

City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Tuesday, May 9, 2017
City Hall Conference Room
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

- I. Call to order.
Dawna Carabajal called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:30 pm on Tuesday, May 9, 2017. The following members were present: Dawna Carabajal, Katherine Rinz, Deana Seigler and Stacy Gregoire. City Staff present were: David Erickson, Maria Martinez, and Chuck Dumas. Absent members: Dr. Lori McKelroy, Monica Kizziar and Trey Scott.
- II. Community Investment Board Presentation
Presentation was made to the board by Assistant City Manager, Jim Proce, Director of Public Works, Shawn Poe and Robin Raju, Community Investment Board member. Presentation is attached (Attachment 1).
- III. Consider approving minutes from March 14, 2017 meeting.
The Minutes from March 14, 2017 meeting were passed out and board members were given time to review them. The Chairperson, Dawna Carabajal, opened the floor for comments or questions. Katherine Rinz made a motion to approve minutes. Seconded by David Erickson. Motion passed.
- IV. New Member Orientation Presentation
Maria Martinez 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 (Attachment 2).
- V. Update from Staff on Shelter Stats.
Maria Martinez presented the shelter stats to the board (Attachment 3). Placement Rate is 98% for FY 2017 so far. Live Release Rate remains at 99%.
- VI. Update and discussion from Friends of Rowlett Animals (FRAs) from offsite adoption events.
Dawna Carabajal reported that FRAS had several events. At the Kid Fish event they had one adoption. Bankhead Brewery evented netted 2 adoptions. They also pulled 8 feral cats for the barn cat program.
- VII. Update on amending chapter 6 "Registration" to follow rabies vaccinations 1 or 3 year.
Maria informed the board that this item is set for Work Session for July 11. On Council Agenda for July 18 which is also the date of the Joint meeting with Council.

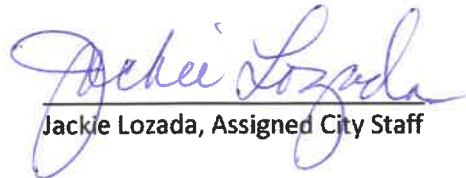
- VIII. Discuss Amending Chapter 6 "Dangerous Dogs".
Maria brought this up because during an investigation, she became aware of Legislation that passed on state level in 2015 that now conflicts with our ordinance. Some sections of the ordinance will need to be changed. Number of days to appeal was changed from 10 to 15 and you can also appeal Municipal Court decision to a County Court. Established Guidelines for the cost of holding an animal during appeal process. Also established a list of how an appeal must be filed.
- IX. Discussion July 18, 2017 Joint Board and City Council Meeting.
Maria gave the board the option to have a meeting in June to discuss the Joint meeting in July. June 27 was the date selected for the special meeting.
- X. Public Announcement
Saturday, May 27 from 10a to 1p – Memorial Day Celebration – RCC Touch a Truck
July 4 – Pecan Grove Park
Adoptathon – May 20
Hollywood Feed at Firewheel – FRAS this weekend (Saturday 12-3)
June 3 Paddle Park for Canines and Kayaks
- XI. Future Agenda Topics
Update from staff on shelter stats
FRAS updates
Update on Registration Ordinance to follow Rabies vaccination every 3 years
Ordinance changes
- XII. Adjournment
The Chair called for a Motion to adjourn. The Motion was made by David Erickson and seconded by Katherine Rinz. The motion passed. The meeting was adjourned at 8:30 pm.



~~Frey Scott~~, Chairperson
Dawna Carabaja

9/12/17

Date Approved



Jackie Lozada, Assigned City Staff



What Is CIAB?

- The Community Investment Advisory Board is comprised of seven regular members appointed by the City Council who serve staggered two-year terms and five alternate members appointed by the City Council annually.
- [Community Investment Advisory Board Web Page](#)
- Meeting times: 6:00 pm
- First Monday of every month
- City Hall Municipal Building
4000 Main Street
Rowlett, TX 75088
- Open to public

CIAB Board Members

Name	Position	Term Expires
Erik Ernst	Regular Member	September 30, 2018
Jeff Sheldon	Regular Member, Vice Chair	September 30, 2018
Loki Kottkamp	Regular Member	September 30, 2017
Alex Cass	Regular Member, Chair	September 30, 2017
Robin Raju	Regular Member	September 30, 2017
Kim Lott	Regular Member	September 30, 2017
Dan Walker	Regular Member	September 30, 2018
Maia Hollins	Alternate Member	September 30, 2017
Oscar Aranda	Alternate Member	September 30, 2017
Steven Pruitt	Alternate Member	September 30, 2017
Chad Grant	Alternate Member	September 30, 2017
Sammy Walker	Alternate Member	September 30, 2017
Martha Brown	City Council Liaison	Per Council

Duties and responsibilities of the CIAB include:

- Providing recommendations to City Council on capital project priorities and project selection.
- Providing guidance on strategic recommendations to the City Council with regard to capital projects.
- Providing recommendations to City Council on guiding values for planning of capital projects.
- Provides recommendations to City Council on the setting of projects slated for upcoming bond elections.
- Represents the City at public meetings and public outreach campaigns on the subject of capital projects.

