

Wylie Animal Shelter Advisory Board Regular Meeting

May 13, 2026 – 6:00 PM

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



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 the Animal Shelter Advisory Board minutes of February 11, 2026.
- [2.](#) Consider and place on file the 2026 first-quarter statistical information for shelter operations.
- [3.](#) Consider and act upon the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure.
- [4.](#) Consider and act upon the Memorandum of Understanding with Friends of Rescue Animals.

WORK SESSION

WS1. Discuss an SOP for the Interlocal Cooperation Agreement with Collin College.

WS2. Discuss a partnership with Adopt My Heart. They provide adopter with heartworm treatment.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on May 7, 2026 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.

Stephanie Storm, City Secretary

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.



Wylie City Council

AGENDA REPORT

Department: Animal Services **Account Code:** _____

Prepared By: Chris Marren

Subject

Consider, and act upon, the Animal Shelter Advisory Board minutes of February 11, 2026.

Recommendation

Motion to approve Item as presented.

Discussion

The ASAB met on February 11, 2026. The attached minutes are submitted for approval.



Animal Shelter Advisory Board

Minutes

Regular Meeting

February 11, 2026 – 6:00 pm

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Amber Porter called to order the Animal Shelter Advisory Board meeting at 6:04 p.m. Board members present Amber Porter, Chris Marren, Susan Cranford, Tracy Vu, Todd Pickens, and Priscilla Muhoho. Michael Schwerin arrived after the invocation. Quorum is present.

INVOCATION

The invocation was given by Todd Pickens.

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.

REGULAR AGENDA

- 1. Consider and act upon the Animal Shelter Advisory Board minutes of November 6, 2025.**

Board Action

A motion was made by Chris Marren to accept the Animal Shelter Advisory Board minutes of November 6, 2025, as amended. Todd Pickens seconded to accept the Animal Shelter Advisory Board minutes of November 6, 2025, as amended. A vote was taken, and the motion passed unanimously.

- 2. Consider and place on file the 2025 fourth-quarter statistical information for shelter operations.**

Board Action

A motion was made by Susan Cranford to accept the fourth-quarter statistical information for shelter operations. Michael Schwerin seconded to accept the fourth-quarter statistical information for shelter operations. A vote was taken, and the motion passed unanimously.

3. Consider and place on file the 2025 statistical information for shelter operations.

Board Action

A motion was made by Susan Cranford to accept the 2025 statistical information for shelter operations. Michael Schwerin seconded to accept 2025 statistical information for shelter operations. A vote was taken, and the motion passed unanimously.

4. Consider and place on file the 2025 Texas Department of State Health Services Inspection of Rabies Quarantine Facility completed on November 6, 2025.

Board Action

A motion was made by Michael Schwerin to accept the 2025 Texas Department of State Health Services Inspection of Rabies Quarantine Facility. Susan Cranford seconded to accept 2025 Texas Department of State Health Services Inspection of Rabies Quarantine Facility. A vote was taken, and the motion passed unanimously.

5. Consider and place on file the 2025 Veterinarian Inspection of Rabies Quarantine Facility completed on December 12, 2025.

Board Action

A motion was made by Susan Cranford to accept the 2025 Veterinarian Inspection of Rabies Quarantine Facility. Tracy Vo seconded to accept 2025 Veterinarian Inspection of Rabies Quarantine Facility. A vote was taken, and the motion passed unanimously.

WORK SESSION

WS1. Discuss an Interlocal Cooperation Agreement with Collin College.

Chris Marren introduced Amanda Johnson with Collin College to help discuss the interlocal agreement with Collin College and Wylie Animal Services. Amanda explained how the agreement would work. The board recommended that they would like to see policies and procedures for how the animals will be treated. Once the policies and procedures are in place, they believe that this would be a beneficial agreement for Animal Services.

WS2. Discuss a partnership with Friends of Rescue Animals.

Chris Marren explained how the partnership with Friends of Rescue Animals would work. The Friends of Rescue Animals will coordinate and manage the Animal Services volunteer program and provide services for the City's Trap-Neuter-Release program. The board recommended that we pursue this program and that they would like to see Friends of Rescue Animals' volunteer guidelines.

ADJOURNMENT

Motion was made by Tracy Vu and seconded by Susan Cranford to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 7:00 p.m.

ASAB Chair

ATTEST:

Chris Marren, ASAB member



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

2026 first-quarter statistical information for shelter operations.

Recommendation

Consider and place on file the 2026 first-quarter statistical information for shelter operations.

Discussion

The quarterly statistical information report consists of three data groups within the specified reportable timeframe: impounded animals, disposition method of animals, and euthanasia reasons. Four columns within data groups reflect three species: dogs, cats, and others. The fourth column, the total, includes the sum of all species. The TNR program report reflects services performed by WAS through caretaker requests during the specified quarterly report timeframe. The provided TNR district map depicts all animals WAS serviced through caretaker requests during this program's inception in September 2022. District numbers are adjusted quarterly to reflect feral felines completing the TNR program vetting requirements through WAS and returned to the caretaker, as well as reports from caretakers of deceased feral felines who have completed the TNR program through WAS. Also, for reference, is last year's corresponding quarterly report.

