



City of Sugar Land

Animal Advisory Board Agenda

Sugar Land City Hall
2700 Town Center
Boulevard North
Sugar Land, TX 77479

Monday, August 18, 2025
Animal Advisory Board Meeting
Cane Room 161
12:00 PM

I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/N9wwg5z-THY?feature=share>.

II. Call to Order

III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

IV. Minutes

A. MINUTES

Consideration of and action on the minutes of the March 3, 2025 meeting.

Linda Mendenhall, City Clerk

V. Workshop

A. ANIMAL SHELTER UPDATES

The Animal Services Advisory Board will hold a workshop session on the above date to review and discuss:

- Staff Overview & Current Operations
- Strategic Priorities & New Program Launch
- New Animal Shelter Update
- Meeting Dates for 2026
- Upcoming Events

Melissa Hobson, Animal Service Manager

VI. Director's Report

A.

- Program Updates
- Upcoming Agenda Topics

Melissa Hobson, Animal Service Manager

VII. Adjournment

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the city secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#)



Animal Advisory Board Agenda Request

August 18, 2025

Agenda Request No: IV.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:

MINUTES

Consideration of and action on the minutes of the March 3, 2025 meeting.

Recommended Action:

Consideration of and action on the minutes of the March 3, 2025 meeting.

Executive Summary:

Consideration of and action on the minutes of the March 3, 2025 meeting.

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

1. 3.3.25-Animal Advisory Board Minutes



ANIMAL ADVISORY BOARD

MINUTES

Sugar Land City Hall
2700 Town Center Boulevard North
Sugar Land, Texas 77479

MONDAY, MARCH 3, 2025

ANIMAL ADVISORY BOARD

CITY COUNCIL CHAMBER

https://youtube.com/live/eAMwszI3q_M?feature=share

12:00 PM

QUORUM PRESENT

All members of the Board were present except for Robin Novak and Shelly Pappas.

[Clerk's Note: The City of Sugar Land utilizes audio recordings to capture City Council meetings in full and provides action summaries as the official meeting minutes. However, the recording for the March 3, 2025, meeting only captured 43 minutes of the 1 hour and 44-minute session. As a result, the remainder of the meeting has been documented in a written summary of the discussion that took place. This summary is intended to provide an overview and does not capture the conversation in its entirety or verbatim.]

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II. PUBLIC COMMENT

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The following member of the public addressed the Board.

- Lynn Harpham spoken in favor of agenda item IV A.

III. MINUTES

A. Consideration of and action on the minutes of the January 27, 2025 meeting.

Linda Mendenhall, City Clerk

A motion to **Approve**, Item III-A, Approval of the minutes of the January 27, 2025 meeting, was made by Marion Nixon and seconded by Carolyn Bender, the motion **Passed**.

Ayes: Bender, Hyde, Niemand, Nixon, Ross, Tarver, Willy

Absent: Novak, Pappas

IV. WORKSHOP

A. Review of and discussion on a new Animal Shelter facility and General Obligation Bond Results.

Lane Wolf, Senior Manager Vertical Construction

Lane Wolf, Senior Manager Vertical Construction, gave a presentation, made comments and answered questions from the Board.

B. Review of and discussion on Animal Shelter and community engagement program updates.

Paige Pruden, Animal Shelter Supervisor and Yeni Rivas, Engagement Coordinator

Paige Pruden, Animal Shelter Supervisor and Yeni Rivas, Engagement Coordinator, gave a presentation, made comments and answered questions from the Board.

[**Clerk's Note:** At approximately 12:43 p.m., during Paige Pruden's presentation, the backup recording file stopped. The following minutes provide a summary of the discussion that occurred from that point forward.]

Paige Pruden's Report

- Reviewed monthly meet-and-greet data collected by kennel technicians, including the average length of visits.
- Provided an overview of the Control and Tracking of Cats and Dogs, highlighting officer activities and intake diversions, and presented a map identifying areas in Sugar Land where these activities occur more frequently.
- Presented statistics on the sleepover program for animals, including the number of animals returned, adopted, and one cat reported missing in February.
- Discussed improvements in the adoption process, including streamlining paperwork to require only one printed form and the use of digital signatures.

- Explained that adopters now receive an automated post-adoption email to provide feedback, and customers are given a “Kids and Dogs” handout along with a refrigerator magnet to assist with pet transition.

Adoption Process Feedback

- 100% satisfaction was reported from residents regarding the care and cleanliness of shelter animals.
- 100% satisfaction was recorded for the adoption process.
- 100% satisfaction was received regarding the friendliness of staff and volunteers, with feedback noting their exceptional service during the adoption experience.
- 94% satisfaction was reported regarding staff knowledge.

