and to make the records available for inspection at reasonable times.

(f) A person commits an offense if the person substantially violates this section. An offense under this subsection is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1331 (S.B. 1562), Sec. 2, eff. September 1, 2007.

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1604, eff. April 2, 2015.

Sec. 823.005. ADVISORY COMMITTEE. (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.

(b) The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization.

(c) The advisory committee shall meet at least three times a year.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 823.007. INJUNCTION. A court of competent jurisdiction may, on the petition of any person, prohibit by injunction the substantial violation of this chapter.
Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 823.008. ENFORCEMENT BY COUNTY. (a) A county may enforce this chapter.

(b) This section does not authorize a county to establish standards for operating an animal shelter.

(c) A county may not enforce this chapter at an animal shelter operated by a municipality.

Added by Acts 2009, 81st Leg., R.S., Ch. 924 (H.B. 3004), Sec. 1, eff. June 19, 2009.

Sec. 823.009. CIVIL PENALTY. (a) A person may not cause, suffer, allow, or permit a violation of this chapter or a rule adopted under this chapter.

(b) A person who violates this chapter or a rule adopted under this chapter shall be assessed a civil penalty. A civil penalty under this chapter may not be less than \$100 or more than \$500 for each violation and for each day of a continuing violation. This subsection does not apply at an animal shelter operated by a municipality.

(c) If it appears that a person has violated, is violating, or is threatening to violate this chapter or a rule adopted under this chapter, the county or municipality in which the violation occurs may institute a civil suit in district court for:

(1) injunctive relief to restrain the person from continuing the violation or threat of violation;

(2) the assessment and recovery of the civil penalty;
or

(3) both injunctive relief and the civil penalty.

(d) A bond is not required in an action brought under this section.

Added by Acts 2009, 81st Leg., R.S., Ch. 924 (H.B. 3004), Sec. 1, eff. June 19, 2009.

BYLAWS
OF
THE CITY OF SAN ANGELO
ANIMAL SHELTER ADVISORY COMMITTEE



Approved by the City Council

June 21, 2016

ARTICLE I

Purpose

The purpose of the Animal Shelter Advisory Committee (hereinafter the ASAC) is to advise members of the City Council and animal shelter staff on matters related to the health and safety of animals housed at the city's animal shelter as outlined in Texas Health and Safety Code, Chapter 823.

ARTICLE II

Vision

The vision of this committee is to assist the City of San Angelo in becoming a pet friendly community by promoting animal welfare, advocacy and providing community education in the hopes of establishing and maintaining a "no kill" community.

ARTICLE III

Members

The ASAC shall consist of seven (7) members which shall be designated according to City Code of Ordinance Article 2.07 "Boards and Commissions", Division 18 "Animal Shelter Advisory Committee" and will mandatorily include a veterinarian, a city or county official, a person whose duties include the daily operation of a shelter, and a person who is an officer or employee of an animal welfare organization.

Members shall annually elect, from its numbers, a Chairperson and Vice Chairperson.

Members shall serve as directed by Article 2.07 "Boards and Commissions", Division 18 "Animal Shelter Advisory Committee". Members shall be required to visit and volunteer at the shelter on a monthly basis in an effort to remain educated and informed on shelter issues.

The committee may request that a member be removed for cause. Removal for cause may include three or more unexcused absences during a single term or failure to meet the shelter visitation/volunteer requirements. For an absence to be excused, members are encouraged to contact the Chair within 24 hours prior to the posted meeting if they are unable to attend.

ARTICLE III

Meetings

Meetings of members of the ASAC shall meet the third Thursday of each month unless there is no business to discuss. Items may be placed on the agenda at the request of City Council, the Committee Chairperson and by the request and agreement of any 2 current members. Agendas will be prepared by the ASAC City Liaison and reviewed by the chair prior to posting. Meetings shall be conducted by the chairperson, and if absent by the Vice-Chairperson. Meetings shall be held in accordance Robert's Rules of Order and follow the Texas Open Meetings Act. A quorum shall consist of a simple majority of the ASAC. Special meetings may be called by the chairman and must be held within ten (10) days of the date called.

ARTICLE IV

ASAC City Liaison

The Neighborhood & Family Services Department Director or designee, shall act as the ASAC liaison between the committee and city staff and shall provide public notices, agendas, and minutes for public informational purposes. The liaison will be responsible for facilitating ASAC meetings to include providing a venue for meetings and coordinating with the city's Public Information Officer to ensure meetings are recorded for future viewing by citizens.

ARTICLE V

Subcommittees

The ASAC chairperson shall appoint subcommittees as deemed necessary by the ASAC. Each subcommittee shall exercise such power and carry out such functions as delegated by the ASAC. Each subcommittee shall have the power to act only during the intervals between meetings of the ASAC, and shall serve the ASAC in an advisory capacity only.

Subcommittees shall be subject to the control of the ASAC. Each subcommittee shall be comprised of a chairperson, who must be a member of the ASAC, and one or more additional parties who may be, but are not required to be ASAC members. Any person who is not an ASAC member and becomes a member of any subcommittee, shall have the same responsibilities, with respect to such subcommittee, as a member of the ASAC.

“Exhibit A”

Delete and Replace Chapter 2, Article 2.07 with the following:

ARTICLE 2.07 BOARDS, COMMITTEES AND COMMISSIONS

Division 1. Generally

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 make a new nomination for vote of the council.

(2) *Attendance.* Any member who fails to attend at least 2/3 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. (4) Number of members. Boards shall be composed of seven members.

(3) *Compensation.* All members shall serve without compensation.

(4). *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) No member of a board, or person related to a board member 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.

(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.

(5) *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.

(6) *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.

(7) *Minutes.* Board liaisons shall keep a permanent record of all minutes.

(8) *Qualifications.* Members shall be at least 18 years of age and a resident of the City.

(9) *Quorum.* A quorum shall consist of a simple majority of the appointed members, excluding any ex-officio members.

(10) *Removal.* Members may be removed at any time by a 2/3 vote of the City Council without cause.

(11) *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.

(12) *Term.* The term of office for each member of the boards shall be two years. For the purposes of this article, the first term of a member shall include the term held as of the date of passage of this Article.

(13) *Term Limit.* No member may serve more than 3 consecutive terms, not including an unexpired term.

(14) *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.

Secs. 7.02.002 through 7.02.010 Reserved

Division 2. Planning Commission

Sec. 2.07.011 Creation; members; terms

(a) There is hereby created within the city a planning board to be known as the planning commission which shall serve for all purposes as the zoning commission required under Chapter 211 of the Texas Local Government Code, as amended.

(b) All members of the board shall be representative, insofar as possible, of different businesses, professions or occupations.

(c) No more than three (3) members of the commission shall be in the same, similar or related business, profession or occupation.

Sec. 2.07.012 Removal or resignation of members. Members of the planning commission may be removed by the mayor with the approval of the city council after a public hearing and for cause assigned in writing.

Sec. 2.07.013 Ex-officio members. The director of planning and the director of public works shall be ex-officio, nonvoting members of the planning commission. The director of planning, assisted by staff, shall furthermore serve as recording secretary for the planning commission.