Animal Shelter Advisory Board Report TNR

January thru March 2026

Impounds

Trapped	30
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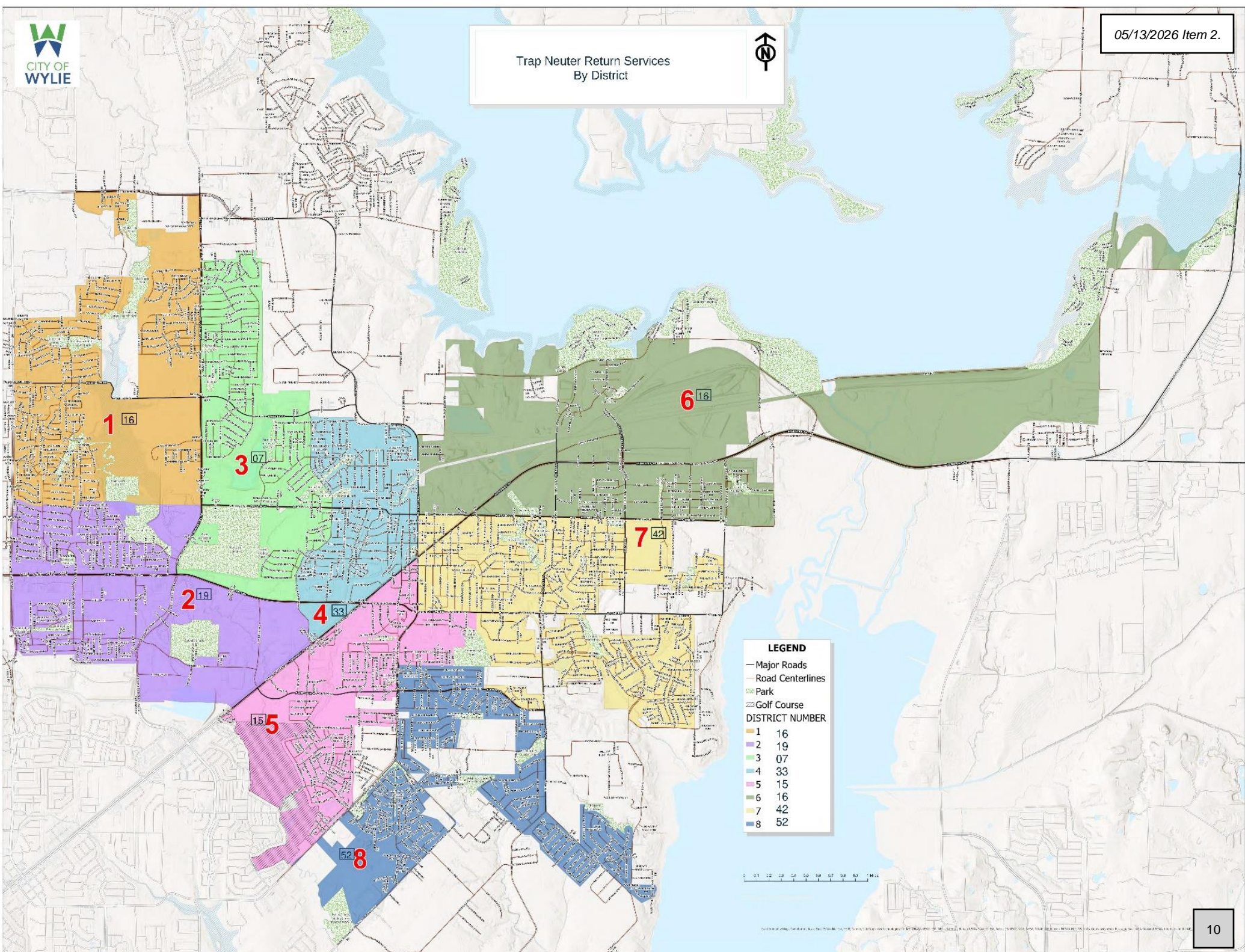
Dispositions

Euthanized	0
Released	24
Other	6
Total	30

Euthanasia Reason

Behavioral	0
Medical	0
Policy- H.R.R.C	0
Wild Animal	0
FeLV	0

Trap Neuter Return Services
By District



LEGEND

- Major Roads
- Road Centerlines
- 🌳 Park
- ⛳ Golf Course

DISTRICT NUMBER

1	16
2	19
3	07
4	33
5	15
6	16
7	42
8	52



Animal Shelter Advisory Board Report

January thru March 2025

	Dogs	Cats	Others	Total
Impounds	85	22	64	171
Owner Surrender	0	0	0	0
Stray	61	5	9	75
Quarantine	13	0	0	13
Safe Keeping	2	1	1	4
DOA	9	14	37	60
Trapped by resident	0	0	17	17
Born at Shelter	0	2	0	2

