

Animal Services Board



February 25, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

C. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Consider approval of the minutes from October 22, - Consider approval of the minutes from October 22, 2024.

D. REGULAR ITEM(S)

1. Board Duties & Sub-Committees - Discuss and consider expanding the Animal Services Board's duties and responsibilities and creating a sub-committee for this same purpose.
2. Staff Report and Activity Update - Staff Report and Activity Update
3. Volunteer Opportunities for Board Members - Volunteer Opportunities for Board Members

E. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

F. COORDINATION OF CALENDARS

1. May 27, 2025

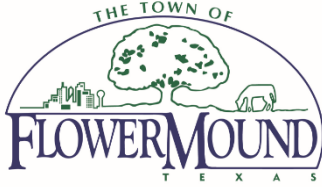
G. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: February 20, 2025, at ___2:00___p.m., at least 72 hours prior to the scheduled time of said meeting.

Christine Hastings, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Animal Services Board



October 22, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

The Animal Services Board met in a regular meeting with the following members present:

Robyn Read, Veterinarian, Place 1
Christine Hastings, Place 2
Kelly Furnas, Place 3
Beth Soderberg, Place 4
Sharon Gentry, Place 6
Ann Martin, Deputy Mayor Pro Tem, Place 7
Amy Turner, Place 8, Alternate
Carina Vanlaet, Place 9, Alternate

with the following member(s) absent:

Laurie appelbaum, Place 5

Christine Hastings called the regular meeting to order at 06:30 PM.

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

1. Annual Election of a Chair to the Animal Services Board

ACTION: Sharon Gentry moved to approve Beth Soderberg as Chair. Ann Martin seconded the motion.
AYES: Robyn Read, Christine Hastings, Kelly Furnas, Beth Soderberg, Sharon Gentry, Ann Martin, Amy Turner
NAYS: None

ABSTAIN: None
RESULT: 7 : 0

2. Annual Election of a Vice-Chair to the Animal Services Board

ACTION: Member Soderberg moved to approve, Sharon Gentry, as Vice-Chair. Member Martin seconded the motion.
AYES: Read, Hastings, Furnas, Soderberg, Gentry, Martin, Turner
NAYS: None
ABSTAIN: None
RESULT: 7 : 0

C. PUBLIC COMMENT

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- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

No Public Comment

D. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Minutes - 5/21 - Consider approval of the minutes from May 21, 2024

ACTION: Ann Martin moved to approve D.1. as presented in the agenda caption. Beth Soderberg seconded the motion.
AYES: Robyn Read, Christine Hastings, Kelly Furnas, Beth Soderberg, Sharon Gentry, Ann Martin, Amy Turner
NAYS: None
ABSTAIN: None
RESULT: 7 : 0

E. REGULAR ITEM(S)

1. Staff Report and Activity Update - Staff Report and Activity Update
Member Hastings reviewed the contents of the staff report, including the shelter numbers for the monthly reports and the schedule of the outreach activities.
Member Hastings answered questions regarding the low-cost vaccination clinics that are held twice a year in April and November.
Members Soderberg and Martin commended Animal Services for their efforts at other town-hosted events such as the Doggie-dive, Truck rodeo, and the Police Department's open house event.

F. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

Volunteer Opportunities for Board Members

G. COORDINATION OF CALENDARS

1. February 25, 2025 - Regular Meeting

H. ADJOURN

Member Hastings adjourned the meeting at 6:38 PM.



ANIMAL SERVICES BOARD AGENDA D.1. REGULAR ITEM(S)

DATE: February 25, 2025
FROM: Theresa Scott, Town Secretary
ITEM: **Discuss and consider expanding the Animal Services Board's duties and responsibilities and creating a sub-committee for this same purpose.**

BACKGROUND: During the 2024 board and commission process, staff received feedback from Council that some Animal Services Board (ASB) members expressed interest in expanding their duties. The [current duties](#) of the ASB include:

- a. The board will serve in an advisory capacity to the town council in matters pertaining to the animal shelter and/or animal control issues. The board may provide recommendations to the town council regarding its compliance with the Texas Rabies Control Act of 1981, as amended, and may recommend improvements to the efficiency and cost effectiveness of the town's animal control program.
- b. The board shall assist the animal shelter in complying with the requirements of V.T.C.A., Health and Safety Code, ch. 823, as amended
- c. The board shall perform such other duties as prescribed by the town council by ordinance or resolution.