Sec. 2.07.014 Meetings

If a quorum is not present on any regular meeting day in which there is business to be transacted, the chairman shall call a special meeting in order to transact said business with minimum delay. Said chairman shall continue to call special meetings until a quorum is present.

Sec. 2.07.015 Additional duties

In addition to duties delegated to the planning commission by other laws of the city, it shall be the duty of the planning commission to prepare, amend and keep current a master plan for the development of the city, and to make recommendations to the city council relative to long-range planning of all phases of city development that it deems necessary.

Secs. 2.07.016–2.07.025 Reserved

Division 3. Zoning Board of Adjustment

Sec. 2.07.026 Creation and Appointment of Members

(a) There shall be a zoning board of adjustment that consists of seven (7) regular board member seats and two alternate board member seats to be filled by nomination and appointment by the city council as follows:

(1) Four alternate board member seats shall be designated to be filled by nominations of the mayor and mayor pro-tem with each nominating two of the alternates

(b) Each case before the zoning board of adjustment must be heard by at least six (6) members.

(c) The board shall keep minutes of its proceedings that indicate the vote of each member on each question or the fact that a member is absent or fails to vote. The board shall keep records of its examinations and other official actions. The minutes and records shall be filed immediately in the board's office and are public records.

(d) *Absences.* Absences shall be termed "excused" by notification to the board secretary no later than 12:00 noon on the Friday before the regularly scheduled zoning board of adjustment meeting.

(e) *Removal for Cause.* The city council may remove a regular board member or alternate board member for cause on a written charge after a public hearing.

Sec. 2.07.027 Authority

(a) The zoning board of adjustment may:

- (1) Hear and decide an appeal that alleges error in an order, requirement, decision or determination made by an administrative official in the enforcement of this division or the zoning ordinance.
 - (2) Hear and decide special exceptions to the terms of the zoning ordinance when the ordinance requires the board to do so.
 - (3) Authorize in specific cases, and subject to appropriate conditions and safeguards, a variance from the terms of the zoning ordinance, if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the regulation is observed and substantial justice is done.
- (b) In exercising its authority under subsection (a), the board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for the purpose of the board has the same authority as the administrative official.
- (c) The concurring vote of six (6) members of the board is necessary to:
- (1) Reverse an order, requirement, decision, or determination of an administrative official;
 - (2) Decide in favor of any applicant on a matter on which the board is required to pass under the zoning ordinance; or
 - (3) Authorize a variation from the terms of the zoning ordinance;

Sec. 2.07.028 Appeal to the board

- (a) Any of the following persons may appeal to the zoning board of adjustment a decision made by an administrative official:
- (1) A person aggrieved by the decision; or
 - (2) Any officer, department, board, or bureau of the city affected by the decision.
- (b) The appellant must file with the board and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal. The appeal must be filed within a reasonable time as determined by the rules of the board. On receiving the notice, the official from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record of the action that is appealed.
- (c) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the board or a court of record on application, after notice to the official, if due cause is shown.
- (d) The board shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The board shall decide the appeal within a reasonable time.
- (e) Prior to the public hearing in which the zoning board of adjustment shall hear an appeal, the following actions shall be made by the board at a separate public hearing:
- (1) Designating of the parties in interest;

- (2) Setting of a reasonable time and date for the appeal hearing;
 - (3) Giving of due notice of the appeal hearing to parties in interest;
 - (4) Giving of public notice of the appeal hearing; and
 - (5) Establishing of protocol for conducting the appeal hearing.
- (f) The public hearing for any appeal shall follow the following procedural order except as may otherwise be directed by consensus of the board:
- (1) Identification of parties.
 - (2) Identification of documents constituting the record on appeal to the board.
 - (3) Identification and admission as evidence of pre-filed documents and any additional documents offered into evidence.
 - (4) Presentation by city staff.
 - (5) Presentations by identified parties in interest.
 - (6) Public comment.
 - (7) Rebuttals.
 - (8) Discussion and deliberation by board members.
 - (9) Motion and decision to affirm, modify, or reverse the decision of the administrative official, with supporting findings of fact applicable under the zoning ordinance.

Sec. 2.07.029 Judicial review of board decision

(a) Any of the following persons may present to a court of record a verified petition stating that the decision of the zoning board of adjustment is illegal in whole or in part and specifying the grounds of the illegality:

- (1) A person aggrieved by a decision of the board;
- (2) A taxpayer; or
- (3) An officer, department, board, or bureau of the city.

(b) The petition and procedure must be in compliance with Texas Local Government Code section 211.011, as amended.

Sec. 2.07.030 Fee

(a) No application to the zoning board of adjustment shall be processed unless such application is accompanied with the appropriate processing fee as established by the city council.

(b) In the case of a second hearing, the fee, or a portion thereof, may be waived by the board.

Sec. 2.07.031 Notification of property owners

(a) The zoning board of adjustment shall mail notices of each hearing to the petitioner and to the owners of property lying within two hundred feet (200') of any point of the lot, or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the board to be affected thereby, such owners and persons being determined according to the current tax rolls of the Tom Green County tax appraisal district.

(b) Written notice of the public hearing shall be sent within not less than ten (10) days before any such hearing is held. Depositing such written notification in the mail shall be deemed sufficient compliance.

Sec. 2.07.032 Second hearing.

(a) An appeal of a denial by the zoning board of adjustment shall not be allowed on the same piece of property prior to the expiration of six months from a ruling of the board, unless other property in the same zoned area shall have been, within such six (6) month period, altered or changed by a ruling of the zoning board of adjustment.

(b) Such circumstance shall permit the allowance of a second hearing but shall in no way have any force in law to compel the zoning board of adjustment, after a hearing, to grant the variance or special exception; such request shall be considered on its individual merits.

Sec. 2.07.033 Time limitation on approved requests.

(a) Unless otherwise specified in the minute record of the zoning board of adjustment's action on a request, an application to commence construction of improvements that were the subject of the request must be applied for and approved within 12 months from the date of approval of that request; otherwise, the board's action on that request shall automatically become null and void. Permitted time frames do not change with successive owners.

(b) Upon written request, only one extension of the 12-month period may be granted by the planning director if it is determined that conditions of the site and immediately surrounding area are substantially changed.

Sec. 2.07.034 Enforcement. In addition to other remedies provided under this Code of Ordinances and this Division, the Director of planning or designee may institute appropriate action to:

- (1) prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance, or use;
- (2) restrain, correct, or abate the violation;
- (3) prevent the occupancy of the building, structure, or land; or
- (4) prevent any illegal act, conduct, business, or use on or about the premises

Secs. 2.07.035–2.07.045 Reserved.

Division 4. Airport Advisory Board

Sec. 2.07.046 Creation; members. There is hereby created an airport advisory board.

Sec. 2.07.047 Officers; quorum; rules. Three (3) members shall constitute a quorum and said board.

Sec. 2.07.048 Duties. The board shall act as an advisory board to the airport manager and the city council, and is expressly directed and empowered to make a complete study of all phases of the airport operations and make recommendations from time to time for the most efficient operation of the airport.