Dispositions	Dogs	Cats	Others	Total
Return to Owner	51	2	1	54
Adopted	11	1	3	15
Rescued	5	0	5	10
Euthanized	8	3	1	12
Other	0	0	17	17

Euthanasia Reason

Behavioral	6	0	0	6
Medical	2	3	1	6
Policy- H.R.R.C	0	0	0	0
Wild Animal	0	0	0	0

Euthanasia for dogs 9.52%
 Euthanasia for cats 33.33%
 Euthanasia for dogs & cats total 11.83%

Dogs at facility at end of report: 9
 Dogs at facility at beginning of report: 8
 Cats at facility at end of report: 3
 Cats at facility at beginning of report: 1

Euthanasia Rate for Facility January 1, 2025 thru March 31, 2025: 11.83%

Animal Shelter Advisory Board Report TNR

January thru March 2025

Impounds

Trapped	16
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Dispositions

Euthanized	5
Released	11
Other	0
Total	16

Euthanasia Reason

Behavioral	0
Medical	5
Policy- H.R.R.C	0
Wild Animal	0
FeLV	0



Wylie City Council

AGENDA REPORT

Department: Animal Services **Account Code:** _____

Prepared By: Chris Marren

Subject

Updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure.

Recommendation

Consider and act upon the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure.

Discussion

Updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure to reflect updates to the city ordinance. Staff has prepared updates in track-changes format, along with a clean, updated version of the ASAB Bylaws and Rules of Procedure for the Board.

CITY OF WYLIE ANIMAL SHELTER ADVISORY BOARD BYLAWS

ARTICLE I

Name

Section 1. The City of Wylie Animal Shelter Advisory Board is hereby established to act in an advisory capacity to the City Council and to assist the city in complying with the requirements of Chapter 823 of the Texas Health and Safety Code.

Section 2. As authorized by the City Charter, City of Wylie, and City Ordinance No. 2003-11, this body shall be known as the Animal Shelter Advisory Board.

ARTICLE II

Members

Section 1. Number of Members/Qualified Appointment/Terms. The Board shall consist of seven (7) members. The Board shall consist of one (1) licensed veterinarian, one (1) member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie animal shelter), one (1) representative from an animal welfare organization, and three (3) residents of the City of Wylie, Texas, with all Board members appointed by the City Council for a term of two (2) years, with the exception of the Animal Shelter Manager who shall be a permanent member of the board. With the adoption of Ordinance 2023-10, the initial terms are amended as follows:

- (a) Licensed Veterinarian term expires 6/2024
- (b) Member of City Council term expires 6/2025
- (c) Animal Welfare Organization representative term expires 6/2023
- (d) Resident (1) of the City term expires 6/2024
- (e) Resident (2) of the City term expires 6/2025

(f) Resident (3) of the City term expires 6/2025

Section 2. At the conclusion of the above initial terms, members shall serve a staggered two (2) year term. Except for the Animal Services Manager, no Board member shall serve for more than three (3) consecutive terms or six (6) consecutive years (whichever is less), unless extended by the affirmative vote of at least three-fourths of the full membership of the City Council. Except for a Board member whose tenure has been extended by the City Council as provided above, a member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the Board may be reappointed to serve on the Board after being off the Board for at least one year, and upon reappointment, the member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.

Section 3. Qualifications. Except as provided in this Section, each member shall have been a resident of the City of Wylie for not less than twelve (12) consecutive months immediately preceding appointment. The following members are exempt from the City residency requirement:

- a) The Animal Services Manager;
- b) A licensed veterinarian; and
- c) A representative from an animal welfare organization.

All members shall be qualified voters. No member shall be an employee of the City of Wylie, except the Animal Services Manager. No member shall be the spouse or domestic partner of an employee of the City of Wylie.

Section 4. Chair and Vice Chair Appointment. The Board shall, elect a chairman and vice-chairman from among its membership each year at the first regular meeting after annual appointments. The Chairperson and Vice-Chairperson will serve for a period of one (1) year.

Section 5. In addition to Board members, the City Manager may appoint a staff designee as an ex officio member of the Board, who shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation but may be reimbursed for actual expenses approved in advance by the City Council.

ARTICLE III

Meetings

Section 1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given in writing to the Chair or Vice Chair.

Section 3. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. All notice of meetings shall be posted in accordance with applicable rules and provisions of the state law.

Section 4. Four (4) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power, and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 5. Abstention vote. If a Board member chooses to abstain from voting, where no declared conflict of interest exists, the vote shall be recorded as a negative vote in the official minutes.

Section 6. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 7. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of Wylie's Charter.

Section 8. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board in cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IV

Powers and Duties

Section 1. The Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.

Section 2. The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the Department of State Health Services, veterinarians, or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment, or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop for City Council approval a set of by-laws governing rules of procedure for their meetings and operation.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

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right to vote on any matter before the Board. Each Board member shall serve without compensation but may be reimbursed for actual expenses approved in advance by the City Council.

