



**MEETING AGENDA
ANIMAL CARE ADVISORY COMMITTEE
SCHERTZ ANIMAL ADOPTION CENTER
800 COMMUNITY CIRCLE
SCHERTZ, TEXAS 78154
November 9, 2022**

**AGENDA
WEDNESDAY, NOVEMBER 9, 2022 at 6:00 p.m.**

Call to Order

Hearing of Residents

All remarks shall be addressed to the Schertz Animal Care Advisory Committee as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Schertz Animal Care Advisory Committee may be requested to leave the meeting.

Discussion and Action Items

1. Minutes-Consideration and/or action regarding the approval of the minutes from the regular on July 13, 2022.
2. General Shelter Updates-Shelter Manager Megan Lagunas
3. Vehicle Updates-Shelter Manager Megan Lagunas
4. Personnel Updates-Shelter Manager Megan Lagunas
5. Program Updates-Shelter Manager Megan Lagunas
 - Future Adoption Events
 - Foster Families
 - Occupancy Trend Rates

Requests and Announcements

- Announcements by the Assistant City Manager
- Announcements by Assistant Chief of Police
- Announcements by Committee Members
- Request by Committee Members that items be placed on a future Animal Care Advisory Committee agenda.

Adjournment

CERTIFICATION

I, JACLYN MARBACH, ADMINISTRATIVE ASSISTANT, OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 3rd DAY OF NOVEMBER 2022 AT 4:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

JACLYN MARBACH
Administrative Assistant

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON ____ DAY OF

_____, 2022. TITLE: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.

MEMORANDUM

**Animal Care and Advisory
Committee Meeting:**

11/09/2022

Department:

City Secretary

Subject:

**Minutes-Consideration and/or action regarding the approval
of the minutes from the regular on July 13, 2022.**

Attachments

July 2022 Minutes

SCHERTZ ANIMAL CARE ADVISORY COMMITTEE MINUTES
WEDNESDAY JULY 13, 2022, 6:00PM

The Schertz Animal Care Advisory Committee of the City of Schertz, Texas held a regular meeting on July 13, 2022, at 6:00 p.m. at the Schertz Animal Shelter, 800 Community Circle, Schertz, Texas. The following were present:

Committee Members Present:

Jim Lowery, Chief of Police, Chair

Allison Heyward, City Council Representative

Lisa Connolly, Homes for Pets

Megan Lagunas, Shelter Manager

Dr. Brooke Knowlton, Doctor of Veterinary Medicine

Members not present:

Michele Helgren, Under Savannah's Wings

Staff Present:

Charles Kelm, Assistant City Manager

Scott LaCour, Lt., Professional Standards

Bernice Phillips, Kennel Tech

Noelle Monserrate, Kennel Tech

John Wilson, Facilities Manager

CALL TO ORDER AT: 6:03 pm by Lt. Scott LaCour

ROLL CALL: See Committee Members Present

HEARING OF RESIDENTS: No residents present

1. **Minutes:** Consideration and/action regarding the approval of the minutes of the regular meeting of February 16, 2022.

A motion was made by Dr. Knowlton to approve the minutes of February 16, 2022. Lisa Connolly seconded it. *Motion passed. Vote was unanimous.*

2. **General Shelter Update:** Shelter Manager Lagunas

- a. Population counts on July 13, 2022, is 106

- 26-Dogs
- 80-Cats
- 0-Wildlife

- b. FY 21/22 Occupancy-Animal Services Intake- Shelter Manager Lagunas provided graphs for partial information. She also stated that live release to date is 93%.

SCHERTZ ANIMAL CARE ADVISORY COMMITTEE MINUTES
WEDNESDAY JULY 13, 2022, 6:00PM

- c. Staffing
 - 2-Full-Time Animal Services Officers openings, with 2 candidates in process
- d. Upcoming Events
 - Touch a Truck 7/23/22 @ Library
 - Paws in the Pool 9/10/22
 - Speaking at Wilder Intermediate (Date TBD)
 - Career on Wheels at Schertz Elementary 10/14/22
- e. Customer Interactions
 - No customer complaints since last update
 - Community concerns, Wildlife in yard, deer stuck in fences, animal welfare, stray cats, dog bites, dogs at large, barking dogs, pregnant cats, and kittens
- f. Animal Services Vehicle
 - We have one new vehicle in service and one additional vehicle that has been purchased and should arrive end of 2022 or early 2023.
- g. Media
 - The shelter continues to utilize social media and the shelter website to advertise animals new to the shelter.
 - We continue to utilize social media to advertise our community adoption events and search for animal fosters.
 - The shelter continues to utilize the “Pet Finder” for all adoptable animals at the shelter.
- The shelter continues to utilize partners such as non-profit rescue groups and local pet stores, to help find placement for animals. ARF-Texas, Homes for Pets, and Perfect Treasures are some of our biggest rescue partners. Shelter Manager Lagunas wanted to give a shout out to Bernice and Noelle for all their work on the social media page. She also wanted to thank Dr. Knowlton for coming in on her day off with a staff member and combo tested 74 cats, so they were able to move them to adoption the next day.
- 3. Facility Update:** John Woolston, Facilities Manager, gave an update on the HVAC system which has been completed along with the fence project in the back. The newest project painting of the inside of the facility and re-sealing the floors, which will be done on two separate Sundays.
- 4. Announcements by Assistant City Manager:** None
- 5. Announcements by Assistant Chief of Police:** Chief Lowery thanked everyone for being there and for their help.
- 6. Announcements by Committee Members:** Councilwoman Heyward gave kudos to staff.

**SCHERTZ ANIMAL CARE ADVISORY COMMITTEE MINUTES
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- 7. Requests by Committee Members for items be placed on a future Animal Care Advisory Committee Agenda:** Councilwoman Heyward advised she received a call from someone she knows and was told we were out of traps. Chief Lowery wanted to know what kind of traps we use and what animals we trap. Shelter Manager Lagunas explained that we trap from cats to coyotes and everything in between and they get their traps from Tomahawk.
- 8. Adjournment:** Lt. LaCour adjourned the meeting at 6:23pm

Assistant City Manager

ATTEST:

JACKI MARBACH
Administrative Assistant