Secs. 2.07.049–2.07.060 Reserved

Division 5. Design and Historic Review Commission

Sec. 2.07.061 Creation; members

- (a) A design and historic review commission is hereby created and established within the city.
- (b) *Qualifications.* Candidates shall have a known or demonstrated interest in, general knowledge of, and experience relevant to historic preservation or other professional design field within the city.
- (c) To the extent that candidates are available among the residents of the community, appointments shall be made by the city council based upon the following qualifications:
 - (1) At least two (2) members shall be licensed or otherwise recognized as professional in architecture, landscape architecture, design, engineering, surveying, or related profession;
 - (2) At least one (1) member shall be recognized as a historian or a member of a local historic preservation group;
 - (3) At least one (1) member shall be an owner of real property within the River Corridor;
 - (4) At least one (1) member shall own real property designated or recognized as a community landmark, or within a designated historic district; and
 - (5) At least one (1) member shall be a member of a downtown development organization under contract with the city.

Sec. 2.07.062 Ex-officio members. The planning manager and the building official of the city shall serve as nonvoting ex-officio members of the commission.

Sec. 2.07.063 Duties. The duties of the design and historic review commission shall include acting as an advisory commission to the city council in matters of design review relating to historic preservation in the city and development along the Concho River. The responsibility of the commission within the scope of its general authority shall include the authority to:

- (1) Adopt criteria for the designation of historic, architectural, and cultural landmarks and delineation of historic districts, which shall be ratified by the city council.
- (2) Prepare and present to the city council recommendations for policies and ordinances regarding development and all types of signage along the Concho River and other similar bodies of water as designated, which shall be ratified by the city council.
- (3) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the city.
- (4) Recommend the designation of landmarks, historic districts, and other types of districts.

- (5) Recommend conferral of recognition upon the owners of landmarks or properties within districts by means of certificates, plaques, or markers.
- (6) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public educational programs.
- (7) Increase public awareness of the value of open spaces, public spaces, natural habitats, and wildlife along the Concho River and other similar bodies of water as designated by developing and participating in public educational programs.
- (8) Make recommendations to the city council concerning the utilization of state, federal, or private funds to promote the preservation of open and public spaces along the Concho River and other similar bodies of water as designated.
- (9) Make recommendations to the city council concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city.
- (10) Approve or deny applications for certificates of appropriateness pursuant to provisions of the city zoning ordinance.
- (11) Prepare specific design guidelines for the review of landmarks, districts, and construction and demolition of historic buildings.
- (12) Recommend the acquisition of a landmark structure by the city where its preservation is essential to the purpose of this division and where private preservation is not feasible.
- (13) Recommend the acquisition of land along the Concho River and other similar bodies of water as designated by the city where its proximity to the river is vital to the purpose of this division.
- (14) Recommend to the city council tax abatement and other economic development programs for the preservation of landmarks or historic districts.
- (15) Recommend to the city council tax abatement and other economic development programs for sustainable developments along the Concho River and other similar bodies of water as designated.
- (16) Recommend to the city council the acceptance of the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic and environmental preservation.
- (17) Carry out other duties as specifically delegated to the commission by the city council.

Sec. 2.07.064 Officers. The commission shall elect from the appointed members of the commission a chairperson and a vice-chairperson to serve in the absence of the chairperson. The chairperson and vice-chairperson shall serve in their respective capacities for one (1) year terms or until their term of appointment to the commission expires, whichever shall first occur. No chairperson or vice-chairperson shall serve in such capacity for more than three (3) consecutive years. The planning manager for the city, or the manager's designee, shall serve as secretary to the commission. The commission shall elect such other officers as the commission may establish in its bylaws.

Sec. 2.07.065 Historic preservation officer. The city council or its designee shall appoint a city official, city staff person, or resident of the city having a known or demonstrated interest in, general

knowledge of and experience relevant to historic preservation or other professional design field to serve as the historic preservation officer (HPO) for the city, to facilitate the administration of this division and serve as an advisor to the commission on request of the commission. The historic preservation officer, in coordination with the secretary for the commission and the planning manager or his/her designee, shall coordinate the preservation efforts of the commission with applicable state and federal agencies and nonprofit organizations.

Sec. 2.07.066 Quorum and voting. Five (5) duly appointed regular members of the commission shall constitute a quorum. The affirmative vote of four members is required to approve any item brought before the commission.

Sec. 2.07.067 Minutes. The commission shall keep minutes of its proceedings in a permanent record, and a certified copy of said minutes shall be filed with the secretary for the commission.

Sec. 2.07.068 Absenteeism of members. In the event of three (3) unexcused absences from regularly scheduled meetings, a commission member shall be deemed to have resigned.

Secs. 2.07.070–2.07.080 Reserved

Division 6. Economic Development Corporation*

Sec. 2.07.081 Creation. There is hereby created a corporation known as the city development corporation.

Sec. 2.07.082 Powers. The corporation shall have the powers and duties and be subject to the limitations set out in Chapter 501 and 502 of the Texas Local Government Code, as amended.

Sec. 2.07.083 Board of directors

(a) Each member of the board of directors (“board” hereinafter) of the corporation shall:

(b) No person shall be appointed as a director who is an employee, officer or member of the city council of the city, or a member of any board or commission of the city, except that a director may be appointed to serve as a member of the water advisory board.

(c) A director who is a member of any other boards or commissions of the city, except the water advisory board, shall elect the board on which he will continue to serve within fourteen (14) days of the effective date of this section. If he fails to designate the board on which he will continue to serve within the specified time period, the city council shall make the designation.

Sec. 2.07.084 Registered agent; corporate office. The corporation’s registered agent must be an individual resident of the state and the corporation’s registered office must be within the boundaries of the city.

Sec. 2.07.085 Administrative services. The corporation shall contract with the city for the provision of administrative services.

Sec. 2.07.086 Levy, use and termination of sales tax.

(a) In accordance with the results of the November 2, 2010, sales tax election held under section 4B of article 5190.6 V.A.C.S., the city shall continue to levy and collect a one-half cent sales and use tax for the purposes and projects authorized by said election.

(b) In accordance with the results of the September 11, 2004, sales tax election held under section 4B of Vernon's Ann. Civ. St. article 5190.6 ("act" hereinafter), the city shall continue to levy and collect a one-half cent sales and use tax for the purposes authorized by said election.

Secs. 2.07.087–2.07.095 Reserved.

Division 7. Tax Increment Reinvestment Zone Board

Sec. 2.07.096 Organization and procedure.

(a) There is hereby created within the city a tax increment reinvestment zone board that consists of nine (9) regular board members to be filled by nomination and appointment as follows:

(1) One (1) board seat shall be appointed by city council from a nomination of the mayor;

(2) Each of six board member seats shall be appointed by city council, designated for city council single member districts one through six respectively, from nomination of each councilmember representing each designated single member district;

(3) Two (2) board member seats shall be appointed by the county commissioners court;

(b) In addition, there shall be five (5) nonvoting, ex-officio members who will attend and participate in an advisory capacity. Each one of the five will be a representative of each of the following organizations: San Angelo Chamber of Commerce, Downtown San Angelo, San Angelo Independent School District, Goodfellow Air Force Base, and Angelo State University.