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Section 3. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. All notice of meetings shall be posted in accordance with applicable rules and provisions of the state law.

~~Section 3~~ Section 4. Four (4) Board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power, and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 5. Abstention vote. If a Board member chooses to abstain from voting, where no declared conflict of interest exists, the vote shall be recorded as a negative vote in the official minutes.

~~Section 5~~ Section 6. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

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Section 2. The board, through its chairperson, shall report to the city council concerning its activities and proposals by submitting to the city council the approved minutes of each meeting of the board and copies of all reports of inspections conducted by the Department of State Health Services, veterinarians, or other authorities and all statistical reports of shelter operations considered and approved by the board.

Section 3. The Board's authority shall not extend to the direction, supervision, employment, or termination of Wylie employees. No supervisory power of the Board is created.

Section 4. The Board will develop for City Council approval a set of by-laws governing rules of procedure for their meetings and operation.

Section 5. The Board shall not have the power to obligate Wylie for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 6. All powers and duties prescribed and delegated herein are delegated to the Board as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized except through the approval of the Board or City Council.

Section 7. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

**City of Wylie, Texas
Animal Shelter Advisory Board
Rules of Procedure**



1. Statement

- 1.1. It is hereby declared that appointment to the Animal Control Advisory Board is a distinct honor, and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

2. Creation and Membership

- 2.1. The Animal Shelter Advisory Board was established by City Ordinance No. 2003-11, and serves at the will of the City Council.
- 2.2. The Board shall consist of seven (7) regular members who will serve for terms of two (2) years. A Board member shall generally be limited to three two-year terms, with the exception of the Animal Shelter Manager who shall be a permanent member of the board per Ordinance 2020-01. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie Animal Shelter), one representative from an animal welfare organization, and three (3) residents of the City of Wylie, Texas.
- 2.3. In accordance with State law, the Board members are required to complete Open Meetings training and receive a Certificate of Completion within the first ninety (90) days of first year of appointment. This may be taken online via the Office of the Attorney General's website (www.oag.state.tx.us). The Office of the Attorney General offers free video training courses to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

3. Officers

- 3.1. The Board shall, at the first meeting after July 1st (and at such other times as these offices may become vacant), select from among its membership a Chairperson and Vice-Chairperson to serve for a period of one (1) year.
- 3.2. In the absence of both the Chairperson and Vice-Chairperson during a meeting, the remaining Board members shall elect an Acting Chairperson.

4. Officer's Duties

- 4.1. The Chairperson shall preside over all meetings and briefing sessions, and perform all duties as required by law.

- 4.2. The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

5. Powers and Duties of the Board

- 5.1. The Animal Shelter Advisory Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.
- 5.2. The Board shall perform all duties as prescribed by State statutes and the City's Code of Ordinance Chapter 18. The City Council has final authority in these matters, but should seek recommendations from the Animal Shelter Advisory Board prior to making final decisions.
- 5.3. The Board shall work with the Animal Services Manager (or designee) on various policy concerns and issues regarding Wylie Animal Services.
- 5.4. The Board shall make recommendations for changes to Chapter 18 of the City Code of Ordinances and/or policies as it relates to compliance with Chapter 823, Health and Safety Code when deemed appropriate.
- 5.5. The Board shall maintain contact with the stakeholder groups from which its members are appointed in working with the Animal Services Manager and staff.
- 5.6. The Board shall work with the Animal Services Manager and designated staff collaboratively to ensure best-in-class quality animal services with the city of Wylie.
- 5.7. The Board shall perform all other duties as the City Council may direct.

6. Orientation Training

- 6.1. Upon his or her appointment to the Board, all new members shall attend an orientation presented by City Staff to familiarize the board members with the operation of Municipal Government, the department organization and policies, and the operating procedures of the Animal Shelter Advisory Board.

7. Rules of Order

- 7.1. The Chairperson shall rule on all points of order.
- 7.2. The Board members may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.
- 7.3. Any provisions of these rules not governed by City Ordinance may be temporarily suspended by a favorable two-thirds (2/3) vote of all members of the Board, whose vote shall be entered upon the minutes.

8. Quorum

- 8.1. A quorum shall consist of four (4) members.
- 8.2. No matters may be handled without the presence of a quorum.
- 8.3. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

9. Agendas

- 9.1. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. All notice of meetings shall be posted in accordance with applicable rules and provisions of the state law.
- 9.2. There shall be attached to each agenda item a report of matters pending further action by the Commission.
- 9.3. All regular and special meetings shall follow, as closely as possible, the printed agenda. The agenda should include, but is not limited to, the following;
 - a. Ratification of Minutes;
 - b. Citizens' participation on items not on the agenda;
 - c. Executive Session, as needed;
 - d. Consent agenda;
 - e. Items for individual consideration;
 - f. Breaks at the discretion of the Chairperson;
 - g. Commissioners or Staff comments on general business;
 - h. Adjournment.
- 9.4. Agendas may be amended by the Chairperson as to order of items, but not as to content, unless overruled by a majority of the members present.

