



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	07-05-17	AGENDA REQUEST NO:	IV-A
INITIATED BY:	KATHRYN KETCHUM, ANIMAL SERVICES MANAGER	RESPONSIBLE DEPARTMENT:	ENVIRONMENTAL & NEIGHBORHOOD SERVICES
PRESENTED BY:	KATHRYN KETCHUM, ANIMAL SERVICES MANAGER	DIRECTOR:	DAWN STEPH, DMS DIRECTOR OF ENVIRONMENTAL & NEIGHBORHOOD SERVICES
		ADDITIONAL APPROVAL:	N/A
SUBJECT / PROCEEDING:	ANIMAL ADVISORY BOARD EXPANSION		
EXHIBITS:	ORDINANCE NO. 2101		
CLEARANCES		APPROVAL	
LEGAL:	SHEA SMITH, DSS ASSISTANT CITY ATTORNEY	ASSISTANT CITY MANAGER:	CHRIS STEUBING, PE, CFM CLS
PURCHASING:	N/A	ASSISTANT CITY MANAGER:	N/A
BUDGET:	N/A	CITY MANAGER:	ALLEN BOGARD QB
BUDGET			
EXPENDITURE REQUIRED: \$		N/A	
CURRENT BUDGET: \$		N/A	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Approve Ordinance No. 2101 to expand the Animal Advisory Board membership and duties and pass to Second Reading.			

EXECUTIVE SUMMARY

The Animal Advisory Board is created by state law with appointments being made pursuant to membership requirements and qualifications as provided by state law. The membership includes:

- A licensed Veterinarian
- A representative from an animal welfare organization
- A citizen of the city that actively volunteers with the animal services division
- A person whose duties include daily operation of an animal shelter
- A municipal official

The purpose of the board is to review and recommend procedures for the care and maintenance of animal shelter facilities and impounded animals to ensure compliance with state law; and to periodically review the City animal control ordinances and make recommendations for revisions. State law requires that the board meet at least three (3) times a year.

In 2015, the Facility Master Plan identified that the existing Animal Shelter building has already exceeded its design capacity and does not have sufficient size to accommodate the expected growth at 100,000 population and beyond. An animal expansion study was conducted to identify the expansion options and construction phasing plan. Interim improvements have also been identified to meet the immediate needs and to bridge the gap till a new facility can be built. The preliminary results from the study were presented to the City Council at the workshop on June 28, 2016.

In April 2017, Animal Arts was selected to assist the City with confirming the size, scope, scale, approximate budget, and site layout for the new animal shelter. The process will focus on needs versus wants and provide cost options to aid the City in identifying budget needs and funding options.

On June 27, 2017, staff proposed expanding the Animal Advisory Board membership and duties to assist with the Animal Shelter expansion project. The expanded duties include:

- Review policies, programs and practices of the current animal shelter
- Review animal capacity calculations and animal population trends
- Review and recommend policies, programs and practices for implementation in the new animal shelter
- Determine the shelter program needs versus wants and identify budget needs of each
- Recommend funding options for the programming of space
- Recommend a capital campaign

The Animal Advisory Board membership will be expanded to eleven members and appoint a Vice Chair. Members will be selected through an application process and applicants must be a resident of the City of Sugar Land, Greatwood or New Territory. The additional membership must meet one or more of the following criteria:

- Volunteer at the City of Sugar Land Animal Shelter
- Adopted an animal from a shelter or rescue group
- Demonstrated interest in the welfare of animals
- History of involvement in local community organizations
- Career in an animal related industry (veterinary, boarding, grooming, pet sitting, etc.)
- Career in the medical, epidemiology or zoonotic field
- Career or experience in wildlife management
- Work or volunteer for a shelter or rescue group

The Animal Advisory Board members are reappointed annually. The expanded board will meet twice a month for the first three months to discuss the planning and design of the new animal shelter and then once a month for twelve to eighteen months to discuss and develop a capital campaign and complete other duties. The expanded board will remain in place for two years, but can be extended if needed. After the two-year period, the Animal Advisory Board Ordinance may be revised to revert back to the five-member board.

The Environmental & Neighborhood Services department recommends that City Council approve first reading of Ordinance No. 2101 to expand the Animal Advisory board membership and duties and pass to Second Reading.

EXHIBITS

ORDINANCE NO. 2101

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2, ARTICLE III, DIVISION 3, SECTION 2-61, SUBSECTIONS (B) AND (C) OF THE CODE OF ORDINANCES TO INCREASE THE MEMBERSHIP OF THE ANIMAL ADVISORY BOARD, ADD MEMBERSHIP REQUIREMENTS, AND EXPAND BOARD DUTIES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS:

Section 1. That Chapter 2, Article III, Division 3, Section 2-61, Animal advisory board, of the Code of Ordinances is revised by amending subsections (b) and (c) to read as follows:

(b) *Membership and qualifications.* The city council appoints eleven members to the board.

(1) The membership must include:

- a. A licensed veterinarian;
- b. A municipal official;
- c. A person whose duties include the daily operation of an animal shelter;
- d. A representative from an animal rescue group, as that term is defined under chapter 3, article II of this Code; and
- e. A citizen of the city that actively volunteers with the animal services division.

(2) Each of the remaining members must be a resident of the City of Sugar Land, or the areas of Greatwood or New Territory, as defined in Ordinance No. 2075, and must also meet one or more of the following criteria:

- a. Be, or have been, a volunteer at the City of Sugar Land Animal Shelter;
- b. Have adopted an animal from a shelter or rescue group;
- c. Have a demonstrated interest in the welfare of animals;

- d. Have a history of involvement in local community organizations;
- e. Have, or have had, a career in an animal related industry (veterinary, boarding, grooming, pet sitting, etc.);
- f. Have, or have had, a career in the medical, epidemiology or zoonotic field;
- g. Have, or have had, a career or experience in wildlife management; or
- h. Work or volunteer, or have worked or volunteered, for a shelter or rescue group.

(c) *Duties.* The board will:

- (1) Review and recommend procedures for the care and maintenance of animal shelter facilities and impounded animals to insure compliance with state law;
- (2) Periodically review the city's animal control ordinances and make recommendations for revisions thereof;
- (3) Review the city's animal control policies, programs, and practices of the current animal shelter;
- (4) Review animal capacity calculations and animal population trends;
- (5) Review and recommend policies, programs and practices for implementation in a new animal shelter;
- (6) Determine the city's animal shelter program needs versus wants and identify budget needs of each;
- (7) Recommend funding options for the programming of space; and
- (8) Recommend a capital campaign.

Section 2. That the provisions of this ordinance are severable and the invalidity of any part of this ordinance will not affect the validity of the remainder of the ordinance.

APPROVED on first consideration on _____, 2017.

ADOPTED on second consideration on _____, 2017.

Joe R. Zimmerman, Mayor

ATTEST:

Glenda Gundermann, City Secretary

APPROVED AS TO FORM:

DAnn Shea Smith