Sec. 2.07.097 Qualifications.

(a) All regular and alternate board members shall be at least eighteen (18) years of age and be a resident of the county in which the zone is located or a county adjacent to that county; or own real property in the zone, whether or not the individual resides in the county in which the zone is located or a county adjacent to that county.

(b) *Vacating position.* Any regular board member who ceases to possess such qualifications shall automatically be deemed to have vacated his or her position on the board.

Sec. 2.07.098 Terms. All appointments for regular members made after the initial appointments shall be for a term of two (2) years, except vacancies for unexpired terms, which shall be filled for the remainder of the unexpired term, thereby maintaining staggered terms. Ex-officio members will not have terms or term limitations.

Sec. 2.07.099 Duties.

(a) The TIRZ board shall act as an advisory board to the city council in the operation and administration of the TIRZ

(b) All action by the board is subject to city council approval.

(c) The authority and responsibility of the board expressly includes:

(1) Make recommendations to the city council regarding the administration of this division.

- (2) Make recommendations to the city council regarding agreements that are necessary or convenient to implement the project plan and reinvestment zone financing plan.
- (3) Make recommendations to the city council regarding agreements with local governments or political subdivisions for management of the zone or implementing the project plan and reinvestment zone financing plan.
- (4) Make recommendations to the city council regarding establishing and providing for the establishment of programs that:
 - (A) Develop and diversify the economy of the zone;
 - (B) Eliminate unemployment and underemployment in the zone;
 - (C) Develop or expand transportation, business and commercial activity in the zone;
 - (D) Make grants and loans; and
 - (E) Stimulate business and commercial activity in the zone.
- (5) Contract with the city regarding allocation from the tax increment fund to pay for the incremental costs of providing municipal services incurred as a result of the creation of the zone or the development or redevelopment of land within the zone.
- (6) Make recommendations to the city council regarding the expenditure of TIRZ funds, in conformance with the following process:
 - (A) An affirmative recommendation to expend TIRZ funds for a project in the same area as that from which the funds are derived requires a simple majority vote of the TIRZ board members present when the matter is voted upon. The city council may approve expenditures under this subsection by a simple majority vote if such expenditure is recommended by the TIRZ board.
 - (B) An affirmative recommendation to expend TIRZ funds for a project located in the area outside that from which the funds are derived requires an affirmative vote by three-quarters of the TIRZ board members present when the matter is voted upon. The city council may only approve expenditures under this subsection when such expenditures are recommended by the TIRZ board and with an affirmative vote of six (6) members of the city council.
- (7) Providing a progress report to the city council annually, or as requested by the city council.

Sec. 2.07.100 Officers. The city council shall appoint a chair, as established in section 311.009.f of the Local Government Code, as amended, for a term of one year, beginning in January.

Sec. 2.07.101 Minutes. The board shall keep a record of its proceedings in a permanent book.

Sec. 2.07.102 Absent members. In the event of three (3) consecutive absences or a cumulative total of four (4) absences by a member within a calendar year from regularly scheduled meetings, a board member shall be deemed to have resigned unless the board excused such absences by procedures established in its bylaws.

Secs. 2.07.103–2.07.115 Reserved.

Division 8. Water Advisory Board

Sec. 2.07.116 Creation; members. There is hereby created a water advisory board (“board”), which shall be composed of nine (9) members, seven (7) of whom shall be voting members and two (2) of whom shall be non-voting members appointed or designated as follows:

(a) Voting members; appointment or designation.

(1) City Council shall appoint four (4) voting members to the board. For city council appointments, the city manager shall conduct a review of potential appointees to identify the most qualified candidates for board membership and make recommendations to city council for city council appointment of appointees to serve as members of board. Of the four (4) city council appointees:

(2) One (1) member shall be an individual who is either an engineer, a hydrologist, a meteorologist or a water well driller;

(3) One (1) member shall be an individual who is involved in either the industry of banking, accounting or financial services with a specialization in agricultural lending or water financing;

(4) One (1) member shall be an individual involved either in agriculture or rural water issues; and

(5) One (1) member shall be an individual who is either an attorney, a former municipal water district or other governmental officer, a legislator or a person who has experience in legal issues related to water.

(6) The city development corporation board shall appoint one (1) voting member to the board who shall be an individual who is either a member of the city development corporation board or a city employee who performs staff services by contract for the city development corporation;

(7) The county commissioners court shall appoint one (1) voting member to board who shall be an individual who is a member of the commissioners court, including the county judge; and

(8) One (1) voting member who shall be an individual employed by the Upper Colorado River Authority as director of operations.

(b) Non-voting members; appointment or designation.

(1) The chamber of commerce shall appoint one (1) non-voting member to board who shall be an individual who is a member of the chamber of commerce board or a staff employee of the chamber of commerce.

(2) One (1) non-voting member who shall be an individual employed by the city as water utilities director or a designee of such director. Furthermore, the water utilities director or a designee of such director shall serve as secretary for board.

Sec. 2.07.117 Duties. The board shall act as an advisory board to the city council and city manager on matters of water supply, conservation, reuse and other water-related projects which the city council directs it to investigate, study and make recommendations on from time to time.

Sec. 2.07.118 Staff representative. The city manager or his designee shall act as staff representative to the board.

Sec. 2.07.119 Meetings. The board shall adopt a schedule providing for at least one (1) regular meeting per quarter and may make provision for such other meetings, as it deems appropriate.

Sec. 2.07.120 Absenteeism of members. In the event of two (2) unexcused absences from regularly scheduled meetings, a board member shall be deemed to have resigned. The city manager shall recommend a policy for excusing absences to be adopted by the board in its bylaws.

Sec. 2.07.121 Minutes. The board shall keep minutes of its proceedings in a permanent record and a certified copy of said minutes shall be filed with the secretary for the board.

Secs. 2.07.122–2.07.130 Reserved.

Division 9. Civic Events Board

Sec. 2.07.131 Creation. There is hereby created a civic events board.

Sec. 2.07.132 Duties. The board shall act as an advisory board to the city council as to matters of policy and to the city manager or his/her representatives as to administrative matters in regard to operation of the convention center, Foster Communications Coliseum, Bill Aylor Sr. Memorial River Stage, Farmer's Market, City of San Angelo Indoor Arena, Pecan Creek Park Pavilion, and El Paseo de Santa Angela. The board may enact rules and regulations regarding the operation of the above-named facilities which shall take effect after review by the city council; however, the city council may take action to enact different rules and regulations at any time.

Sec. 2.07.133 Minutes. The board shall keep a record of its proceedings.

Sec. 2.07.134 Absent members. Any member who shall be absent from three (3) meetings, regular or special, in a calendar year, unless excused by the board by procedures established in its bylaws, shall be deemed to have resigned, and the board shall immediately notify the city council that a vacancy exists.

Secs. 2.07.135–2.07.145 Reserved.