What are Capital Improvements?

- Result in a long term fixed asset
- Revalued at \$25,000 or greater
- Have a useful life that equals or exceeds the term of the bonds to be issued
- Examples of capital improvement projects:
 - Parks
 - Alerts
 - Culture
 - Detention and structures
 - Parks
 - Facilities
 - Technology
 - High and Heavy Truck
 - Other Municipal Facilities and the related planning, implementation, and engineering support

Current Initiatives include:

- Review and approval of prioritization process
- Review of 2015 bond project status
- Review and prioritization of projects for next bond election
- Recommendation for next bond election to include:
 - Timing
 - Projects priorities
 - Funding strategies
 - Public outreach/information sharing with community
 - Recommendations to City Council



Why are we here today?

- To ask for your input
- To gather ideas
- To seek what is important to our community
- To show how you, your friends, family, and neighbors can contribute to these efforts
- To answer any questions you might have

What is our current priority task?

- To identify as much as \$10 million in projects and the resulting propositions that we can prioritize from the many wants and needs in the community
- In 2015, bonds were overwhelmingly approved by the voters that provided for almost \$20 Million without a tax increase. This was possible due to the retirement of old debt.
- The 2015 CIPTE was tasked with prioritizing over \$250 Million in projects to develop the project list that went to the voters.
- In 2018 as much as \$10 million could be made available for a series of voter propositions.



How can you help?

Go to www.rawlett.com



CLICK ON 2018 CIP Project List

Fill in the Form & Submit

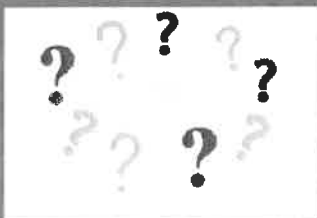
- Project Description
 - How can we help?
- Project Classification
 - Type of project
- Existing Conditions
 - What is in the way?
- Location
 - Existing proposal
- Purpose
 - Why is this important to you?
- Additional Comments
 - So we can fully understand
- Your Contact Information
 - So we can contact you for clarification if needed



Next Steps...

- We will be developing a slate of projects and propositions for those projects for May 2018 (if approved by City Council)
- Once we are further along we will be having public meetings at various locations,
 - HOAs
 - City Hall
 - Rowlett Community Centre
 - Joint meetings with CIAB and City Council
- If you have any questions please feel free to contact us or visit www.rowlett.com

Questions?





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 (*Mr. Marvin Gibbs*) is designated by the City Manager. The board is strictly advisory in nature to the City Council.



Board Members

Staff Liaison	Early Operations of Animal Shelter	Opr. Staff Liaison	Liaison to City Council
Shana Williams <small>972-412-4233</small>	David Fritchey <small>972-412-4219</small>	Christy Burns <small>972-412-4284</small>	Dr. Lori McEnty
Animal Shelter Liaison Representative Dorena Carbaugh (Vice Chair)	Member 5 Calvin Scott (Trey), Chair	Member 6 Katherine Rice	Member 7 Monica Bunker
At-Large 1 Diana Sulzer		At-Large 2 Stacy Gregoire	
Community Services Supervisor Janice Givens <small>972-412-4288</small>			




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.
 - Prior to each meeting, Board members will receive an e-mail from the Staff Liaison requesting ideas for discussion that they want placed on the agenda (if the agenda allows).
- 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 statutes and City Ordinances.





