

**AGENDA
TOWN OF FLOWER MOUND
ANIMAL SERVICES BOARD MEETING**

February 23, 2016

**FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS**

6:30 P.M.

AN AGENDA INFORMATION PACKET IS AVAILABLE FOR PUBLIC INSPECTION ONLINE AT
WWW.FLOWER-MOUND.COM/AGENDACENTER

A. CALL REGULAR ANIMAL SERVICES BOARD MEETING TO ORDER

B. REGULAR ITEMS

1. Consider approval of the minutes from the regular meeting of the Animal Services Board held October 27, 2015.
2. Staff Report
3. Humane Society of Flower Mound Update
4. Review of direction from Council on areas the board is interested in discussing
5. Animal Registration and microchipping promotion – helping lost pets

E. COORDINATION OF CALENDARS

F. FUTURE AGENDA ITEMS

G. ADJOURNMENT



Christine Hastings
Animal Services Manager

Posted in accordance with the Texas Government Code, Chapter 551, on the bulletin board at Flower Mound Town Hall, 2121 Cross Timbers Road, on the following date and time: February 18, 2016 at 11:15 am, at least 72 hours prior to the scheduled time of said meeting.

The Flower Mound Town Hall and Council Chambers are wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Christine Hastings, at 972-874-6390 or TDD 1-800 RELAY-TX, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.

Animal Services Board Meeting

REGULAR ITEM 1

**FLOWER MOUND ANIMAL SERVICES WORKSESSION BOARD MEETING OF
OCTOBER 27, 2015**

**THE FLOWER MOUND ANIMAL SERVICES BOARD MEETING HELD ON THE 21
DAY OF APRIL 2015 IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121
CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF
DENTON, TEXAS AT 6:30 P.M.**

The Animal Services Board met in a work session with the following members present:

Mary O'Meara	Chair	Place 1
Christine Hastings	Member	Place 2
Cynthia Patterson	Member	Place 4
Kevin Bryant	Member	Place 5
Sandra Fambrough	Member	Place 7
Franklin Lee	Alternate	Place 9

The following members were not present:

Clare Schroeder-Brown	Member	Place 6
Jeffrey Kendall	Alternate	Place 8

Constituting a quorum with the following member of the Town staff participating:

Dax Gollaher	Animal Services Officer/Board Secretary
Wess Griffin	Flower Mound Police Captain

A. CALL ANIMAL SERVICES WORK SESSION BOARD MEETING TO ORDER

Chair Mary O'Meara called the Animal Services Board meeting to order at 6:31 P.M.

B. ANNUAL ELECTION OF A CHAIR AND VICE-CHAIR TO THE ANIMAL SERVICES BOARD

Member Fambrough nominated Mary O'Meara for the chair position. Member Patterson seconded the nomination.

AYES: Lee, Bryant, Patterson, Fambrough

NAYS: None

Member Patterson nominated Member Fambrough for the vice-chair position.
Councilman Bryant seconded the nomination

AYES: Lee, Bryant, Patterson, Fambrough

NAYS: None

C. PRESENTATION

Chair O'Meara, welcomed the new members to the board, Franklin Lee, Alternate, Place 9 and Council member Kevin Bryant, Place 5. Member Sandra Fambrough was introduced as a new voting member as she was previously an alternate.

Chair O'Meara also talked about the vacancy on the Animal Services board. Place 3 is vacant and is required to be filled by a veterinarian. Chair O'Meara reached out to those who were interested in filling this position to speak with the Town of Flower Mound's Town Secretary for more information.

Police Captain, Wess Griffin introduced himself to the Animal Services Board. He thanked the board for their service and his appreciation for Animal Services and the help the board gives in monitoring this section.

Chair O'Meara expressed the board's continued interest in being more involved in several areas of animal services including, education, the volunteer program and education at the dog park. Chair O'Meara requested Captain Griffin's help to get more clarification and opportunity based on Council's direction in these areas.

Captain Griffin, updated the Board that the request for direction on these areas of interest has been forward up the chain of command and Chief Kancel is currently in communication with Town Manager Stathatos to discuss this topic. Captain Griffin also notified the board that there is a draft ordinance that the staff would like the Animal Services Board to review. Captain Griffin will be meeting with the Chief and he will follow up with Member Hastings with their feedback.