Division 10. Fort Concho Museum Board

Sec. 2.07.146 Creation. There is hereby created a Fort Concho Museum board of the city, which board shall be composed of fifteen (15) members. Fourteen (14) members shall be appointed by the city council. The remaining position shall be filled by the Army Commander at Goodfellow Air Force Base or designee.

Sec. 2.07.147 Vacancies. Vacancies on the board, whether by expiration of term or for other reason, shall be filled by the city council upon recommendation by the remaining board members, provided that the city council can reject any nomination and request additional nominations for any reason.

Sec. 2.07.148 Duties. The board shall act as an advisory board to the city in the operation and administration of all the Fort Concho Museum properties of the city. The authority and responsibility of the board expressly includes:

- (a) Establishing goals, objectives and operational policies for the fort which are consistent with city council policies and objectives.

- (b) Approving all budget proposals made to the city manager's office and the city council.
- (c) Establishing guidelines for acquisition, restoration, preservation and maintenance of Fort Concho and museum property so long as those procedures do not conflict with existing objectives and policies of the city council.
- (d) Determining regulations, guidelines, and procedures for staffing, operation and programs for Fort Concho.

Sec. 2.07.149 Qualifications. All members of the board shall meet the following qualifications:

- (1) Shall be twenty-one years of age or older at the time of appointment; and
- (2) Shall have demonstrated experience or interest in heritage education, historic preservation, and community service and/or tourism promotion.

Secs. 2.07.150–2.07.160 Reserved.

Division 11. Public Art Commission

Sec. 2.07.161 Creation; members.

- (a) There is hereby created a city public art commission.
- (b) To the extent available, the city council shall appoint to the commission:
 - (1) At least one (1) member who is a teacher or professor of art.
 - (2) At least one (1) member who is a member of the San Angelo Cultural Affairs Council or the San Angelo Museum of Fine Arts.
 - (3) At least one (1) member who is an artist.
 - (4) At least one (1) member who is a landscape architect, architect, engineer, or other type of design professional.
- (c) There may be one (1) ex-officio nonvoting member who represents the parks and recreation department or parks and recreation advisory board as designated by the city council from time to time.

Sec. 2.07.162 Duties. The commission shall act as an advisory board to the city council and city manager on the selection and placement of art on city owned or controlled property, and this shall be accomplished through:

- (1) Developing a plan for the appropriate location for works of art;
- (2) Developing a plan for the type of art that will be recommended at the different locations;
- (3) Evaluating and making recommendation on art that is proposed for donation to the city; and
- (4) Assisting with related projects which the city council directs it to investigate, study and make recommendations on from time to time.

Sec. 2.07.163 Staff representative. The city manager or his designee shall act as staff representative to the commission.

Sec. 2.07.164 Meetings. Meetings shall be scheduled only as needed.

Secs. 2.07.165–2.07.175 Reserved.

Division 12. Parks and Recreation Advisory Board

Sec. 2.07.176 Creation; members. A parks and recreation advisory board is hereby created and established within the city. Said parks and recreation advisory board shall be composed of eight (8) members, seven (7) of whom shall be appointed by the city council. The eighth member shall be a member of the park commission, nominated by the park commission and approved by the city council. The appointments to the board shall be on the basis of the nominee's educational and professional qualifications and general knowledge of, interest in, and experience relevant to youth or adult sports, senior activities, recreation activities, other organized social activities, parks, nature or conservation.

Sec. 2.07.177 Duties. The parks and recreation board shall act as an advisory board to the city council in matters of oversight, policy and administration relating to city parks, recreation programs and facilities, with the exception of the Santa Fe Parks, for which the parks commission shall continue to act as the advisory commission to the city council. The responsibility of the parks and recreation board within the scope of its general authority shall include to:

- (1) Communicate with and make recommendations to the city manager and parks and recreation director regarding parks, recreation programs and senior services programs.
- (2) Make recommendations to the city manager, parks and recreation director and city council regarding the administration of parks, recreation programs and senior services programs.
- (3) Make recommendations to the city manager, parks and recreation director and city council regarding the creation of a parks and recreation system.
- (4) Make recommendations to the city manager, parks and recreation director and city council regarding maintenance of parks and park improvements.
- (5) Make recommendations to the city manager, parks and recreation director and city council regarding maintenance of recreation and/or senior facilities.
- (6) Make recommendations to the city manager, parks and recreation director and city council regarding the acquisition of physical improvements and equipment for parks, recreation and senior services programs.
- (7) Make recommendations to the city manager, parks and recreation director and city council regarding rules or regulations for parks, recreation and senior services programs.

Sec. 2.07.178 Quorum and voting. Five (5) duly appointed members of the board shall constitute a quorum. The affirmative vote of a majority of the members present at a properly called meeting with a quorum present shall be the act of the board.

Secs. 2.07.179–2.07.190 Reserved.

Division 13. Animal Shelter Advisory Committee

Sec. 2.07.191 Committee created. In accordance with the authority granted under Texas Health and Safety Code chapter 823, there is hereby created the animal shelter advisory committee.

Sec. 2.07.192 Purpose. The committee shall perform the state law advisory committee functions contemplated in section 823.005 of the Health and Safety Code, as amended by rendering advice and assistance to the animal services manager regarding the city's compliance with the requirements of chapter 823 of the Health and Safety Code.

Sec. 2.07.193 Composition.

- (a) The committee shall consist of seven members which shall be designated as positions one through seven.
- (b) The members shall be appointed by the city council. The following membership criteria shall apply:
 - (1) Position one shall be filled by a veterinarian.
 - (2) Position two shall be filled by a municipal or county official.
 - (3) Position three shall be filled by a person whose duties include the daily operation of an "animal shelter" as that term is defined in section 823.001 of the Health and Safety Code.
 - (4) Position four shall be filled by a person who is an officer or employee of an animal welfare organization.
 - (5) Positions five through seven shall be filled by residents of the city.

Sec. 2.07.194 Terms. The members of the committee in positions one through three shall serve an indefinite term until a successor is duly appointed.

Sec. 2.07.195 Removal of members. Members of the animal shelter advisory committee in positions four through seven may be removed for good cause by the city council after hearing.

Sec. 2.07.196 Officers. At the first meeting of each calendar year, the members of the committee shall select a chairperson. The member serving in position two of the committee shall be the ex-officio secretary of the committee.

Sec. 2.07.197 Meetings. The committee shall meet from time to time at the call of the chairperson, provided that the committee shall meet not less than three times per calendar year.

Secs. 2.07.198–2.07.205 Reserved.

Division 14. Civil Service Commission

Sec. 2.07.206 Creation. In accordance with chapter 143 of the Texas Local Government Code, which was adopted by the qualified voters of the city, there is hereby established a civil service system for firemen and policemen; and pursuant thereto, there is hereby established a civil service commission (fire and police), which shall consist of three (3) members.

Sec. 2.07.207 Appointments; vacancies.

(a) Members of the commission shall be appointed by the mayor, and such appointments shall be confirmed by the city council before such appointments shall be effective.

(b) Any vacancies in said commission, caused by death, resignation or otherwise, or by failure of any appointee to qualify within ten (10) days after appointment, shall be filled in the manner hereinabove specified, and such appointment shall be for the unexpired term of the retiring commissioner or the appointee failing to qualify.