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

10/01/2016 - 09/30/2017

	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	228	226	179	179	168	213	271						1464
Live Pickups	92	111	78	75	72	72	127						627
Animals Euthanized	1	2	1	0	2	0	1						7
Animals Redeemed	34	59	38	29	25	31	62						278
Adoptions	64	26	50	37	28	26	27						258
Transferred/Rescued	8	19	6	6	13	12	15						79
Rescued	5	17	3	6	13	3	12						59
Transferred	3	2	3	0	0	9	3						20
Owner Surrenders	NT	11	10	0	12	11	9						53
Died at Shelter	2	5	1	0	0	0	4						12

Placement Rate 98%

Live Release Rate 99%

City of Rowlett
Special Meeting
Animal Shelter Advisory Board
Tuesday, June 27, 2017
City Hall Conference Room
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

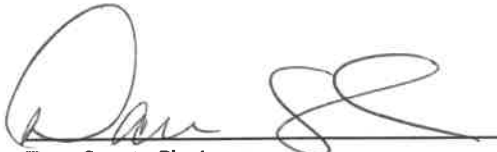
- I. Call to order.
Trey Scott called to order the special meeting of the Rowlett Animal Shelter Advisory Board at 7:30 pm on Tuesday, June 27, 2017. The following members were present: Katherine Rinz, Monica Kizziar, Deana Seigler and Trey Scott. City Staff present were: Chuck Dumas, Maria Martinez, and Jackie Lozada.

- II. Prepare Presentation for July 18, 2017 Joint Board and City Council Meeting
Maria informed the group that the Work Session begins at 5:30 pm and it would last about 30 minutes. Joint meeting would be at Work Session.

Dawna Carabajal joined the meeting at 7:33 pm as a regular member.
Dr. McKelroy joined the meeting at 7:35 pm as a regular member.

Maria went over the Powerpoint Presentation that would be used at the Joint meeting. Several Board Members made suggestions for changes and additions to the Presentation.

- III. Adjournment
The Chair called for a Motion to adjourn. The Motion was made by Dawna Carabajal and seconded by Chuck Dumas. The motion passed. The meeting was adjourned at 8:00 pm.

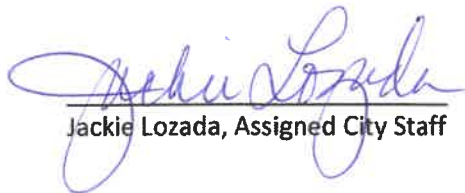


Trey Scott, Chairperson

Dawna Carabajal

9/12/17

Date Approved



Jackie Lozada, Assigned City Staff

City of Rowlett
Joint Work Session
Animal Shelter Advisory Board
Tuesday, July 18, 2017
City Hall Conference Room
4000 Main Street, Rowlett, Texas 75088

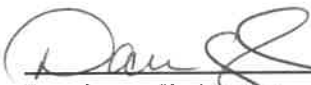
Meeting Minutes

- I. Call to order.
Trey Scott called to order the Joint Work Session of Animal Advisory Board and City Council at 5:47 on Tuesday, July 18, 2017. The following members were present: Stacy Gregoire, Deana Seigler, Katherine Rinz. Absent members Dr. Lori McKelroy, Dawna Carabajal and Monica Kizziar. City Staff present were: Chuck Dumas and Maria Martinez.

- II. Joint Work Session Animal Shelter Advisory Board and City Council.
Trey reviewed the makeup of the Board and the working topics over the past year, including animal registration update, dangerous dog update and explored the trap-neuter-return program. He reviewed the shelter's statistics for the past year and the Shelter maintains a 99% live release rate. Board members and staff toured area shelters and identified wants and needs and propose a new shelter to include indoor/outdoor kennels, meet and greet rooms, play areas and vet care rooms. See Attached Powerpoint presentation.

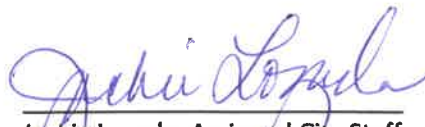
Discussion regarding clarification of statistics and the condition of the current shelter.

- III. Adjournment
Motion was made by Katherine Rinz and seconded by Deana Seigler. The meeting was adjourned at 6:12 pm.



Trey Scott, Chairperson
Dawna Carabajal
9/12/17

Date Approved



Jackie Lozada, Assigned City Staff

EXPLORED....

- ✓ **Trap, Neuter and Release Program (TNR)**
 - ✓ Board was educated on what a TNR program is
 - ✓ Discussed pros and cons
 - ✓ Found not to be best fit for the City of Rowlett



EXPLORED...