10. Minutes of Meetings

- 10.1. Minutes of all regular and special meetings shall be kept by the Secretary, designated by the Animal Services Manager, and are subject to amendment and ratification by the Board at the next regular meeting.
- 10.2. The minutes of the Board's proceeding shall show the overall vote, or if absent or failing to vote, shall reflect that fact.

11. Regular meetings

- 11.1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.
- 11.2. Any Board member missing three (3) consecutive regularly scheduled meetings without prior notification to Staff and/or a valid reason, which may include family emergency, illness, or other reasonable cause, may be subject to dismissal from the Board by the City Council.
- 11.3. All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and these rules of procedure.

12. Special Meetings

- 12.1. Special meetings may be called by the Chairperson, or at the request of two (2) or more members, or may be scheduled by a majority of the Board at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.
- 12.2. All members must be notified of any special meeting by giving written notice to all members by an email address of record. All notice of special meetings shall be posted in accordance with applicable rules and provisions of the state law.
- 12.3. Special meetings must be posted in accordance with the Open Meetings Act.

13. Addressing the Board

- 13.1. Persons desiring to address the Board shall complete a "Request to Speak" card and submit the card to the Secretary.
- 13.2. The Secretary will sort the speaker cards by agenda item and deliver them to the Chairperson.

- 13.3. The Chairperson will refer to the speaker cards for comments on items not on the printed agenda and individual agenda item comments.
- 13.4. Persons who note on a speaker card their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board;
- a. Approach the podium, state their name and address, and whether or not they are representing a person, group, or organization;
 - b. Speak so that all present in the room may hear clearly;
 - c. Address all statements and questions to the Chairperson;
 - d. Be courteous in language and deportment;
 - e. Be concise and focused in their Comments;
 - f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed.
- 13.5. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board, or when the Chairperson determines the remarks to be out of order.

14. City Staff Responsibilities

- 14.1. The Animal Services Manager or designee shall be responsible for providing the Board with the necessary professional, technical, and clerical services, including:
- a. Prepare and submit the agenda with staff reports and any special items as directed by the Chairperson;
 - b. Coordinate the services of all City Staff and other sources of public information for and on behalf of the Board;
 - c. Maintain a true copy of all Board proceedings;
 - d. Maintain all Board records;

15. Written Request Required

- 15.1. Every proposal submitted for Board action shall be made in accordance with approved application procedures from the appropriate Ordinance or Regulations.
- 15.2. The proposal shall be complete in all respects before being accepted for filing and Board consideration.

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- 16.2. Abstention. If a board member chooses to abstain from voting, where no declared conflict of interest exists, the vote shall be recorded as a negative vote in the official minutes.

16. Motions

- 16.3. A motion may be made by any member. A second to the motion shall be required before an item is put to a vote.
- 16.4. All votes shall be by a simple majority of members present, except as otherwise stated in these rules of procedure.
- 16.5. When fewer than all the members are present for voting and when all motions for a given application fail to carry by a majority vote, consideration of the application shall be continued under this rule to the next regular meeting, to the extent allowed by law. Failure of the Board to secure a majority concurring vote at said next regular meeting shall be recorded in the minutes as a denial of the proposal under the rule.
- 16.6. When a vote is required by state law or other requirement, and fewer than all members are present, and a simple majority is not reached, the vote shall be recorded as a denial.

17. Repealing Clause

- 17.1. All previously adopted Rules of Procedure of the Animal Shelter Advisory Board are hereby expressly repealed.

18. Suspension of Rules of Procedure

- 18.1. Any one or all of these rules of procedure may be suspended in order to allow a particular consideration of a matter, provided that it does not violate the state law or home rule charter, and provided that not less than two-thirds Board members vote in favor of such suspension.

Where any rule embodies a provision of state law, identically or in substance, such rule may not be suspended.

PASSED AND APPROVED BY THE ANIMAL SHELTER ADVISORY BOARD OF THE CITY OF WYLIE THIS _____ day of _____ 2026.

Amber Porter, Chairman

Michael Schwerin, Vice-Chairman

Filed in the Office of the City Secretary this _____ day of _____, 2026

Stephanie Storm, City Secretary
City of Wylie, Texas

**City of Wylie, Texas
Animal Shelter Advisory Board
Rules of Procedure**



1. Statement

- 1.1. It is hereby declared that appointment to the Animal Control Advisory Board is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

2. Creation and Membership

- 2.1. The Animal Shelter Advisory Board was established by City Ordinance No. 2003-11, and serves at the will of the City Council.
- 2.2. The Board shall consist of seven (7) regular members who will serve for terms of two (2) years. A Board member shall generally be limited to three two-year terms, with the exception of the Animal Shelter Manager who shall be a permanent member of the board per Ordinance 2020-01. The Board shall consist of one licensed veterinarian, one member of the City Council of the City of Wylie, Texas, The Animal Services Manager of the City of Wylie, Texas (whose duties include the daily operation of the Wylie Animal Shelter), one representative from an animal welfare organization, and three (3) residents of the City of Wylie, Texas.
- 2.3. In accordance with State law, the Board members are required to complete Open Meetings training and receive a Certificate of Completion within the first ninety (90) days of first year appointment. This may be taken online via the Office of Attorney General's website (www.oag.state.tx.us). The Office of the Attorney General offers free video training courses to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

3. Officers

- 3.1. The Board shall, at the first meeting after July 1st (and at such other times as these offices may become vacant), select from among its members a Chairperson and Vice-Chairperson to serve for a period of one (1) year.
- 3.2. In the absence of both the Chairperson and Vice-Chairperson during a meeting, the remaining Board members shall elect an Acting Chairperson.