Sec. 2.07.208 Qualifications. All such commissioners shall be of good moral character and resident citizens of the city, shall have resided in the city for a period of more than three (3) years, shall be over the age of twenty-five (25) years, and shall not have held any public office within the preceding three (3) years.

Sec. 2.07.209 Terms. The term of office of each member shall be for three (3) years, or until a successor is appointed, confirmed and qualified.

Sec. 2.07.210 Removal of members. Any member of the commission may be removed by 2/3 vote of the governing body for any act contrary to the best interest of the service or failure to act in a manner to promote the best interest of the service, having first given to such member a copy of the charges against him. Such action of the governing body shall be final.

Sec. 2.07.211 Meetings. The members of the civil service commission shall, at a date, hour and place set by the commission, hold meetings as needed or required to properly discharge its duties.

Sec. 2.07.212 Quorum. Two (2) members of said commission shall constitute a quorum to transact business.

Sec. 2.07.213. Duties. The duties of the civil service commission, as a body, are as follows:

- (1) *Commission's operational rules.* To prepare and in open meeting to adopt such rules and regulations for the proper conduct of its business as it shall find necessary and expedient.
- (2) *Limits on rules for hiring.* To refrain from the adoption of any rule or regulation which will permit the appointment or employment of any person without good moral character, any person unfit mentally or physically or any person incompetent to discharge the duties of such appointment or employment.
- (3) *Substantive rules for employees.* To make rules and regulations as authorized by civil service law, including, but not limited to, rules regarding promotion, removal, and leaves of absence, with and without pay. Such rules shall be consistent with city ordinances.
- (4) *Written and published rules.* To reduce to writing and publish any rules it makes in accordance with civil service law.
- (5) *Standards and qualifications for employees.* To formulate minimum standards and qualifications for each classified position in the classified service.
- (6) *Development of classification and compensation plans.* In open meeting to adopt, modify or reject such classification and compensation plans for firemen and policemen, together with rules for their administration, as may be recommended by the director of civil service after a thorough survey of the personnel and departmental organization of the fire department and police department. No such plans or any amendments thereof shall be effective until adopted by

ordinance of the governing body, which body shall have the authority to originate or make such changes to any such plans as it may deem fit.

(7) *Competitive examinations.* To make provisions for open, competitive and free examinations for persons making proper application and meeting the requirements as prescribed in the civil service law, this division and the rules and regulations of the commission.

(8) *Maintenance of eligibility lists.* To maintain an eligibility list for each classified position.

(9) *Temporary appointments.* To authorize temporary appointments to the classified service in the event no eligibility list has been prepared for the position and to limit such temporary appointments to a maximum period of three (3) continuous months.

(10) *Enforcement of civil service law.* To require compliance with the provisions of the civil service law.

(11) *Hearings of disciplinary appeals.* To hear appeals of disciplinary suspensions to determine whether there is just cause for any such suspension.

(12) *Hearings of promotional examination appeals and demotions.* To hear appeals of promotional examinations and to consider demotions recommended by the fire and police chiefs.

(13) *Hearings of various complaints.* To hear and determine complaints respecting the administrative work of the director of civil service, the rejection of an applicant for admission to an examination, and such other matters as may be referred to the commission by the director of civil service.

(14) *Format of decisions.* To render written decisions, signed by each commissioner.

(15) *Conducting investigations.* To conduct investigations either on request of a citizen, a public official or on its own initiative concerning the enforcement and effect of civil service law or rules and to require observance of them. In such investigations, the commission shall have the power to administer oaths, subpoena witnesses and evidence relevant to such investigations, and require depositions.

(16) *Technical services for commission.* To contract or arrange, within its budgetary allowance, for such technical services in connection with personnel selection and administration as may be necessary, including the preparation and conduct of examinations.

Sec. 2.07.214 Powers and duties of director. A director shall be appointed pursuant to Chapter 143 of the Texas Local Government Code, as amended. It shall be the duty of the director of firemen's and policemen's civil service:

(1) To attend the regular and special meetings of the commission, to act as its secretary and to record its official actions.

(2) To prepare and recommend rules and regulations for the administration of this division, which shall become effective after approval by the civil service commission and the governing body of the city as provided in this division; to administer such rules and regulations; and to propose amendments thereto.

- (3) To establish and maintain in card or other suitable form a roster of officers and employees in the classified service of the city. Such roster shall include items specified by the commission in its rules and regulations.
- (4) To recommend, as soon as practicable after this division takes effect, with such outside assistance as may be authorized, a classification plan, which when adopted by the governing body of the city shall become the official classification plan for the city.
- (5) To make a study of the rates of compensation being paid for each class of position in the classified service and prepare a compensation plan for submission to the commission when called upon. No such plan shall be effective until it is approved by the governing body of the city.
- (6) To formulate and hold competitive examinations to determine the relative qualifications of persons who seek employment and as a result thereof establish eligibility lists for the various classes of positions.
- (7) When a vacant position is to be filled, to certify to the appointing authority on written request the name of the three (3) persons highest on the reinstatement list or eligibility list for the class.
- (8) To submit to the governing body recommendations as to uniform standards in respect to attendance and leave regulations, employee training and welfare, duties and salary classification and other personnel matters.
- (9) To establish records of performance and a system of service ratings to be used in determining increases and decreases in salaries, promotions, the order of layoffs and reinstatement.
- (10) To keep such records as may be necessary for the proper administration of this division and rules and regulations.
- (11) To make investigations concerning the administration and effect of this division and the rules made thereunder and report his findings and recommendations to the commission.
- (12) To make an annual report to the commission, and such interim reports as may be requested by the councilmember or the governing body.
- (13) To perform such other work relevant to the civil service system as may be required by the commission.
- (14) If directed by the governing body, to provide a system of checking payrolls, estimates and accounts for payment of salaries to employees so as to enable the commission, upon satisfactory evidence, to certify or cause to be certified that the persons whose names appear thereon have been regularly employed in the performance of the duties indicated at the compensation rates and for the periods for which compensation is claimed or are on authorized leave before payment may be lawfully made to such employees.

Sec. 2.07.215 Civil suits. It shall be the duty of the commission to begin and conduct all civil suits which may be necessary for the proper enforcement of this division and of the rules of the commission

and to defend all civil suits which may be brought against the commission. The commission shall be represented in such suits by the city attorney or other counsel designated by the governing body.

Secs. 2.07.216 through 2.07.225 Reserved.

Division 15. Construction Board of Adjustment and Appeals.

Sec. 2.07.226 Creation. There is hereby created a Construction Board of adjustments and appeals.

Sec. 2.07.227 Definitions.

(a) “Contractor” defined. For the purposes of this Contractor means any person engaged in any occupation regulated by this chapter who has registered with the building official and paid the annual registration fee as set forth in the fee schedule found in appendix A of this code and holds a valid state license for his occupation.