Member Patterson asked Captain Griffin if depending on the direction given, will the board have the opportunity to reach out through Member Hastings to have Captain Griffin join the board again at another meeting for more discussion.

Captain Griffin stated that absolutely he would be available anytime to attend a meeting or answer any questions or concerns that are addressed through Member Hastings.

D. REGUALR ITEMS

1. Consider approval of the minutes from the Regular Meeting of the Animal Services Board held April 21, 2015.

Member Hastings made a motion to approve the minutes as written. Member Fambrough seconded the motion.

AYES: Lee, Hastings, Patterson, Fambrough

NAYS: None

ABSTAIN: Bryant

2. Staff Report

Member Hastings noted to the board that the report contains 6 months of reports with a quarterly total of each of the 3 month quarters. Member Hastings also noted that there has been an increase of “other” animals being brought to the shelter including, guinea pigs, gerbils, rats, hamsters, lizards and chickens. Member Hastings reviewed the contents of the folder she gave each of the Board members which was also included in tonight’s packet.

Member Hastings invited the Board members to stop by the shelter for a tour and see how it operates and answer any questions the board may have.

Chair O’Mara asked if Member Hastings saw the request for Guinea Pigs on Flower Mound Cares and how we are posting our “Other” animals. Member Hastings explained that she did see the request on Flower Mound Cares and someone came in the very next day and adopted two guinea pigs. Member Hastings explained that the “other” adoptable animals are being posted heavily utilizing Facebook. There is an “other” category on the website that is used occasionally but for these types of animals the staff is concentrating on using Facebook.

Member Hastings announced that Animal Services would be having an Open House on Saturday, November 7th from 10-2. There will be face painting, a bounce house and from 11-2 there will be a petting zoo all free for the public. There will be drinks and food available for \$1.00 with all proceeds going to the Animal Care Fund.

3. Humane Society of Flower Mound Update

Chair O’Meara explained that last Sunday the Humane Society took in 6 dogs, 6 puppies, and 7 cats from the town of Crockett that needed placement.

Chair O’Meara announced that the Humane Society will be putting on their Fido Fest event on November 7th and welcomed everyone to attend both events at the Animal Adoption Center and the Humane Society’s Fido Fest and make it a great day for animals.

Member Fambrough added that the Fido Fest walk started at 9:00 am. To register the public can go online to hsfm.org. The event is located at Westchester Park in Flower Mound.

4. Review of combined Park Board and Animal Services Board meeting on October 8, 2015

Member Hastings explained that the PALS Board and the Animal Services board met on October 8th to review the dog park rules. The rules will be forwarded to Council for approval on November 2.

Chair O'Meara explained that the rules were very much in alignment with making the Dog Park a good place to bring your animal but also a safe place to bring your dog.

E. COORDINATION OF CALENDARS

Animal Services Board Regular Meeting – February 23, 2015

F. FUTURE AGENDA ITEMS

Review of direction from Council on areas the board is interested in discussing
Update on board vacancy position
Animal Registration and microchipping promotion – helping lost pets

G. ADJOURNMENT

The meeting was adjourned at 7:00 pm

TOWN OF FLOWER MOUND, TEXAS

Christine Hastings, Town Representative

ATTEST:

Dax Gollaher, Secretary

Animal Services Board Meeting

REGULAR ITEM 2

MONTHLY REPORT

Oct-15
MONTH/YEAR

841
CALLS COMP.

ANIMALS IMPOUNDED

<u>28</u>	<u>23</u>	<u>0</u>	<u>10 (9 guinea pigs & 1 rat)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>27</u>	<u>3</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>14</u>	<u>10</u>	<u>0</u>	<u>10 (9 guinea pigs & 1 rat)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>19</u>	<u>29</u>	<u>0</u>	<u>3 (2 guinea pigs & 1 rat)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>4</u>	<u>1</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>6</u>	<u>5</u>	<u>0</u>	<u>3 (guinea pigs)</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>11</u>	<u>2</u>	<u>0</u>	<u>5</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