4. Officer's Duties

- 4.1. The Chairperson shall preside over all meetings and briefing sessions, and perform all duties as required by law.

- 4.2. The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

5. Powers and Duties of the Board

- 5.1. The Animal Shelter Advisory Board shall act in an advisory capacity to Wylie staff and the City Council in any matter pertaining to compliance with Chapter 823, Health and Safety Code.
- 5.2. The Board shall perform all duties as prescribed by State statutes and the City's Code of Ordinance Chapter 18. The City Council has final authority in these matters, but should seek recommendations from the Animal Shelter Advisory Board prior to making final decisions.
- 5.3. The Board shall work with the Animal Services Manager (or designee) on various policy concerns and issues regarding Wylie Animal Services.
- 5.4. The Board shall make recommendations for changes to Chapter 18 of the City Code of Ordinances and/or policies as it relates to compliance with Chapter 823, Health and Safety Code when deemed appropriate.
- 5.5. The Board shall maintain contact with the stakeholder groups from which its members are appointed in working with the Animal Services Manager and staff.
- 5.6. The Board shall work with the Animal Services Manager and designated staff collaboratively to ensure best-in-class quality animal services with the city of Wylie.
- 5.7. The Board shall perform all other duties as the City Council may direct.

6. Orientation Training

- 6.1. Upon his or her appointment to the Board, all new members shall attend an orientation presented by City Staff to familiarize the board members with the operation of Municipal Government, the department organization and policies, and the operating procedures of the Animal Shelter Advisory Board.

7. Rules of Order

- 7.1. The Chairperson shall rule on all points of order.
- 7.2. The Board members may overrule the Chairperson on points of order by a two-thirds (2/3) vote of members present.
- 7.3. Any provisions of these rules not governed by City Ordinance may be temporarily suspended by a favorable two-thirds (2/3) vote of all members of the Board, whose vote shall be entered upon the minutes.

8. Quorum

- 8.1. A quorum shall consist of four (4) members.
- 8.2. No matters may be handled without the presence of a quorum.
- 8.3. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

9. Agendas

- 9.1. An agenda shall be prepared by the Animal Services Manager or his/her designee for each meeting of the Animal Services Advisory Board. ~~A copy of the agenda shall be posted in the Municipal Complex as required by law, as well as on the website~~ All notice of meetings shall be posted in accordance with applicable rules and provisions of the state law.
- 9.2. There shall be attached to each agenda item, a report of matters pending further action by the Commission.
- 9.3. All regular and special meetings shall follow, as closely as possible, the printed agenda. The agenda should include, but is not limited to the following;
 - a. Ratification of Minutes;
 - b. Citizens' participation on items not on the agenda;
 - c. Executive Session, as needed;
 - d. Consent agenda;
 - e. Items for individual consideration;
 - f. Breaks at the discretion of the Chairperson;
 - g. Commissioners or Staff comments on general business;
 - h. Adjournment.
- 9.4. Agendas may be amended by the Chairperson as to order of items, but not as to content, unless overruled by a majority of the members present.

10. Minutes of Meetings

- 10.1. Minutes of all regular and special meetings shall be kept by the Secretary, designated by the Animal Services Manager, and are subject to amendment and ratification by the Board at the next regular meeting.
- 10.2. The minutes of the Board's proceeding shall show the overall vote, or if absent or failing to vote, shall reflect that fact.

11. Regular meetings

- 11.1. The Animal Shelter Advisory Board shall meet at least three (3) times per year and any additional meetings as may be called.
- 11.2. Any Board member missing three (3) consecutive regularly scheduled meetings without prior notification to Staff and/or a valid reason, which may include family emergency, illness, or other reasonable cause, may be subject to dismissal from the Board by the City Council.
- 11.3. All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these rules of procedure.

12. Special Meetings

- 12.1. Special meetings may be called by the Chairperson, or at the request of two (2) or more members, or may be scheduled by a majority of the Board at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.
- 12.2. All members must be notified of any special meeting by giving written notice to all members by an email address of record. ~~at least seventy-two (72) hours before the meeting, and the notice must specify the purpose of the meeting.~~ All notice of special meetings shall be posted in accordance with applicable rules and provisions of the state law.
- 12.3. Special meetings must be posted in accordance with the Open Meetings Act.