Sec. 2.07.228 Composition. Composition. The construction board of adjustments and appeals created pursuant to section 112.1 of the International Building Code shall include:

- (1) One architect or engineer.
- (2) One commercial building contractor.
- (3) One residential building contractor.
- (4) One electrical contractor.
- (5) One plumber.
- (6) One mechanical contractor.
- (7) One realtor, real estate inspector or real estate appraiser (member at large building industry).
- (8) One homeowner (member at large from the public).
- (9) One commercial business owner.

Sec. 2.07.229 Removal of members. The city council may remove any member of the board for good cause shown after hearing.

Sec. 2.07.230 Duties and powers. The board shall submit to the council such recommendations for the improvement and revision of this code as it may from time to time deem necessary or proper in light of the development of new materials, methods, or techniques which would result in a safer and more economical construction system or construction work. All requests for use of materials or methods not covered in this code shall be fully supported by factual evidence, or prior approval, from a recognized testing agency or other impartial, qualified, non-local authority.

Sec. 2.07.231 Appeals

(a) The owner of a building, structure or service system, or the owner’s duly authorized agent, may appeal a decision of the building official or code official to the board under the conditions and pursuant to the procedures set forth in section 112 of the International Building Code, section 112 of the International

Residential Code, section 109 of the International Mechanical Code and section 108 of the International Fire Code.

(b) Building official is defined as that official designated in the International Building Code. Code official is defined as that official designated in each of the codes adopted in article 4.04 and article 6.03 of this code.

(c) Any appeals pending before or eligible to be heard by the former board of appeals at the time of adoption of this amendment, and any appeals that become eligible to be heard by the board before all of its members are appointed, shall be heard by the board upon appointment of all of the members.

Sec. 2.07.232 Schedule of permit fees

On all buildings, structures or alterations requiring a permit, a fee for each permit shall be paid as required at the time of filing application, in accordance with the schedule found in appendix A of this code, which is incorporated herein by reference for all purposes.

Sec. 2.07.233 Delinquent permit fees. From and after the effective date of this section, no permit shall be issued by the city for a curb cut, plumbing work, building permit or other work for which a permit is required and issued by the city unless and until any fees for previous permits or inspections are fully paid.

Secs. 2.07.234 through 2.07.250 Reserved.



Animal Shelter Advisory Committee

January 17, 2019



Committee Bylaws

- September 2018 council adopted revised ordinance regarding committees
- Goal to bring uniformity across committees
- Standardized two year terms with three term limit
- All committees must adopt new bylaws within six months



Committee Bylaws

- Attached bylaws have no substantive changes
- Revised in the new standard format
- Added some standard language in red



Committee Bylaws

- Meeting dates
- Third Thursday unless no business to discuss



Committee Bylaws

- Attendance
- Failure to attend 2/3 of meetings in a one year period shall be deemed to have automatically resigned
- Unless excused (24 hours notice)



Committee Bylaws

- Volunteer/Visitation
- Monthly required visits to the animal shelter





Animal Shelter Advisory Committee

January 17, 2019



CITY OF SAN ANGELO
BYLAWS OF
ANIMAL SHELTER ADVISORY COMMITTEE

ARTICLE I. PURPOSE

The purpose for which the Committee is organized is to advise members of the City Council and animal shelter staff on matters related to the health and safety of animals housed at the city's animal shelter as outlined in Texas Health and Safety Code, Chapter 823.

ARTICLE II. COMMITTEE MEMBERS

A. Responsibility of Committee Members

In addition to the purpose set out above, tThe vision of this committee is to assist the City of San Angelo in becoming a pet friendly community by promoting animal welfare, advocacy and providing community education in the hopes of establishing and maintaining a “no kill” community.

Committee members shall be required to visit and volunteer at the animal shelter on a monthly basis in an effort to remain educated and informed on shelter issues.

B. Committee Eligibility

Persons eligible for appointment to the Committee shall either serve in a specialized role as defined by position one through four or live within the city of San Angelo.

~~C. Number of Committee Members~~

~~The Committee shall be composed of seven (7) members which shall be designated according to City Code of Ordinance Article 2.01 “Boards and Commissions”, Division 13 “Animal Shelter Advisory Committee” and will mandatorily include a veterinarian, a city or county official, a person whose duties include the daily operation of a shelter, and a person who is an officer or employee of an animal welfare organization.~~

~~D. Attendance~~

Any member who fails to attend at least 2/3 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 Bylaws.

E. Term of Office

Terms of office for Committee Member begin in January. Each member of the City of San Angelo City Council shall appoint one Committee Member to the Committee. All appointments shall be approved by the City Council of San Angelo, Texas. Committee Members shall hold their office for a term of two (2) years with a limit of three terms. Should a successor fail to be appointed for positions one through four, those Committee Members continue to serve until a replacement is appointed.

F. Vacancies and Removal of Directors

The committee may request that a member be removed for cause. — Removal for cause may include three or more unexcused absences during a single term or failure to meet the shelter visitation/volunteer requirements. For an absence to be excused, members are encouraged to contact the Chairperson or City Liaison within 24 hours prior to the posted meeting if they are unable to attend.

Upon the death, resignation, removal, or vacancy of office of any of the Committee Members, the respective council person or mayor shall nominate and appoint a successor Committee Member, who shall hold office for the unexpired term of the Committee Member he or she is appointed to succeed. If the best interests of the Committee requires the removal of any Committee Member, removal of such Committee Member shall be effected by majority vote of the City Council of the City of San Angelo, Texas. Failure to meet the attendance requirements may lead to removal if it is in the best interest of Animal Shelter Advisory Committee and the City of San Angelo.

I. Regular Meetings, Notice and Quorum

Committee meetings shall be held the third Thursday of each month unless there is no business to discuss. Items may be placed on the agenda at the request of City Council, the Committee Chairperson and by the request and agreement of any two (2) current members. Agendas will be prepared by the City Liaison and reviewed by the chairperson prior to posting. Meetings shall be conducted by the Chairperson ~~and, if absent, by the Vice Chairperson~~. Meetings shall be held in accordance with **Robert's Rules of Order** and follow the Texas Open Meetings Act. ~~A quorum shall consist of a simple majority of the Committee.~~

Comment [JT1]: These are very complicated rules. I would not recommend their adoption as most of the action taken in your meeting does not comply with this process.

J. Special Meetings

Special meetings may be called by the chairperson and must be held within ten (10) days of the date called.

ARTICLE III. OFFICERS

A. Chairperson

~~The members of the Committee shall elect annually, from its numbers, a Chairperson and Vice Chairperson.~~

B. City Liaison

~~The Neighborhood & Family Services Department Director or designee shall act as the liaison between the committee and city staff and shall provide public notices, agendas, and minutes for public informational purposes. The liaison will be responsible for facilitating Committee meetings to include providing a venue for meetings and coordinating with the city's Public Information Officer to ensure meetings are recorded for future viewing by citizens.~~

ARTICLE ~~IV~~III. SUBCOMMITTEES

The chairperson shall appoint subcommittees as deemed necessary by the Committee. Each subcommittee shall exercise such power and carry out such functions as delegated by the Committee. Each subcommittee shall have the power to act only during the intervals between meetings of the Committee, and shall serve the Committee in an advisory capacity only.