A modification of those duties would require an Ordinance amendment. To ensure that any proposed additional duties is sustainable and fit the community's needs, the process to present any changes would include forming a subcommittee of ASB members to explore possible duties and responsibilities. After the subcommittee's work has concluded, they will present their ideas to the ASB in a public meeting for discussion and a vote. Then, as applicable, those recommendations would come before the Town Council for discussion and a vote.

The subcommittee would consist of members as defined in the [Board and Commission manual, Section 2.03 \(Subcommittees\)](#).

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: I move to appoint _____ as members of the Animal Services Board Duties and Responsibilities Exploratory Committee, for the purpose of conducting research and identifying possible additional areas of opportunity for the ASB to serve the community, and with _____ serving as Chair.

MONTHLY REPORT

Oct-24
MONTH/YEAR

451
CALLS COMP.

ANIMALS IMPOUNDED

<u>36</u> DOGS	<u>26</u> CATS	<u>0</u> LIVESTOCK	<u>2</u> (Rabbits) OTHER
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ANIMALS CLAIMED BY OWNER

<u>25</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS OWNER RELEASED

<u>7</u> DOGS	<u>14</u> CATS	<u>0</u> LIVESTOCK	<u>2</u> (Rabbits) OTHER
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ANIMALS ADOPTED

<u>7</u> DOGS	<u>29</u> CATS	<u>0</u> LIVESTOCK	<u>2</u> (Rab,Rooster) OTHER
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ANIMALS PICKED UP BY RESCUE GROUPS

<u>4</u> DOGS	<u>10</u> CATS	<u>0</u> LIVESTOCK	<u>1</u> (Rabbit) OTHER
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ANIMALS EUTHANIZED

<u>5</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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<u>7</u> TEMPERAMENT	<u>0</u> ILLNESS	<u>0</u> SPACE
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BITE REPORTS

<u>10</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>2</u> (An vs An) OTHER
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PRESENTATIONS

5

DONATIONS

\$220

MONTHLY REPORT

Nov-24
MONTH/YEAR

346
CALLS COMP.

ANIMALS IMPOUNDED

<u>25</u> DOGS	<u>20</u> CATS	<u>0</u> LIVESTOCK	<u>3(G-Pigs)</u> OTHER
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ANIMALS CLAIMED BY OWNER

<u>11</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS OWNER RELEASED

<u>10</u> DOGS	<u>11</u> CATS	<u>0</u> LIVESTOCK	<u>3(G-Pigs)</u> OTHER
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ANIMALS ADOPTED

<u>12</u> DOGS	<u>22</u> CATS	<u>0</u> LIVESTOCK	<u>3(G-Pigs)</u> OTHER
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ANIMALS PICKED UP BY RESCUE GROUPS

<u>1</u> DOGS	<u>0</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS EUTHANIZED

<u>4</u> DOGS	<u>1</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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<u>4</u> TEMPERAMENT	<u>1</u> ILLNESS	<u>0</u> SPACE
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BITE REPORTS

<u>6</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>1</u> OTHER
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PRESENTATIONS

3

DONATIONS

\$476

MONTHLY REPORT

Dec-24
MONTH/YEAR

324
CALLS COMP.

ANIMALS IMPOUNDED

<u>53</u> DOGS	<u>22</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS CLAIMED BY OWNER

<u>21</u> DOGS	<u>1</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS OWNER RELEASED

<u>10</u> DOGS	<u>3</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS ADOPTED

<u>19</u> DOGS	<u>13</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS PICKED UP BY RESCUE GROUPS

<u>1</u> DOGS	<u>3</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS EUTHANIZED

<u>2</u> DOGS	<u>6</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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<u>8</u> TEMPERAMENT	<u>0</u> ILLNESS	<u>0</u> SPACE
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BITE REPORTS

<u>6</u> DOGS	<u>2</u> CATS	<u>0</u> LIVESTOCK	<u>3 (DogvsDog)</u> OTHER
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PRESENTATIONS

2

DONATIONS

\$1,091

MONTHLY REPORT

Jan-25
MONTH/YEAR

269
CALLS COMP.

ANIMALS IMPOUNDED

<u>27</u> DOGS	<u>28</u> CATS	<u>1</u> LIVESTOCK	<u>1 Chicken</u> <u>0</u> OTHER
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ANIMALS CLAIMED BY OWNER

<u>17</u> DOGS	<u>1</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS OWNER RELEASED

<u>4</u> DOGS	<u>13</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS ADOPTED

