



City of Sugar Land

Animal Advisory Board Agenda

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

Wednesday, January 21, 2026
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/y0jR8cCyEqE?feature=share>

II. 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.

III. Call to Order

IV. Minutes

A. MINUTES

Consideration of and action on the approval of the minutes of the August 18, 2025, meeting.

Linda Mendenhall, City Clerk

V. Annual Ethics Training

A. ANNUAL ETHICS TRAINING

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

Meredith Riede, City Attorney

VI. Administrator's Report

A. **ADMINISTRATOR'S REPORT**

Review of and discussion on updates presented to the Animal Advisory Board.

- Staffing Update
- Operational Update
- Metrics
- Strategic Outlook & Upcoming Priorities

Melissa Hobson, Animal Services Administrator

VII. Workshop - Strategic Plan

A. **WORKSHOP - DRAFT STRATEGIC ACTION PLAN**

Review of and discussion on the draft strategic plan in collaboration with the Animal Advisory Board, including feedback, questions, and next steps.

Melissa Hobson, Animal Services Administrator

VIII. 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](#)

Posted on this 14th day of January, 2025 at 12:00 P.M.



Animal Advisory Board Agenda Request
January 21, 2026

Agenda Request No: IV.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Nicole Fontenette, Public Meeting Coordinator

Presented by: Linda Mendenhall, City Clerk

Responsible Department: Admin

Agenda Caption:

MINUTES

Consideration of and action on the approval of the minutes of the August 18, 2025, meeting.

Recommended Action:

Approval of the minutes of the August 18, 2025, meeting.

Executive Summary:

Consideration of and action on the approval of the minutes of the August 18, 2025, meeting.

Budget

Expenditure Required: -

Current Budget: -

Additional Funding: -

Funding Source: -

Account Number (ORG-OBJ-Project): -

Attachments

1. 8.18.25 AAB minutes



City of Sugar Land

Animal Advisory Board Minutes

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

Monday, August 18, 2025
Animal Advisory Board Meeting Minutes
City Council Chamber
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

QUORUM PRESENT

Barbara Willy, Carolyn Bender, John Niemand, Shelley Pappas, Marion Nixon, Ellen Tarver, Jenna Ross, Susie Hyde, Melissa Hobson, and Mark Grothaus were present. Robin Novak attended the meeting virtually at 12:03 p.m. and left the meeting at 1:03 p.m.

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.

The following members of the public addressed the Board:

- Chalene Avery spoke about agenda item V.A
- Christine Tierney spoke about agenda item V.A

IV. Minutes

A. MINUTES

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

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the March 3, 2025 meeting**, was made by Shelley Pappas

and seconded by Marion Nixon; the motion **Passed**.

Ayes: Barbara Willy, Carolyn Bender, John Niemand, Shelley Pappas, Marion Nixon, Ellen Tarver, Jenna Ross, Susie Hyde, and Robin Novak

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 Services Administrator

Melissa Hobson, Animal Service Manager, gave a presentation, made comments, and answered questions from the Board.

VI. Director's Report

A.

- Program Updates
- Upcoming Agenda Topics

Melissa Hobson, Animal Services Administrator

Melissa Hobson, Animal Service Manager, gave a presentation, made comments, and answered questions from the Board.

VII. Adjournment

No further businesses were discussed during the meeting. Barbara Willy, Chair, adjourned the meeting at 1:34 p.m.



Animal Advisory Board Agenda Request

January 21, 2026

Agenda Request No: V.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Nicole Fontenette, Public Meeting Coordinator

Presented by: Meredith Riede, City Attorney

Responsible Department: Legal

Agenda Caption:

ANNUAL ETHICS TRAINING

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

Recommended Action:

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

Executive Summary:

Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of city officials.

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

January 21, 2026

Agenda Request No: VI.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Sandra Stroud, Administrative Manager

Presented by: Melissa Hobson, Animal Services Administrator

Responsible Department: Animal Services - Division

Agenda Caption:

ADMINISTRATOR'S REPORT

Review of and discussion on updates presented to the Animal Advisory Board.

- Staffing Update
- Operational Update
- Metrics
- Strategic Outlook & Upcoming Priorities

Recommended Action:

Review and discussion of updates presented to the Animal Services Advisory Board.

Staffing Update

Operational Update

Metrics

Strategic Outlook & Upcoming Priorities

Executive Summary:

Review and discussion of updates presented to the Animal Services Advisory Board.

Staffing Update

Operational Update

Metrics

Strategic Outlook & Upcoming Priorities

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

January 21, 2026

Agenda Request No: VII.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Sandra Stroud, Administrative Manager

Presented by: Melissa Hobson, Animal Services Administrator

Responsible Department: Animal Services - Division

Agenda Caption:

WORKSHOP - DRAFT STRATEGIC ACTION PLAN

Review of and discussion on the draft strategic plan in collaboration with the Animal Advisory Board, including feedback, questions, and next steps.

Recommended Action:

Review and discussion of the draft strategic plan with the Animal Services Advisory Board.

Executive Summary:

Review and discussion of the draft strategic plan with the Animal Services Advisory Board.

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