13. Addressing the Board

- 13.1. Persons desiring to address the Board shall complete a "Request to Speak" card and submit the card to the Secretary.
- 13.2. The Secretary will sort the speaker cards by agenda item and deliver them to the Chairperson.

- 13.3. The Chairperson will refer to the speaker cards for comments on items not on the printed agenda, and individual agenda item comments.
- 13.4. Persons who note on a speaker card their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board;
- a. Approach the podium, state their name and address and whether or not they are representing a person, group, or organization;
 - b. Speak so that all present in the room may hear clearly;
 - c. Address all statements and questions to the Chairperson;
 - d. Be courteous in language and deportment;
 - e. Be concise and focused in their Comments;
 - f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed.
- 13.5. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board, or when the Chairperson determines the remarks to be out of order.

14. City Staff Responsibilities

- 14.1. The Animal Services Manager or designee shall be responsible for providing the Board with the necessary professional, technical, and clerical services, including:
- a. Prepare and submit the agenda with staff reports and any special items as directed by the Chairperson;
 - b. Coordinate the services of all City Staff and other sources of public information for and on behalf of the Board;
 - c. Maintain a true copy of all Board proceedings;
 - d. Maintain all Board records;

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Amber Porter, Chairman

Michael Schwerin, Vice-Chairman

Filed in the Office of the City Secretary this _____ day of _____, 2026

Stephanie Storm, City Secretary
City of Wylie, Texas



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

A Memorandum of Understanding with Friends of Rescue Animals.

Recommendation

Consider and act upon the Memorandum of Understanding with Friends of Rescue Animals.

Discussion

The Memorandum of Understanding with Friends of Rescue Animals (FRAs) establishes a partnership between the Wylie Animal Services and FRAs, under which FRAs will coordinate and provide management services for the volunteer program at Wylie Animal Services. Also, for reference, are the FRAs Code of Ethics and Volunteer Agreement.

MEMORANDUM OF UNDERSTANDING

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the CITY OF WYLIE, TEXAS (“City”), a home-rule municipality, whose address is 300 Country Club Rd, Wylie, TX 75098, and the FRIENDS OF RESCUE ANIMALS, a non-profit organization (FRAs), whose address is PO Box 758, Rowlett, TX 75030. City and FRAs are each referred to herein as a “party” or collectively as the “parties”.
2. **Purpose.** The purpose of this MOU is to help facilitate FRAs in their efforts to coordinate the volunteer program for the City Animal Services (also referred to herein as the “animal shelter”) operated by the City and to further establish each party’s responsibilities related thereto.
3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force until terminated as provided herein. This MOU may be terminated, with or without cause, by either the City or FRAs upon 15 days written notice, which notice shall be delivered by hand or by certified mail to the address listed above. The City retains the right to terminate this MOU for cause, with such termination to be effective immediately upon written notice of termination delivered to FRAs.
4. **Responsibilities of the City of Wylie.**
 - A. The City of Wylie shall allow FRAs to provide services in furtherance of the role of coordinator of various volunteer programs at the City Animal Services.
 - B. The City shall permit FRAs to utilize names and images of animals under the care of City Animal Services when soliciting donations (monetary and in-kind) to support extraordinary medical care, transport expenses, and/or other areas of support provided by FRAs to the animal shelter and animals therein.
5. **Responsibilities of FRAs.**
 - A. FRAs shall abide by all City Animal Services policy guidance and directions from City staff concerning animal shelter operations and handling and care of animals and all other operations of FRAs under this Agreement.
 - B. FRAs shall coordinate and provide management services for the volunteer program at City Animal Services and ensure that volunteers abide by the terms of their volunteer agreement and all City Animal Services policy guidelines and directions from City staff concerning animal shelter operations and handling and care of animals and all other activities at the animal shelter. These services shall include, but are not limited to, recruitment, training, scheduling, and recordkeeping, as further outlined in Exhibit A.

MEMORANDUM OF UNDERSTANDING

- C. FRAs shall consider requests to cover out-of-the-ordinary medical expenses for animals at City Animal Services, as FRAs' fundraising permits.
- D. FRAs shall consider requests to assist with the City's Trap-Neuter-Release program for the City by sponsoring sterilizations, as FRAs' fundraising permits.
- E. All of FRAs' responsibilities under this Agreement shall be at no cost to the City.

6. General Provisions

- A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- B. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Texas. This Agreement is performable in Collin County, Texas, and the exclusive venue for any action arising out of this Agreement shall be a court of appropriate jurisdiction in Collin County, Texas.
- C. **Entirety of Agreement.** This MOU represents the entire and integrated understanding between the parties and supersedes all prior negotiations, representations, understandings, and agreements, whether written or oral.
- D. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- E. **No Assignment.** Neither party shall have the right to assign that party's interest in this MOU without the prior written consent of the other party.
- F. **Relationship of Parties; No Third-Party Beneficiaries.** Nothing contained in this MOU shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership, joint venture, or employment, it being expressly understood and agreed that no provision contained in this MOU nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this MOU. Neither party has the authority to enter into contracts or to assume any obligation for the other, nor to make warranties or representations on behalf of the other except in accordance with the express terms of this MOU or as otherwise authorized in writing by the other party. There

MEMORANDUM OF UNDERSTANDING

are no third-party beneficiaries to this MOU and no third-party beneficiaries are intended by implication or otherwise.

