

# Wylie Animal Shelter Advisory Board Regular Meeting

November 16, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



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## CALL TO ORDER

## INVOCATION

## COMMENTS ON NON-AGENDA ITEMS

*Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

## REGULAR AGENDA

1. Consider and act upon approval of the Animal Shelter Advisory Board minutes of October 19, 2022.
2. Consider and place on file the 2022 State of Texas Rabies Quarantine Facility Inspection.

## WORK SESSION

WS1. Discuss Animal Services facility's current status, needs for improvement, and future growth.

## ADJOURNMENT

## CERTIFICATION

I certify that this Notice of Meeting was posted on November 10, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

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*Stephanie Storm, City Secretary*

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*Date Notice Removed*

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the

attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



# Animal Shelter Advisory Board

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## Minutes

### Regular Meeting

October 19, 2022 – 6:00 pm

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

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### CALL TO ORDER

*Announce the presence of a Quorum.*

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:05 pm. Board members present Shelia Patton, Amber Porter, Susan Cranford, and Jeff Forrester. Quorum is present.

Staff Liaison Lt. Matt Miller is also present.

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### INVOCATION

The invocation was given by Jeff Forrester.

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### CITIZENS COMMENTS ON NON-AGENDA ITEMS

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

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### REGULAR AGENDA

1. Consider and act upon an Animal Shelter Advisory Board minutes of September 14, 2022.  
(ASAB Chair)

**Board Action**

A motion was made by Dr. Brad Abraham to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. Jeff Forrester seconded to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. A vote was taken, and the motion passed unanimously.

- 2. Consider and act upon updates to current Animal Shelter Advisory Board Bylaws to reflect updates by city ordinance.**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. Dr. Brad Abraham seconded to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. A vote was taken, and the motion passed unanimously.

- 3. Consider and act upon approval of the Animal Shelter Advisory Board Rules of Procedure.**

**Board Action**

A motion was made by Amber Porter to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. Dr. Brad Abraham seconded to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. A vote was taken, and the motion passed unanimously.

- 4. Consider and place on file the 2022 third quarter statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. Dr. Brad Abraham seconded to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

## WORK SESSION

### **WS1. Discuss the Animal Services facility's current status, needs for improvement, and future growth.**

Jeff Forrester stated the facility needs to be able to handle the growth in the city's population and the number of animals coming into the shelter. He would like to see multiple options for improvements, expansions, and/or adding a new building to the facility.

Amber Porter would like all the animals to be housed indoors.

Susan Cranford would like a separate building for an adoption center.

Lt. Matt Miller stated that Shelia Patton has looked into the history of the current facility.

Shelia Patton stated that she has worked at the city for 16 years, and during that time, there has only been one improvement to the facility. It was to add a laundry room, a cat playroom, office space, and a ceiling to the cat room. The shelter was built in 2000, and the city's population was about 15,000 at that time. The shelter was built as a shared space between Animal Services and the Service Center. In 2006 the city's population increased to about 33,000; because of this, the city renovated the shelter. They added a parking lot, removed the kennels from inside the building, added a new dog building, and added the indoor/outdoor runs in the bay. The city's current population is about 61,000. With the increase in population, our intakes and services have gone up. The city has grown since 2000, but the facility hasn't grown with it. Shelia suggests getting a shelter planner to look at our current and future needs. The shelter planner would also ensure that the facility complies with state laws.

Jeff Forrester has two questions. What is the cost of a consultant? Do we have a list of partners we currently work with?

Shelia Patton stated she has not contacted a shelter planner yet. She will check into it and get back to the board.

Jeff Forrester's recommendation is to find out the cost of using a shelter planner or a consultant. He would also like several options for improvements, expansions, and/or adding a new building to the facility.

Susan Cranford agrees with everything that was said. She stated that getting a shelter planner would be best because they would be the most knowledgeable.

Amber Porter agrees with everything. She would like all the animals to be brought indoors and for there to be a separate building for an adoption center.

Dr. Brad Abraham said he agrees with everything. He likes that the current facility has a drop off area for after hours impounds and emergencies.

Lt. Matt Miller stated the current facility is not what we want to present as a city. He would like clarification from Amber about the animals being outdoors.

Amber Porter does not want the animals housed outdoors or in a separate building.

Lt. Matt Miller, in reference to the cost of a new facility, Holstead ran some numbers based on the Public Safety Building and came up with a 10,000 square foot facility being about 2 million dollars. This amount was a rough estimate; it went before council and was removed. Everyone knows it's time for improvements, but we must start the process.

Jeff Forrester stated he wants to see a facility that the city can be proud of, and the current facility is outdated, and it is time for improvements.

Shelia Patton stated that we would look into all the recommendations.

Lt. Matt Miller stated we would look into general numbers and get back to the board. He also stated that the staff and he are excited about the new facility.

Shelia Patton stated that the staff has worked hard to present the facility in a positive light, and she is excited to be working toward improving the facility.

## **ADJOURNMENT**

Motion was made by Dr. Brad Abraham and seconded by Jeff Forrester to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:49 pm.

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**ASAB Chair**

**ATTEST:**

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**Shelia Patton, ASAB member**

# Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities

11/16/2022 Item 2.