Subcommittees shall be subject to the control of the Committee. Each subcommittee shall be comprised of a chairperson, who must be a member of the Committee, and one or more additional parties who may be, but are not required to be, Committee members. Any person who is not a Committee member and becomes a member of any subcommittee shall have the same responsibilities with respect to such subcommittee as a member of the Committee.

ARTICLE IV. AMENDMENTS TO BYLAWS

These Bylaws shall be adopted by the Committee and approved by the City of San Angelo City Council. The power to alter, amend, or repeal the Bylaws or to adopt new Bylaws is vested in the Committee Members, with ratification by the City of San Angelo City Council. Any alteration, amendment or repeal requires at least five (5) members of the Committee to vote in favor of such alteration, amendment or repeal in a meeting called for that purpose. Furthermore, any alteration, amendment or repeal shall not become effective nor have any force or effect whatsoever unless and until same has been approved by a written resolution passed by the City Council of San Angelo, Texas.

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of Animal Shelter Advisory Committee and that such Bylaws were duly adopted by the Committee on _____ and the San Angelo City Council on _____.

ATTEST:

_____, City Liaison



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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Discussion regarding committee membership terms

Summary/History:

State law requires the following members: one veterinarian, a city or county official, a person whose duties include the daily operation of a shelter and a representative from an animal welfare group. City ordinance requires three additional general appointments to the committee.

We are currently out of compliance as the committee membership does not include a shelter representative. I believe council will consider correcting this in the upcoming committee appointments.

Seats four through seven are up for reappointment this month and each have agreed to serve another term.

Financial Impact:

N/A

Other Information/Recommendation:

No action needed at this time.

Attachments:

- | | | |
|----|-----------|---------------|
| 1. | HS 10.823 | HS 10.823.pdf |
| 2. | 4g Terms | 4g Terms.pptx |

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval

HEALTH AND SAFETY CODE
TITLE 10. HEALTH AND SAFETY OF ANIMALS
CHAPTER 823. ANIMAL SHELTERS

Sec. 823.001. DEFINITIONS. In this chapter:

(1) "Animal shelter" means a facility that keeps or legally impounds stray, homeless, abandoned, or unwanted animals.

(2) Repealed by Acts 2015, 84th Leg., R.S., Ch. 1, Sec. 3.1639(120), eff. April 2, 2015.

(3) Repealed by Acts 2015, 84th Leg., R.S., Ch. 1, Sec. 3.1639(120), eff. April 2, 2015.

(4) "Department" means the Department of State Health Services.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1603, eff. April 2, 2015.

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1639(120), eff. April 2, 2015.

Sec. 823.002. EXEMPTION FOR CERTAIN COUNTIES, CLINICS, AND FACILITIES. This chapter does not apply to:

(1) a county having a population of less than 75,000;

(2) a veterinary medicine clinic; or

(3) a livestock commission facility.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, Sec. 280, eff. Sept. 1, 1991.

Sec. 823.003. STANDARDS FOR ANIMAL SHELTERS; CRIMINAL PENALTY. (a) Each animal shelter operated in this state shall comply with the standards for:

(1) housing and sanitation as provided in Chapter 826 for quarantine and impoundment facilities; and

(2) animal control officer training adopted under Chapter 829.

(b) An animal shelter shall separate animals in its custody at all times by species, by sex (if known), and if the animals are

not related to one another, by size.

(c) An animal shelter may not confine healthy animals with sick, injured, or diseased animals.

(d) Each person who operates an animal shelter shall employ a veterinarian at least once a year to inspect the shelter to determine whether it complies with the requirements of this chapter and Chapter 829. The veterinarian shall file copies of the veterinarian's report with the person operating the shelter and with the department on forms prescribed by the department.

(e) The executive commissioner of the Health and Human Services Commission may require each person operating an animal shelter to keep records of the date and disposition of animals in its custody, to maintain the records on the business premises of the animal shelter, and to make the records available for inspection at reasonable times.

(f) A person commits an offense if the person substantially violates this section. An offense under this subsection is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1331 (S.B. 1562), Sec. 2, eff. September 1, 2007.

Acts 2015, 84th Leg., R.S., Ch. 1 (S.B. 219), Sec. 3.1604, eff. April 2, 2015.

Sec. 823.005. ADVISORY COMMITTEE. (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.

(b) The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization.

(c) The advisory committee shall meet at least three times a year.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 823.007. INJUNCTION. A court of competent jurisdiction may, on the petition of any person, prohibit by injunction the substantial violation of this chapter.
Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 823.008. ENFORCEMENT BY COUNTY. (a) A county may enforce this chapter.

(b) This section does not authorize a county to establish standards for operating an animal shelter.

(c) A county may not enforce this chapter at an animal shelter operated by a municipality.

Added by Acts 2009, 81st Leg., R.S., Ch. 924 (H.B. 3004), Sec. 1, eff. June 19, 2009.

Sec. 823.009. CIVIL PENALTY. (a) A person may not cause, suffer, allow, or permit a violation of this chapter or a rule adopted under this chapter.

(b) A person who violates this chapter or a rule adopted under this chapter shall be assessed a civil penalty. A civil penalty under this chapter may not be less than \$100 or more than \$500 for each violation and for each day of a continuing violation. This subsection does not apply at an animal shelter operated by a municipality.

(c) If it appears that a person has violated, is violating, or is threatening to violate this chapter or a rule adopted under this chapter, the county or municipality in which the violation occurs may institute a civil suit in district court for:

(1) injunctive relief to restrain the person from continuing the violation or threat of violation;

(2) the assessment and recovery of the civil penalty;
or

(3) both injunctive relief and the civil penalty.

(d) A bond is not required in an action brought under this section.

Added by Acts 2009, 81st Leg., R.S., Ch. 924 (H.B. 3004), Sec. 1, eff. June 19, 2009.



Animal Shelter Advisory Committee

January 17, 2019



Member Terms

Seat	Name	Term End
1	Timothy Davenport-Herbst	1/31/20
2	Jenie Wilson	1/31/20
3	Sandra Villarreal	1/31/20
4	Ryan Smith	1/31/19
5	Carah Dunagan	1/31/19
6	Tom Maurer	1/31/19
7	Dr. Victor Schulze	1/31/19



Member Terms

- State requires
 - One veterinarian – Dr. Victor Schulze
 - One city official – Sandra Villarreal
 - One shelter representative – unsatisfied
 - One welfare representative – Jenie Wilson
- City ordinance requires three additional general appointments





Animal Shelter Advisory Committee

January 17, 2019





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

Meeting Date: January 17, 2019

Item type: Regular Item

Caption:

Consider meeting dates for 2019

Summary/History:

The Texas state health code 823.005(c) requires the animal shelter advisory committee to meet at least three times each year. The current local bylaws state that the committee shall meet monthly unless there is no business to discuss.

Over the last year, we've had a number of meetings canceled due to a lack of agenda items. To better plan for 2019, we recommend meeting quarterly on the dates listed below.

- January 17, 2019
- April 18, 2019
- July 18, 2019
- October 17, 2019

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval.

Attachments:

Presentation:

None

Approvals/Reviews:

Morgan Chegwiddden

Created/Initiated