City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Tuesday, November 11, 2014
City Hall Conference Room
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

I. Call to order.

Dr. McKelroy called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:29 pm on Tuesday November 11, 2014. The following members were present: Dr. McKelroy, Kelli Keath. City Staff present were: Lt. Marvin Gibbs, Amanda Traister, Maria Martinez, and Jackie Lozada. Members absent: Tim Pace and Jeri Fontenot.

Dawna Carabajal joined meeting as a member at 7:34pm

II. Administer the Oath of Office and Statement of Elected/Appointed Officer to the newly appointed member.

Oath was administered to Kelli Keath and Dawna Carabajal by Jackie Lozada.

III. Elect Chairman and Vice Chair for 2014-2015.

Maria Martinez made a motion table this item until the next meeting. Seconded by Dr. McKelroy.

IV. Consider approving the minutes from the September 9, 2014 meeting.

The Minutes from the September 9, 2014 meeting were passed out and board members were given time to review them. The Vice Chairman, Dawna Carabajal, opened the floor for comments or questions. Dawna Carabajal made a motion approved the minutes. Seconded by Maria Martinez. Motion passed.

V. New Member Orientation PowerPoint Presentation.

Lt. Gibbs presented information that included background on the Animal Services Advisory Board, the Texas Health & Safety Code, and information on the role of Animal Shelter Advisory board members (attached).

VI. Update from Staff on Shelter Stats.

Maria Martinez presented the shelter stats to the board Both FY 2014 and the first month of FY 2015. Maria reported that FY 2014 ended with Placement Rate of 93.7% and Live Release Rate of 98.0%. FY 2015 – Placement Rate is 93.2% and Live Release Rate is 100% (attached).

VII. Discuss and finalize shelter fee schedule.

Dawna Carabajal presented Allen, Plano and Garland's fees and found that they were comparable to Rowlett's fees. Current Rowlett Animal Shelter fees are attached.

VIII. Discuss New Business.

Kelli Keath suggested that the Board look into touring other shelters.

IX. Public Announcement.

Adoptathon is this Saturday, November 15, 2014 with shot clinic from 1:00 pm to 3:00 pm
Animals are currently being taken to Council Meetings
Main Street Fest and Holiday parade Saturday, December 6, 2014 from 3:00 pm to 7:00 pm

X. Topics for future meetings.

Tours of Shelters
Elect Chair and Vice Chair FY 2014-2015
Discussion about booster shots
Update from staff on shelter stats
Adoptathon update
Assistant City Manager Jim Proce presentation
Discuss Neighbors Go App
How Facebook is benefitting shelter
Next meeting will on January 13, 2015

XI. Adjournment.

The Chairman called for a Motion to adjourn. The Motion was made by Dr. McKelroy and seconded by Maria Martinez. The motion passed. The meeting was adjourned at 8:31 pm.

Dawna Carabajal, Vice Chair

Jackie Lozada, Assigned City Staff

7/13/2015

Date Approved

Animal Shelter Advisory Board Orientation

Texas Health & Safety Code*

§ 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, § 1, eff. Sept. 1, 1989.

Last modified: August 11, 2007

City of Rowlett ASAB

The Animal Shelter Advisory Board (ASAB) is appointed to advise and assist the City in complying with state statutes regarding operation and maintenance of its animal shelter. The board consists of seven (7) members *(who must by state statute include at least one licensed veterinarian, one City staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency*)* appointed to two-year staggered terms and two (2) alternates appointed annually. The City's staff liaison (*Lt. Marvin Gibbs*) is designated by the City Manager. The board is strictly advisory in nature to the City Council.

Board Members

Staff Liaison	One Staff Member	Daily Operation of animal shelter	Licensed Veterinarian
Lt. Marvin Gibbs mgibbs@rowlett.com 972-412-6246	Amanda Traister atraister@rowlett.com 972-412-6219	Maria Martinez mmartinez@rowlett.com 972-412-6123	Dr. Lori McKelroy

Animal Welfare Agency Representative	Member 5	Member 6	Member 7
Jeri Fontenot	Tim Pace, Chair	Dawna Carabajal. Vice Chair	Kelli Keath

Alternate 1	Alternate 2
Vacant	Vacant

Community Services Specialist
Jackie Lozada 972-412-6283

The Role of Appointed Board Members

Your Role on the City of Rowlett Animal Shelter Advisory Board:

Attend scheduled meetings. The animal shelter advisory board shall meet at least six times each year *(75%+ attendance is required).*

Responsibilities. The animal shelter advisory board authority shall be limited to the following tasks and responsibilities: meet to discuss ideas that will help ensure the animal shelter is in compliance with the state department of health rules pertaining to animal shelters and to make recommendations for the betterment of the community concerning operations, policies, procedures, new programs, and the improvement of existing programs.

Additionally, the members serve as a "sounding board" to discuss new state laws, proposed new ordinances and changes to existing ordinances and how new ordinances or changes will affect owners of animals within the City of Rowlett.

What can I do as a Board Member

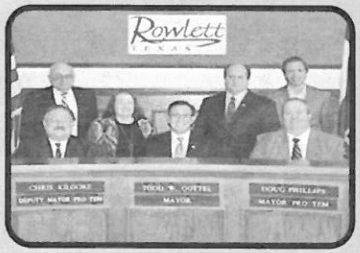
- Can I request an item be placed on the agenda for discussion by the Animal Shelter Advisory Board? Yes.
  - At the end of each Board meeting, members may request an item or items be placed on the agenda for a future meeting.
  - Typically, two weeks prior to each meeting, Board members receive an e-mail from the Staff Liaison requesting ideas for discussion that they want placed on the agenda.