Date 11/3/2022 Name of Manager Shirley Patten Registration No. 03-025  
 Name of Establishment Wylie Animal Control Inspector Mason W. Bird  
 Location of Establishment 949 Hensley Ln Bld 100 Mailing Address 11  
 City Wylie State TX Zip Code 75098  
 Phone 972-129-8017 County Collin

**Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.**

A. General - [TAC Section 169.26(a)]		Heating	
Structural Strength		14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	Yes
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	15. Is auxiliary heat or bedding provided if the temperature is below 50°F when animals are present?	Yes
Water and Electric Power		Cooling and Ventilation	
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	16. Are animals protected from any form of overheating and from direct rays of the sun?	Yes
3. Does the facility have fresh, clean water available?	Yes	17. Are fresh air and adequate ventilation to minimize drafts, odors, and moisture condensation provided?	Yes
Storage		18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if the temperature is 85°F or above when animals are present?	Yes
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes	Lighting	
5. Is a refrigerator available for perishable foods?	Yes	19. Is lighting adequate to permit routine inspection and cleaning?	Yes
Waste Disposal		20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	Yes
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	Construction	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	Yes
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	22. Are building surfaces constructed and maintained so that they are impervious to moisture and can be readily sanitized?	Yes
Washrooms and Sinks		23. Is the floor made of durable, nonabsorbent material?	Yes
9. Are there facilities (such as washrooms, basins, or sinks) for employees to wash their hands?	Yes	Primary Enclosures	
Management		24. Are primary enclosures structurally sound, maintained, and constructed with surfaces that are impervious to moisture and can be readily sanitized?	Yes
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.003:		25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	Yes
a. Are animals separated by species and by sex?	Yes	26. Do the cages and kennels provide enough space for each animal to make normal postural adjustments without touching the top of the enclosure, including turning freely, standing easily, sitting, stretching, moving its head, lying in a comfortable position with limbs extended, and moving and assuming a comfortable posture for feeding, drinking, urinating, and defecating?	Yes
b. If not related to one another, are animals of relatively the same size sharing cages/pens?	Yes	B. Feeding - [TAC Section 169.26(b)]	
c. Are sick or injured animals segregated from healthy animals?	Yes	27. Are dogs and cats fed at least once a day or more often as appropriate for the age and condition of the animal, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	Yes
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.005:			
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with THSC Chapter 823?	Yes		
Records			
12. Does the facility keep records on each animal?			
13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes		



Facility: Myrtle Animal ControlRegistration No: 03-025

11/16/2022 Item 2.

<b>Feeding (cont.)</b>		<b>Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.27(a)]</b>	
28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value to meet daily requirements, and accessible to animals?	<u>yes</u>	38. Is there documentation of twice-daily observations of quarantined animals?	<u>yes</u>
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	<u>yes</u>	<b>Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.28(a) and THSC Section 826.042(g)]</b>	
<b>C. Watering - [TAC Section 169.26(c)]</b>		39. Does the facility have a written Standard Operating Procedure (SOP)?	<u>yes</u>
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour (except as directed by a veterinarian)?	<u>yes</u>	40. Is the SOP specific for the facility?	<u>yes</u>
31. Are the water bowls clean and sanitary?	<u>yes</u>	41. Is the SOP posted or otherwise readily available to all employees?	<u>yes</u>
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	<u>yes</u>	42. Is the SOP designed to ensure effective and safe quarantine procedures?	<u>yes</u>
<b>D. Sanitation - [TAC Section 169.26(d)]</b>		43. Do enclosures have solid walls to prevent physical contact between animals?	<u>yes</u>
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	<u>yes</u>	44. Are the primary enclosures enclosed on all sides, including the top, to prevent escape?	<u>yes</u>
34. Are cages, rooms, and pens maintained in a sanitary condition?	<u>yes</u>	45. Does each quarantine run, cage, and kennel containing a quarantined animal have a "Rabies Quarantine" placard/sign posted on it?	<u>yes</u>
35. Are the building and premises kept clean?	<u>yes</u>	<b>For Facilities Subject to THSC Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)</b>	
<b>E. Pest Control - [TAC Section 169.26(e)]</b>		46. This standard is for purposes of meeting requirements set forth in THSC Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	<u>yes</u>
36. Is there a regular program in place for control of insects, ectoparasites, and other pests?	<u>yes</u>		
37. Is the facility free of visible signs of rodents and are other vermin infestations kept to a minimum at all times?	<u>yes</u>		

This facility has approximately 26 cat cages and 16 dog cages/pens.When the facility was inspected today, it was housing approximately 20 cats and 39 dogs.

Inspector Comments:

☐ Check here if additional inspector comments are attachedFacility Rating: Satisfactory X

Unsatisfactory \_\_\_\_\_

Probation \_\_\_\_\_

If applicable, timeline for probationary period \_\_\_\_\_

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector Signature Tim B.Date 11/3/2022

The signatures below acknowledge completion and receipt of the inspection form:

Manager Shelby Patton (retain pink copy after signature)Date 11/3/2022

Regional Zoonosis Control (ZC) Veterinarian \_\_\_\_\_

Date \_\_\_\_\_

White original and yellow copy to DSHS Regional Office after Inspector's and Manager's signatures. Regional Office retains yellow copy after ZC Veterinarian's signature and returns original with all signatures to facility.

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code  
DSHS=Texas Department of State Health Services



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

Zoonosis Control

08/18 Stock No. Z-3



Facility:

A. Wyley Animal Center

Registration No:

03-025

11/16/2022 Item 2.

**Texas Department of State Health Services  
Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities  
Z-3 Supplemental Page for Additional Comments**

**Inspector comments continued:**

Inspector Initials:

MB

Date:

11/05/2022