



Animal Rescue & Adoption Committee

Monday, November 21, 2016

Notice is hereby given that the Animal Rescue & Adoption Committee of the City of Big Spring, Texas will meet in Regular Session on Monday, November 21, 2016, at 5:30 p.m., in the City Council Chambers located at 307 East 4th Street, Big Spring, Texas.

Open Session

1. Call to Order Gambrell

Disposition of Minutes

2. Approval of the Minutes of the Meeting of October 14, 2016 3-4 Herm

New Business

3. Introduction of Members Gambrell
4. Review of Committee Mission and Duties 5 Gambrell
5. Consideration and Approval of Procedures for Presentation to Committee 6-7 Gambrell
6. Discussion of Shelter Issues Herm/Partee
 - Shelter Conditions
 - Drop Box
 - Ventilation/Health Concerns/Illness
 - Sign Notification/Kill Shelter
 - Treatment of Shelter Animals
 - Website/Photos
7. Discussion of Blanket/Food Drive Partee

Public Input

8. Receive Public Comment Gambrell

Committee Input

9. Input

10. Adjourn

Gambrell

I hereby certify that this agenda was posted on the official bulletin boards at the Big Spring City Hall Building, 310 Nolan Street, Big Spring, Texas. Given by order of the Animal Rescue and Adoption Committee and posted on Thursday, November 17, 2016 at 5:00 p.m. in accordance with Title 5, Texas Government Code, Chapter 551.

In addition, this agenda and supporting documents are posted on the City of Big Spring's website, www.mybigspring.com, in accordance with legal requirements.


Mandy Haynes, Legal Assistant

THE MEETING FACILITY IS ACCESSIBLE TO DISABLED PERSONS. ANY DISABLED PERSON NEEDING SPECIAL ACCOMMODATIONS OR HEARING-IMPAIRED PERSONS WISHING TO HAVE AN INTERPRETER SHOULD CONTACT LESA GAMBLE AT 264-2401. REQUESTS FOR AN INTERPRETER SHOULD BE MADE AT LEAST 48 HOURS IN ADVANCE OF THE MEETING TIME.



**Animal Rescue & Adoption Committee Minutes
From Monday, October, 17, 2016**

Members Present: Melanie Gambrell, Alison Herm, David Ferguson, Kristen Partee and Betty Kelley

Staff Present: Chad Williams-Police Chief, Todd Darden-City Manager, Larry McLellan-Mayor, Mandy Haynes-Legal Assistant, and Tami Davis-Assistant City Secretary

Open Session

Mayor McLellan called the Animal Rescue & Adoption Committee to order at 5:30 p.m. on Monday, October 17, 2016 in the City Council Chambers, 307 East 4th Street, Big Spring, Texas.

New Business

Swearing in of new Board Members

Tami Davis, Assistant City Secretary, swore in the newly appointed members of the Animal Rescue & Adoption Committee which include the following: Melanie Gambrell, Alison Herm, David Ferguson, Kristen Partee and Betty Kelley.

Nomination of Board Positions

By a show of hands the following positions were nominated by the committee: Melanie Gambrell will serve as the Chairperson, Kristen Partee will serve as the Co-Chairperson and Alison Herm will serve as the Secretary.

Open Meetings/Public Information Review

Mandy Haynes, Legal Assistant, presented the rules and regulations of the Open Meetings and Public Information Acts.

Review of Resolution No. 003-2016

Chad Williams, Police Chief, reviewed the City Council Resolution No. 03-2016 in support of making the Big Spring Animal Shelter a no kill shelter and City Ordinance No. 025-2016 establishing the goal of this committee to facilitate the rescue and adoption of animals from the Big Spring Animal Shelter by creating and promoting public awareness programs and events to help end the euthanization of homeless pets.

Discussion for Future Topics

After a brief discussion, the following topics were proposed to be put on the next agenda: Public relations and getting public notices out to the public, creating a city/community foster program, and improving the current status of the city shelter issues and conditions.

Discussion for Date of Next Meeting

Motion was made by Mr. Ferguson, seconded by Ms. Gambrell, with all the members present voting “aye” setting a meeting date to be the 3rd Monday of each month, the next meeting being scheduled on November 21, 2016.

Adjourn

Motion was made by Mr. Ferguson, seconded by Ms. Herm, with all members present voting “aye” to adjourn the meeting at 6:51 p.m.