Pre-Euthanasia Checklist Discussion

- Paige Pruden reviewed the Pre-Euthanasia Checklist, explaining that it serves as a procedural tool for record-keeping and transparency to document all steps taken before euthanasia is considered.
- Board Member Niemand suggested removing the “length of stay” line item from the checklist, arguing that it should not be a factor in euthanasia decisions.
- Dawn Steph responded, affirming that the city does not euthanize animals based on length of stay but rather considers the specific circumstances of each case.
- A discussion followed regarding the checklist and the appropriateness of including the length-of-stay metric.

Yeni Rivas’ Report

- Shared details about staff efforts during a recent snow event, noting that a record number of blankets were donated and that staff stayed overnight to care for the animals.
- Showed pictures of staff sleeping on cots and dogs enjoying the snow.

Community Engagement Updates

- Reviewed January community engagement efforts, including events attended and dogs brought for adoption.
- Highlighted participation in the following events:
 - **January:** Subaru Loves Pets Gala Event.
 - **February:** Republic Harley Davidson Pet Adoption Event, where five dogs (Ava, Eliza, Dil, Hammy, and Tommy) were adopted.
 - **February:** Girl Scout Troop 158994 organized a donation drive, provided food donations, and had the opportunity to read to shelter animals.
 - **February:** Launch of a virtual pet finder application to reunite lost pets with their families, encouraging community involvement in the process.
 - **February:** Staff attended the Best Friends National Conference in Palm Springs.
 - **March (Upcoming):** Career on Wheels events at Anne Sullivan Elementary and Barrington Place Elementary, participation in Water Week at HMNS in Sugar Land, hosting of a Paws & Play event at Clements High School, and exploration of new initiatives to revamp the volunteer program.

Social Media Activity

- Yeni Rivas presented recent social media posts showcasing Animal Services activities and engagement.

V. DIRECTOR'S REPORT

- A.
- Program Updates
 - Upcoming Agenda Topics
 - Review Concerns

Dawn Steph, Executive Director

Dawn Steph, Executive Director, gave a presentation and responded to questions from the Board. During the Director's Report, Dawn provided updates on recent organizational changes and her upcoming transition. She also reported on donations received as of February 26, 2025, noting an ending balance of \$220,103.

A discussion followed regarding her departure. Board Member Dr. Bender expressed concern about the transition, suggesting that Dawn was being forced out and voicing dissatisfaction with the change. Dr. Bender also raised concerns about the Board's standing and the leadership transition under the Police Chief. She questioned the fairness of the internal investigation into the October 2024 incident, referencing specific text messages and inquiring about the process for requesting body camera footage. Dawn responded that the incident was still under investigation.

VI. ADJOURNMENT

A motion to **Approve**, Adjournment at 1:45 p.m. was made by Ellen Tarver and seconded by Marion Nixon, the motion **Passed**.

Ayes: Bender, Hyde, Niemand, Nixon, Ross, Tarver, Willy

Absent: Novak, Pappas

Linda Mendenhall, City Clerk





Animal Advisory Board Agenda Request **August 18, 2025**

Agenda Request No: V.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Sandra Stroud, Administrative Manager

Presented by: Melissa Hobson, Animal Service Manager

Responsible Department: Animal Services - Division

Agenda Caption:

ANIMAL SHELTER UPDATES

The Animal Services Advisory Board will hold a workshop session on the above date to review and discuss:

- Staff Overview & Current Operations
- Strategic Priorities & New Program Launch
- New Animal Shelter Update
- Meeting Dates for 2026
- Upcoming Events

Recommended Action:

Review of and Discussion on Animal Services updates.

Executive Summary:

The Animal Services Administrator will provide an update on various topics, including current shelter operations, strategic priorities, and the new shelter design.

- Staff Overview & Current Operations
- Strategic Priorities & New Program Launch
- New Animal Shelter Update
- Meeting Dates for 2026
- Upcoming Events

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None



Animal Advisory Board Agenda Request

August 18, 2025

Agenda Request No: VI.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Justin Perez, Agenda Coordinator

Presented by: Melissa Hobson, Animal Service Manager

Responsible Department: Admin

Agenda Caption:

- Program Updates
- Upcoming Agenda Topics

Recommended Action:

Review of and discussion on shelter priorities, meetings, and concerns.

Executive Summary:

The Animal Services Administrator will provide an update on various topics including program updates, budget updates, upcoming agenda topics, and concerns received from the public. Since this is a report to the board, there is no discussion on this item.

- Program Updates
- Upcoming Agenda Topics
- Review Concerns

Budget

Expenditure Required: N/A

Current Budget: N/A

Additional Funding: N/A

Funding Source: N/A

Account Number (ORG-OBJ-Project): N/A

Attachments

None