<u>10</u> DOGS	<u>9</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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ANIMALS PICKED UP BY RESCUE GROUPS

<u>0</u> DOGS	<u>0</u> CATS	<u>1</u> LIVESTOCK	<u>1 Chicken</u> <u>0</u> OTHER
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ANIMALS EUTHANIZED

<u>5</u> DOGS	<u>5</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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<u>8</u> TEMPERAMENT	<u>2</u> ILLNESS	<u>0</u> SPACE
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BITE REPORTS

<u>7</u> DOGS	<u>4</u> CATS	<u>0</u> LIVESTOCK	<u>0</u> OTHER
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PRESENTATIONS

3

DONATIONS

\$714

2025 Flower Mound Activity List

January

- 4th- Orientataion
- 11th- Orientation
- 18th - Girl Scout Tour
- 24th- Reading Month Meeting

February

- 8th- Volunteer Breakfast
- 13th- Bridlewood School donation / visit
- 15th- Girl Scout Troop Tour
- 21st- Grimaldi's Pizza Fundraiser
- (24th-28th tentatively Aldon Montessori School Tours X2)

March

- 1st- Scout Tour
- 1st – 30th Reading Room for National Reading Month
- 20th- Handel's Ice Cream Fundraiser

April

- 12th- Easter Egg Scramble
- 26th-TCAP

May

- Bike for Blue (Event Booth)

June

July

August

2nd- Shelter Birthday Party

September

October

Woof-o-ween

November

8th- TCAP

December

Christmas Parade

Flower Mound Animal Services and Adoption Center

Volunteer Questionnaire

Name _____

Date _____

Have you worked as a volunteer before? If so, with what organizations(s)?

Please list any experiences, additional training, technical skills, apprenticeships, professional knowledge or other qualifications that may be helpful in considering your application for this volunteer program:

The Flower Mound Adoption Center is an open-admission facility (we take in all animals from citizens of Flower Mound). It is an unfortunate reality that there are instances where we must euthanize animals due to lack of space, health reasons, or behavioral issues. Volunteers are **never** a part of the euthanasia process, either in the decision making process or in participating physically in the process. Do you understand this policy?

(feel free to write any thoughts or comments on this topic if you choose)

Flower Mound Animal Services and Adoption Center

Volunteer Questionnaire

Please number 1-9 in regards to your areas of interest with 1 being first and 9 being last:

_____ **Animal Advocate:** Choose one animal to advocate for until they are adopted. With the assistance of staff create silly, catchy, or unique ways of promoting the animal you selected.

_____ **Grooming:** bathes and completes light grooming on animals available for adoption, includes trimming nails, cleaning ears, brushing and administering flea treatments if necessary.

_____ **Photographer:** Takes pictures of the animals currently up for adoption. The photographer will try to take pictures showing the animal in the best light possible. This may include placing outfits or setting up scenes for the animals to pose in. These pictures are for the sole purpose of posting on the website, social media or help network with other rescues for placement. The pictures will be the property of the Town of Flower Mound.

_____ **Canine Care:** Exercising the adoptable dogs rotating their time outside to play, cleaning their habitats, providing fresh water, cleaning their bedding and dishes - requires use of dishwasher and clothes washer and dryer.

_____ **Feline Care:** Exercising the adoptable cats, rotating their time out of the living quarters to stretch and walk. This includes cleaning their habitats, providing fresh food, water, cleaning litterboxes and changing out bedding and dishes when necessary – requires use of dishwasher and clothes washer and dryer.

_____ **Customer Service:** Assisting the public by showing them animals, answering general questions, and assisting with adoptions. This requires some light cleaning of animal habitats, and cleaning of main adoption center lobby and education center. Volunteers may assist the public by providing education on different breeds, grooming needs, and basic information about animal care and help guide them through the adoption process.

_____ **Adoption Center Attendant:** Assists with both cats and dogs. Involves, rotating animals out of the kennels/cages giving them time to play and stretch their legs, socializing animals, cleaning of habitats, restocking living quarters, scooping waste from the play yard.

_____ **Dog Trainer:** Using positive techniques - this involves training the dogs basic commands such as sit, stay, down, come to help their chances of finding a new home.

_____ **Event Assistant:** Represent Animal Services at various events throughout the year. This often involves staying by a booth to answer questions about Animal Services and the Flower Mound Adoption Center. Helps to chaperone animals at off-site events to keep them and the public safe while providing education about the organization.