G. **Immunity.** The parties acknowledge and agree that, in executing and performing this Agreement, the City has not waived, nor shall be deemed to have waived, any defense or immunity, including governmental, sovereign and official immunity, that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied, other than those set forth herein.

H. **Hold Harmless Agreement.** FRAs AGREES TO RELEASE, DEFEND, INDEMNIFY AND HOLD HARMLESS CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, COSTS, DAMAGES, EXPENSES, SUITS, JUDGMENTS, LOSSES, PENALTIES, SETTLEMENTS, CHARGES, PROFESSIONAL FEES, OR OTHER EXPENSES OR LIABILITIES, WHETHER FALSE, FRAUDULENT, MERITLESS, OR MERITORIOUS, OF EVERY KIND OF CHARACTER ARISING OUT OF OR CAUSED BY, ANY ACTION OF EVERY KIND AND CHARACTER IN CONNECTION WITH OR ARISING DIRECTLY OR INDIRECTLY OUT OF FRAs, ITS OFFICERS, EMPLOYEES', AGENTS' AND VOLUNTEERS' ACTIONS, ACTIVITIES, PARTICIPATION, OR INVOLVEMENT IN THE CITY PROGRAMS OR FACILITIES REFERENCED HEREIN. FRAs FURTHER AGREES TO COOPERATE IN INVESTIGATING, HANDLING, RESPONDING TO AND PROVIDING DEFENSE FOR ANY SUCH CLAIMS, EVEN IF SUCH CLAIMS ARE GROUNDLESS, FALSE, OR FRAUDULENT..

7. **Signatures.** In witness whereof, the parties to this MOU, through their duly authorized representatives, have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

Friends of Rescue Animals

Deana Seigler, President

Date

City of Wylie, Texas

MEMORANDUM OF UNDERSTANDING

Brent Parker, City Manager

Date

MEMORANDUM OF UNDERSTANDING

EXHIBIT A

This Exhibit A is incorporated into the Memorandum of Understanding ("MOU") between **CITY OF WYLIE, TEXAS** ("City") and **FRIENDS OF RESCUE ANIMALS** ("FRAs"). This Exhibit defines the responsibilities and expectations for the management and coordination of the City Animal Services Volunteer Program.

1. AUTHORITY

- a. The City Animal Services retains full authority over all policies, procedures, and requirements applicable to volunteer activities conducted at City Animal Services, as well as all animal care decisions and shelter operations at City Animal Services.
- b. The FRAs are responsible for the day-to-day administration of the volunteer program.
- c. The City Animal Services reserves the right to approve, deny, suspend, or remove any individual from volunteering at City Animal Services at its sole discretion. Such authority applies only to volunteers at City Animal Services and does not govern an individual's volunteer status with FRAs outside of City Animal Services.

2. SCOPE OF SERVICES PROVIDED BY FRAs

- a. Recruitment and Outreach
 - i. Recruit volunteers for shelter operations, events, and community initiatives
 - ii. Manage volunteer communications
- b. Screening and Onboarding
 - i. Process applications and conduct initial screenings
 - ii. Ensure completion of background checks and liability releases. FRAs are not responsible for any costs associated with background checks, and any costs associated with background checks will be covered by the City Animal Services
- c. Training
 - i. Provide general orientation covering shelter rules, safety, and expectations

MEMORANDUM OF UNDERSTANDING

- ii. Provide role-specific training, including:
 - 1. Animal handling (dogs, cats, and other species)
 - 2. Bite prevention and safety protocols
 - 3. Cleaning and sanitation procedures
 - iii. Ensure volunteers understand zoonotic disease risks and hygiene practices
 - d. Scheduling and Assignments
 - i. Coordinate assignments when requested, including, but not limited to:
 - 1. Dog walking
 - 2. Cat socialization / care
 - 3. Cleaning and kennel support
 - 4. Adoption events
 - e. Supervision and Conduct Management
 - i. Address behavioral or performance issues
 - ii. Recommend disciplinary action or removal to the City Animal Services
 - f. Recordkeeping and Reporting
 - i. Maintain accurate records of volunteer hours, roles, and participation

3. SAFETY AND RISK MANAGEMENT

- a. Volunteers shall not handle aggressive, quarantined, or restricted animals unless explicitly authorized by City Animal Services staff
- b. All bites, scratches, injuries, or incidents must be reported immediately to City Animal Services staff
- c. Volunteers must follow all posted and instructed safety protocols
- d. Personal protective equipment (PPE) shall be used as required

TERM AND TERMINATION

MEMORANDUM OF UNDERSTANDING

This Exhibit remains in effect for the duration of the MOU and may be terminated or modified in accordance with the MOU.