

City of Windcrest



AGENDA ANIMAL ADVISORY SERVICES COMMITTEE 5:30 PM OCTOBER 28, 2024

CITY COUNCIL CHAMBERS - 8601 MIDCROWN

5:30 PM

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST ANIMAL ADVISORY SERVICES COMMITTEE MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE MONDAY, OCTOBER 28, 2024, STARTING AT 5:30 P.M.

THE ANIMAL ADVISORY SERVICES COMMITTEE RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF MONDAY, OCTOBER 28, 2024, AND TO RECONVENE THE MEETING ON THE FOLLOWING BUSINESS DAY OCTOBER 29, 2024, AT 5:30 P.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers is wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION

- Citizens may address the Animal Advisory Services Committee on topics not on the agenda for no more than three (3) minutes.
- Citizens shall also have the opportunity to address the Animal Advisory Services Committee during consideration of posted agenda items for no more than six (6) minutes.
- A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE CITY OF WINDCREST ANIMAL ADVISORY SERVICES COMMITTEE MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

V. DISCUSSION AND ACTION

- a) The Animal Services Advisory Committee will review, discuss, and may act on adopting an animal fostering program policy for the City of Windcrest Windcrest Police Department Animal Care Services Division.

[Adam Astleford, Council Member Place 5]

VI. GENERAL ANNOUNCEMENTS & FUTURE AGENDA ITEMS REQUESTED

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

VII. ADJOURNMENT

Decorum Required: Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Committee Authorized: The Animal Advisory Services Committee may vote and/or act upon any item within this Agenda. The Committee reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); §551.087 (Economic Development); §551.074 (Personnel Matters) and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Approved by City Attorney: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city boards, commissions and committees may attend the meeting in numbers that may constitute a quorum of such other city boards, commissions and committees, so that notice is hereby given that the meeting is also a meeting of the other city boards, commissions and committees whose members are in attendance. The members of the other city boards, commissions and committees may participate in discussions

which occur at the meeting, but no action will be taken by the other boards, commissions, and committees whose members are in attendance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Animal Advisory Services Committee of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two (72) hours prior to the meeting on October 28, 2024.

BY:

Rachel C. Dominguez, City Secretary

**City of Windcrest
Animal Fostering Program Policy**

1. The objective of the Windcrest Foster Program is to provide temporary care for the following types of animals:
 - a. Those with temporary medical issues such as malnourishment or physical wounds pending Vet approval.
 - b. Puppies or kittens that are too young to be adopted.
 - c. Adoptable animals that have a temporary condition affecting their physical appearance (e.g. an animal that needs to be shaved, etc.).
 - d. Adoptable animals requiring greater socialization and/or training.
 - e. Adoptable animals suffering from kennel induced anxiety and stress.
 - f. Adoptable animals that may be euthanized due to a shortage of shelter space.
2. The following policy guidelines shall apply in all Foster situations.
 - a. The Department retains all rights and ownership of any animal in the Foster Program as well as the final say in disposition decisions (adoption, rescue, euthanasia, foster, or return to owner).
 - b. b..
 - c. While in foster care, the City is not liable for any injury or damage caused by a foster animal (to include spread of disease to owned animals).
 - d. The City is responsible for providing essential materials for foster including food, litter, and prescribed medical care.
 - e. Permanent placement via adoption, rescue, or return to owner shall take precedence over animals placed in foster care.
 - f. Foster providing care for foster animals must complete an application and be approved by the Department before taking a pet home.
 - g. Foster is matched with animals based on past experience and information provided on the Foster Application.
 - h. Any Foster Application can be denied at the discretion of department staff and supervisor. The applicant may appeal the application decision in writing to the Director.
 - i. Foster are subject to periodic home inspection, with prior notification from the department.
 - j. j..
 - k. The Department is free at any time, with or without notice or cause, to end the foster relationship.

- l. Before taking a foster pet, any personal animals owned by the Foster must be current on all vaccinations, including DHPP and rabies vaccinations. Cats must also be current on their FVRCP vaccination.
 - m. All pets owned or at the home of the foster must be sterilized.
 - n. Acceptance as a Foster requires the following criteria:
3. Be 18 years or older
- i. ii. Be able to provide government issued identification (i. e., valid driver's license). Proof of residency within the allowed area must be supplied if current ID does not have the correct address.
 - ii. Complete a Foster application and provide all needed medical and vaccination history on personal pets.
 - iii. Applications will be reviewed within three (3) business days by the Director.
 - iv. Agree to and sign the Foster Care Agreement.
 - v. Once approved, discuss and agree to general guidelines, policies, and procedures with the Director.
4. Foster Criteria and Procedure
- a. Criteria for selection of foster animals shall include but are not limited to the following:
 - i. Medical Condition: Pet is not able to be placed at current time due to a medical condition that the department is able to provide outpatient care for. The department will not place a pet into foster care with medical needs that are not able to be provided by the department.
 - ii. Behavior: Pet is not able or has not been able to be placed before the release date due to behavioral issues. Each pet will be evaluated by the Rescue-foster staff for availability. The department will not place a pet into foster care whose behavior has been deemed unsafe for human and/or animal interaction.
 - iii. Age: Puppies and kittens under the age of 8 weeks may be fostered, as they are too young for adoption.
 - b. The procedure for foster care placement shall occur in the following manner:
 - i. The department may contact fosters directly with pets needing placement or fosters may contact department with pets they wish to foster.
 - ii. The Foster shall be advised by the Director or other designated staff on the specific needs of the animal.
 - iii. Each time that an animal is placed into a foster home, the animal will be outcome into foster care in the City's computer database.
 - iv. The foster will pick up the animal at the department at a prearranged time.

Commented [TG1]: Is there an equivalent tracking system in Windcrest?

Commented [TG2R1]: City's computer

- v. As soon as the animal is available for adoption a picture and biographical description of the animal shall be provided to the Director.
- vi. An animal may need to be brought back to the shelter periodically for a physical/medical checkup by the department or designated veterinarian.
- vii. Upon final disposition of the animal (adoption, rescue, return to owner, or humanely euthanized), the policies and procedures of that outcome will be followed.

5. Responsibility of Foster

- a. Providing a safe and secure environment:
 - i. Ensure a humane indoor environment for animal with the ability to quarantine pet from personal pets for 2 weeks to prevent spread of disease and ensure compatibility.
 - ii. If applicable, administer medication under the direction of the clinic.
 - iii. As needed, ensure that landlord is aware of any and all changes to the number of pets on property.
- b. Provide access to veterinary care. The Foster is encouraged to communicate with the Department regarding the necessary medical care of the animal.
- c. Foster shall assist in obtaining permanent placement for foster animals by :
 - i. Make the animal available for a minimum of two approved adoption events per calendar month.
 - ii. Providing the department with updated pictures and biography if needed and as requested by staff.
- d. Foster interested in adopting foster animal(s) is subject to the all applicable department adoption policies and procedures.
- e. Fosters must give the rescue-foster team 48 hours notice if returning a foster pet, unless warranted by a severe medical or behavioral concern.
- f. Any concerns by a foster should be first brought to the attention of the animal control officer.

6. Fosters Communication Guidelines

- a. Fosters are expected to maintain open communication with the animal control officer and respond promptly to requests.