- You may not:
  - Interfere with daily operations at the shelter.

Roll of Members vs City Staff

City Staff

- Serve as a liaison between the Board and the City.
- First contact for any Board issues/questions.



City Council

- Governing body of City responsible for creating policies.
- Appoint members to serve on Boards.

Board Member

- Advise and assist Animal Shelter in complying with state statues and City Ordinances.

Animal Shelter Advisory Board

Meetings

- Generally at 7:15 pm
- Six times per year
- City Hall Municipal Building
  City Hall Conference Room
  4000 Main St.
  Rowlett, TX 75088
  View Map

Agendas

Agendas are available prior to the meetings.
Most Recent Agenda | View All

Minutes

Minutes are also available following approval.
Most Recent Minutes | View All

Many archived documents are now available via this website. Agendas and minutes prior to 2008 are located in Laserfiche, a document imaging program used by the City for archived records. Instructions are also provided.

Members

The Animal Shelter Advisory Board is comprised of seven regular members (that must, by State statute, include at least one licensed veterinarian, one City staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency) appointed by the City Council who serve staggered two-year terms and two alternate members appointed by the City Council annually.

Member	Position	Term Expires
Amanda Traister	Staff Member	Continuous
Maria Martinez	Daily Operation Member	Continuous
Dr. Lori McKelroy	Licensed Veterinarian	September 30, 2015
Jeri Fontenot	Animal Welfare Representative	September 30, 2016
Dawna Carabajal	Regular Member, Vice-Chair	September 30, 2016
Vacant	Regular Member	September 30, 2015
Tim Pace	Regular Member, Chair	September 30, 2015
Kelli Keath	Alternate Member	September 30, 2015
Vacant	Alternate Member	September 30, 2015

Board Responsibilities

Duties and responsibilities of the Animal Shelter Advisory Board include advising and assisting the City in complying with State statutes regarding operation and maintenance of its animal shelter.

Time Commitment

The Animal Shelter Advisory Board has at least six meetings per year. In addition to these meetings, the members are encouraged to volunteer at the Rowlett Animal Shelter and participate during the Adopt-A-Thon.

Contact

Lt. Marvin Gibbs
Staff Liaison / Community Services Division Commander
Email

Rowlett Police and Municipal Courts Building
4401 Rowlett Rd.
Rowlett, TX 75088
View Map

972-412-6246
972-463-3970 Fax

Animal Shelter Advisory Board page – accessible through Rowlett.com City Secretary's Office Boards and Commissions

Why Are You Here?

Why did you want to serve?

City of Rowlett

Animal Services

Yearly Report

10/01/2013 - 09/30/2014

	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	302	197	198	226	169	189	228	252	243	249	241	261	2755
Live Pickups	98	82	75	116	82	82	107	110	121	104	92	75	1144
Animals Euthanized	4	4	1	6	4	6	0	0	1	1	0	1	28
Animals Redeemed	33	26	28	25	30	26	35	25	18	18	25	17	306
Humane Adoptions	43	89	42	71	47	53	60	58	88	82	87	46	766

Placement Rate	93.70%
Live Release Rate	98%

City of Rowlett

Animal Services

Yearly Report

10/01/2014 - 09/30/2015

	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	238												238
Live Pickups	74												74
Animals Euthanized	0												0
Animals Redeemed	23												23
Humane Adoptions	46												46

Placement Rate 93.20%

Rowlett
TEXAS
Animal Shelter

Redemption Fees

First Offense	$30.00
Second Offense	$60.00
Third Offense	$90.00
Daily Shelter Fee	$10.00
Quarantine Fee	$150.00

Animal Registration Fees

Unsterilized	$10.00
Sterilized	$5.00
Late Registration	$25.00
Seniors 60 and over	FREE
Potbellied Pigs & Ferrets	$5.00
Replacement Tags	$3.00
Special Permits	$20.00 } $50.00

Humane Traps Deposits (Refundable)

Small Trap	$25.00
Large Trap	$75.00

Rowlett
TEXAS

Animal Shelter

Adoption Packages

Sterilization Adoption Package..... $75.00

Seniors 60 and Older Discount Sterilization Adoption Package.....$55.00

(**Animals That Require Sterilization**)

Package includes: Sterilization, Rabies Vaccination, Heartworm check for dogs, Leukemia/AIDS check for cats, DHPP combination vaccine for dogs or FERCP vaccine for cats, deworming, collar, leash for dogs or a box type carrier for cats. Adopters of animals that have been determined to be too young for the sterilization procedure or rabies vaccination will be given a date to return and must have the animal vaccinated for rabies and sterilized by a veterinarian designated by the Rowlett Animal Shelter when the animal reaches four months of age or provide proof that it was completed elsewhere.

Sterilized Adoption Package..... $25.00

Seniors 60 and Older Discount Sterilized Adoption Package.....$5.00

(**Animals Previously Rendered Sterile**)

Package includes: Sterilization, Rabies Vaccination, Heartworm check for dogs, Leukemia/AIDS check for cats, DHPP combination vaccine for dogs or FERCP vaccine for cats, deworming, collar, leash for dogs or a box type carrier for cats.