75

CITATIONS

3

WRITTEN WARNINGS

97

WILDLIFE

58

LOOSE DOGS

167

LOOSE CATS

20

LOOSE LIVESTOCK

18

CASES INVESTIGATED

53

PRESENTATIONS

3

DONATIONS

\$281

REVENUE

\$1,280

TOTAL REVENUE

\$1,561

MILEAGE

4200-06	START	<u>95,768</u>	END	<u>96,830</u>	MTD	<u>1,062</u>
4200-07	START	<u>83,639</u>	END	<u>84,714</u>	MTD	<u>1,075</u>
4200-08	START	<u>74,358</u>	END	<u>75,162</u>	MTD	<u>804</u>
4200-09	START	<u>67,766</u>	END	<u>69,078</u>	MTD	<u>1,312</u>

MONTHLY REPORT

Nov-15
MONTH/YEAR

612
CALLS COMP.

ANIMALS IMPOUNDED

<u>55</u>	<u>27</u>	<u>0</u>	<u>4 (3 g-pigs & 1 rabbit)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>31</u>	<u>4</u>	<u>0</u>	<u>1 rabbit</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>12</u>	<u>17</u>	<u>0</u>	<u>1 rabbit</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>18</u>	<u>19</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>6</u>	<u>3</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>9</u>	<u>1</u>	<u>0</u>	<u>3</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

53

CITATIONS

7

WRITTEN WARNINGS

43

WILDLIFE

39

LOOSE DOGS

158

LOOSE CATS

9

LOOSE LIVESTOCK

15

CASES INVESTIGATED

37

PRESENTATIONS

1

DONATIONS

\$810

REVENUE

\$1,503

TOTAL REVENUE

\$2,313

MILEAGE

4200-06	START	<u>96,830</u>	END	<u>97,816</u>	MTD	<u>986</u>
4200-07	START	<u>84,714</u>	END	<u>85,708</u>	MTD	<u>994</u>
4200-08	START	<u>75,162</u>	END	<u>76,040</u>	MTD	<u>878</u>
4200-09	START	<u>69,078</u>	END	<u>70,280</u>	MTD	<u>1,202</u>

MONTHLY REPORT

Dec-15
MONTH/YEAR

700
CALLS COMP.

ANIMALS IMPOUNDED

<u>63</u>	<u>38</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>35</u>	<u>2</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>16</u>	<u>8</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>19</u>	<u>19</u>	<u>0</u>	<u>4(guinea pigs)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>3</u>	<u>6</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>6</u>	<u>15</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

BITE REPORTS

<u>5</u>	<u>1</u>	<u>0</u>	<u>4</u>
DOGS	CATS	LIVESTOCK	OTHER

DEAD ANIMALS

77

CITATIONS

3

WRITTEN WARNINGS

64

WILDLIFE

39

LOOSE DOGS

252

LOOSE CATS

19

LOOSE LIVESTOCK

6

CASES INVESTIGATED

25

PRESENTATIONS

1

DONATIONS

\$845

REVENUE

\$1,437

TOTAL REVENUE

\$2,282

MILEAGE

4200-06	START	<u>97,816</u>	END	<u>98,851</u>	MTD	<u>1,035</u>
4200-07	START	<u>85,708</u>	END	<u>86,859</u>	MTD	<u>1,151</u>
4200-08	START	<u>76,040</u>	END	<u>77,262</u>	MTD	<u>1,222</u>
4200-09	START	<u>70,280</u>	END	<u>71,389</u>	MTD	<u>1,109</u>

QUARTERLY REPORT

October - December 2015
MONTH/YEAR

2153
CALLS COMP.

ANIMALS IMPOUNDED

146 88 0 14 (12 gerbils, 1 rats, 1 rabbit)
DOGS CATS LIVESTOCK OTHER

ANIMALS CLAIMED BY OWNER

93 9 0 1 (rabbit)
DOGS CATS LIVESTOCK OTHER

ANIMALS OWNER RELEASED

42 35 0 10 (9 guinea pigs, 1 rat)
DOGS CATS LIVESTOCK OTHER

ANIMALS ADOPTED

56 67 0 7 (6 guinea pits, 1 rat)
DOGS CATS LIVESTOCK OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