Melanie Gambrell, Chairperson

Date

ANIMAL RESCUE & ADOPTION COMMITTEE

CHARGED WITH RAISING PUBLIC AWARENESS AND FACILITATING THE ADOPTION OF ANIMALS FROM THE BIG SPRING ANIMAL SHELTER

Duties of the Committee.

1. The Committee shall be charged with organizing quarterly public awareness events,
2. working with animal rescue organizations to facilitate adoptions from the Big Spring Animal Shelter,
3. using social media (or other means) to increase exposure of animals in need of adoption,
4. recruiting qualified volunteers to assist the City in areas relating to animals in need of adoption and animal control,
5. assisting the City in its goal to become a no-kill shelter,
6. promoting low-cost spay and neuter programs,
7. act as public relations liaison between the public and city officials to advance common interest of animal welfare issues and reconcile public concerns,
8. and review and make recommendations to the City Council in an advisory capacity on matters concerning the adoption of animals.

Animal Rescue and Adoption Committee

Procedure for Presentation to the Committee

Purpose: These procedures are hereby established to assist this Committee in fulfilling the duties prescribed to it by the Big Spring City Council:

Committee Mission: The Committee shall be charged with organizing quarterly public awareness events, working with animal rescue organizations to facilitate adoptions from the Big Spring Animal Shelter, using social media (or other means) to increase exposure of animals in need of adoption, recruiting qualified volunteers to assist the City in areas relating to animals in need of adoption and animal control, assisting the City in its goal to become a no-kill shelter, promoting low-cost spay and neuter programs, acting as public relations liaison between the public and city officials to advance the common interest of animal welfare issues and reconcile public concerns, and review and make recommendations to the City Council in an advisory capacity on matters concerning the adoption of animals.

Placing an Item on the Agenda. Any member of the public or any Committee member may request that a matter within the jurisdiction of the Committee be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Chairperson or his/her designee with supporting documents of information, if any, at least seven (7) days before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Determining Jurisdiction of Item. The Committee Chairperson and Secretary shall decide whether a request is within the jurisdiction (mission) of the Committee and whether the item should be an action item, informational item, or consent item. Items not within the authority of the Committee may not be placed on the agenda. In addition, the Committee Chairperson and Secretary shall determine if the item is merely a request for information or whether the issue is covered by an existing policy, administrative regulation, or state or federal law before placing the item on the agenda.

Public Address to Committee. Members of the public are encouraged to attend Committee meetings and to address the Committee concerning any item on the agenda or within the Committee's jurisdiction. In order to conduct business in an orderly and efficient manner, the Committee requires that public presentations to the Committee comply with the following procedures:

1. The Committee shall give members of the public an opportunity to address the Committee at the meeting either before or during the Committee's consideration of each item of business to be discussed at regular or special meeting.
2. At a time so designated on the agenda, members of the public may bring before the Committee, at a regular meeting, matters that are not listed on the agenda. However,

the Committee may refer such a matter to the Chairperson or designee or take it under advisement, but shall not discuss or take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Committee.

3. *Without taking action*, Committee members or City staff members may hear and accept statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Committee or staff member may ask a question for clarification. Furthermore, a member of the Committee may provide a reference to staff or other resources for factual information, ask City staff to report back to the Committee at a subsequent meeting concerning any matter, or take action to place a matter of business on a future agenda.
4. The Committee need not allow the public to speak on any item that has already been considered by the Committee at a public meeting where the public had the opportunity to address the Committee on that item. However, if the Committee determines that the item has been substantially changed since the Committee heard it; the Committee shall provide an opportunity for the public to speak.
5. A person wishing to be heard by the Committee shall first be recognized by the Chairperson and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three (3) minutes to address the Committee on each agenda or nonagenda item. The Committee shall limit the total time for public input on each item to ten (10) minutes. With Committee consent, the Chairperson may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The Chairperson may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.
6. The Committee Chairperson may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chairperson may indicate the time and place when it should be presented. The Committee shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions.
7. The Committee Chairperson shall not permit any disturbance or willful interruption of Committee meetings. Persistent disruption by an individual or group shall be grounds for the Chairperson to terminate the privilege of addressing the Committee. The Committee may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain. After a disturbance, further Committee proceedings shall concern only matters appearing on the agenda.