- ✓ **NEW SHELTER WISH LIST**
 - ✓ Tours of new area shelters conducted by staff and board members
 - ✓ Identified wants and needs
 - ✓ Photographed likes at other shelters
 - ✓ Spoke with area shelter staff to find out obstacles of building and what worked vs what didn't work



ASAB Future Topics

- **ASAB – Current Shelter concerns**
 - Shelter too small for growing Rowlett population
 - Current Capacity 28 dogs and 32 cats
 - Shelter is outdated
 - Cooling and heating issues

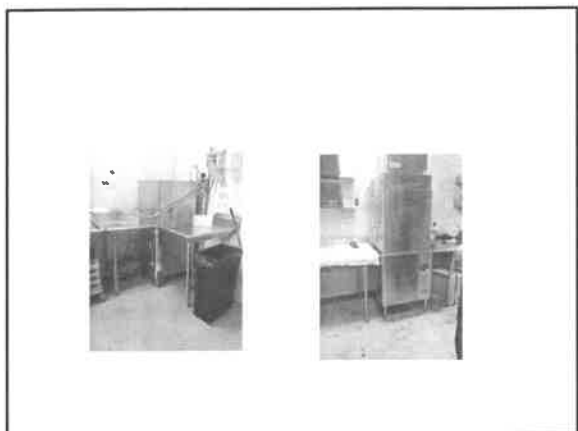
ASAB Future Topics

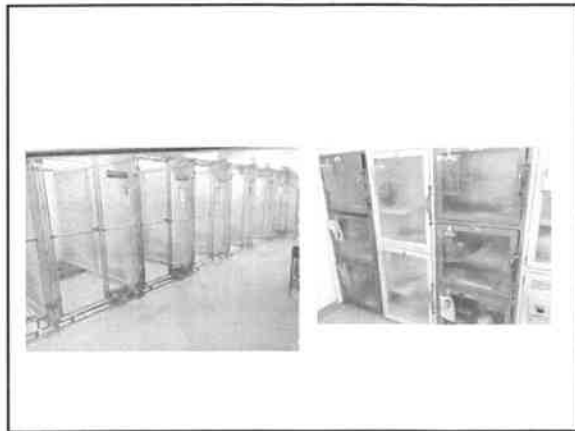
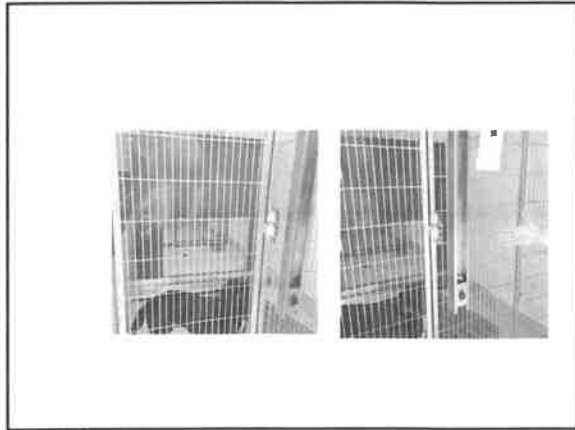
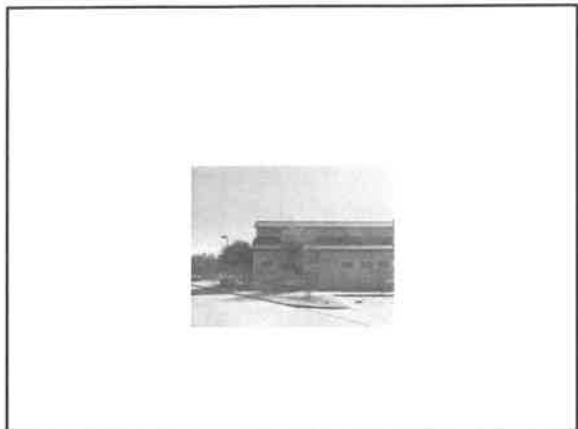
- **Proposed New Rowlett Animal Shelter**
 - Shelter large enough to handle Rowlett population
 - State of the art – indoor-outdoor kennels
 - Meet and greet rooms
 - Play areas
 - Vet Care Room(s)

Shelter Tours

Lewisville
Irving
Plano









Animal Services Advisory Board

Questions/Comments?

City of Rowlett

Animal Services

Yearly Report

10/01/2016 - 09/30/2017

	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	228	226	179	179	168	213	271	252	238	234	220		2408
Live Pickups	92	111	78	75	72	72	127	126	74	117	94		1038
Animals Euthanized	1	2	1	0	2	0	1	3	2	2	3		17
Animals Redeemed	34	59	38	29	25	31	62	43	36	39	26		422
Adoptions	64	26	50	37	28	26	27	61	53	37	40		449
Transferred/Rescued	8	19	6	6	13	12	15	11	11	6	12		119
Rescued	5	17	3	6	13	3	12	9	10	6	5		89
Transferred	3	2	3	0	0	9	3	2	1	0	7		30
Owner Surrenders	NT	11	10	0	12	11	9	5	11	8	3		80
Died at Shelter	2	5	1	0	0	0	4	6	1	5	23		47

Placement Rate 95%

Live Release Rate 98%