10 7 0 0
DOGS CATS LIVESTOCK OTHER

ANIMALS EUTHANIZED

18 3 (guinea pigs) 23
DOGS OTHER CATS

BITE REPORTS

25 4 0 12
DOGS CATS LIVESTOCK OTHER

DEAD ANIMALS

205

CITATIONS

13

WRITTEN WARNINGS

204

Revenue Donations

\$1936.00

Revenue

\$4220.00

Total Revenue

\$6156.00

PRESENTATIONS

5

LOOSE DOGS

577

LOOSE CATS

48

LOOSE LIVESTOCK

39

WILDLIFE

136

CASES INVESTIGATED

115

Animal Services Board Meeting

REGULAR ITEM 3

Animal Services Board Meeting

REGULAR ITEM 4

MEMORANDUM

To: Wess Griffin, Police Captain

From: Christine Hastings, Animal Services Manager

Date: April 13, 2015

Re: Animal Services Board Proposed Involvement Topics to Town Council

On March 24, 2015 the Animal Services Board held a work session meeting to discuss areas of interest they would like to be involved in. Per Town Ordinance, Sec. 2-205. – Powers and Duties. (c) The Board shall perform such other duties as prescribed by the town council by ordinance or resolution. Several ideas were developed to be forwarded to the Town Council for consideration during their May 2015 Strategic Planning meeting. The Flower Mound Animal Services board would like to propose three areas of concentration to the Flower Mound Town Council for input and approval. These topics are:

- I. **Education Program:** the ASB views one of its primary roles as educating the community on issues related to animals, both wild and domestic. In order to accomplish these goals, the ASB proposes the following educational content and processes on which to present it to the community.
 - a. Education Content:
 - i. Wildlife Issues
 1. Snakes
 2. Skunks
 3. Rabies
 4. Seasonal animal issues
 - ii. Domestic Animal Issues
 1. Vaccinations
 2. FM ordinances
 3. Seasonal issues

b. Educational Processes: The mechanisms for educating the public are listed below. We have purposely listed these education processes in order based on the amount of resources required from the Animal Services Department staff with the first item requiring the least amount of staff resource.

- i. Town Website
- ii. Social Media/Facebook
- iii. Utility Bill Insert
- iv. FM TV
- v. Personal Appearances
 1. Schools
 2. Library
 3. Public events
 4. CAC events

II. **Volunteer Program Upgrade Project:** Volunteers are an important resource for the efficient functioning of the Animal Services Department. Volunteers assist the Animal Services staff with a range of duties as well as provide a unique connection between Animal Services Department and the Flower Mound community. In order to assure the safety of our volunteers it is essential that they receive the proper training and orientation. The Animal Services Board proposes a redevelopment of the volunteer training and orientation program. This will include:

- a. Development of Volunteer Training and Orientation Program
- b. Development of Volunteer Training Manual
- c. Development of Animal Services volunteer policies and procedures

III. **Flower Mound Dog Park:** The Animal Services Board maintains a specialized knowledge base with regard to the behavior of animals (dogs) as well as the interaction between animals and humans. Clearly, this knowledge would be a necessary component during the development of the Flower Mound Dog Park. The ASB proposes that it assists in development by providing:

- a. Education regarding animal and animal/human behavior
- b. Assistance in developing the policies and procedures for the dog park
- c. Marketing at local events

Animal Services Board Meeting

REGULAR ITEM 5

Pet Registration

Water Bill Insert

Animal Services is reaching out to residents to share the word about pet registration. Did you know the Town of Flower Mound requires all cats and dogs be registered annually? We issue new tags every year and change their color to more easily identify current registrations. This year we are going green.

Registering your pet is part of responsible ownership and helps Animal Services to provide better service to you, your family, and your neighborhood.

How registering you pet benefits the community:

- If your dog or cat goes missing, having them registered with the Town drastically improves your chances of getting them back.
- It enables Animal Services to locate you quickly if your pet was out, even by accident, and was involved in an emergency situation such as an animal bite, or a car accident.
- Registration lets people know that your dog is up to date on its Rabies vaccine
- The cost of registration is far less than the penalty for being caught without one
- You can't use the Hound Mound without it.

Registration is free and easy and could save your pet's life. To register just provide your rabies certificate to Animal Services by email, fax, mail or hand delivering it to us and we will update your files and mail or deliver a new registration tag to you. If you have any questions about this process, please contact us directly at 972-874-6390.