



# City of Sugar Land

## Animal Advisory Board Agenda

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

Wednesday, February 18, 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/wCk5CYJLeLc?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 January 21, 2026, meeting.

**Linda Mendenhall, City Clerk**

### V. Administrator's Report

#### A. AGENDA ITEM SUBMISSION

Review of and discussion on reaffirming the agenda item submission framework.

**Melissa Hobson, Animal Services Administrator**

#### B. SOCIAL MEDIA AND PUBLIC COMMENTARY

Review of and discussion on reaffirming and acknowledging the Social Media and Public Commentary ethics guidance and required practices.

**Melissa Hobson, Animal Services Administrator**

#### C. FISCAL USE OF DONATIONS

Review of and discussion on the acknowledgment of the report on the fiscal use of donations.

**Melissa Hobson, Animal Services Administrator**

D. **ANIMAL LICENSING, MICROCHIPPING & SPAY/NEUTER FRAMEWORK**

Review of and discussion on the proposed Animal Licensing, Microchipping, and Spay/Neuter Framework.

**Melissa Hobson, Animal Services Administrator**

**VI. 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.

**Brittney Sinclair, Assistant Director of Strategic & Government Affairs**

**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](#)

**Posted on this 12th day of February, 2026 at 10:30 A.M.**



**Animal Advisory Board Agenda Request**  
**February 18, 2026**

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**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

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**Agenda Caption:**

**MINUTES**

Consideration of and action on the approval of the minutes of the January 21, 2026, meeting.

**Recommended Action:**

Consideration of and action on the approval of the minutes of the January 21, 2026, meeting.

**Executive Summary:**

**Budget**

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**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. 1.21.26 AAB Minutes



# City of Sugar Land

## Animal Advisory Board Minutes

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

**Wednesday, January 21, 2026**  
**Animal Advisory Board Meeting Minutes**  
**Cane Room 161**  
**12:00 PM**

### I. Attention

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### II. Public Comment

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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: Pancy Chung and Charlene Avery spoke regarding agenda item VI. A.

### III. Call to Order

#### QUORUM PRESENT

Barbara Willy, Carolyn Bender, Ellen Tarver, Joanne Gonzales, Michael Yaakovian, Ruchika Behal, Carol Hill, and Marion Nixon were present. Laura Winters attended the meeting virtually.

### IV. Minutes

#### A. MINUTES

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

**Linda Mendenhall, City Clerk**

A motion to **Approve the minutes of the August 18, 2025 meeting**, was made by Marion Nixon and seconded by Carolyn Bender; the motion **Passed**.

Ayes: Barbara Willy, Carolyn Bender, Ellen Tarver, Joanne Gonzales, Michael Yaakovian, Ruchika Behal, Carol Hill, Marion Nixon, Laura Winters

## 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**

Meredith Riede, City Attorney, gave a presentation, made comments, and answered questions from the Board.

## 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**

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

## 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**

The Animal Advisory tabled the strategic plan workshop item to the next meeting.

## VIII. Adjournment

A motion to **Adjourn at 1:20 p.m.**, was made by Ellen Tarver and seconded by Carolyn Bender; the motion **Passed**.

Ayes: Barbara Willy, Carolyn Bender, Ellen Tarver, Joanne Gonzales, Michael Yaakovian, Ruchika Behal, Carol Hill, Marion Nixon, Laura Winters

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**Linda Mendenhall, City Clerk**





## **Animal Advisory Board Agenda Request** **February 18, 2026**

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**Agenda Request No:** V.A.

**Agenda of:** Animal Advisory Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Melissa Hobson, Animal Services Administrator

**Responsible Department:** Animal Services - Division

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**Agenda Caption:**

**AGENDA ITEM SUBMISSION**

Review of and discussion on reaffirming the agenda item submission framework.

**Recommended Action:**

Review and reaffirm the agenda item submission framework.

**Executive Summary:**

This agenda item provides clarification on the framework governing agenda placement in accordance with City Council Policy 3000-17. It reaffirms that agenda-setting authority resides with the City Manager, Mayor, a Council Member with the Mayor's approval, or two Council Members, and that the Animal Advisory Board serves in an advisory capacity by providing input on staff-identified topics.

The purpose of this item is to reinforce roles and expectations, clarify that agenda topics are established by City staff under the City Manager's authority, and confirm that topics reflect areas where staff or City Council is seeking advisory input.

### **Budget**

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**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** **February 18, 2026**

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**Agenda Request No:** V.B.

**Agenda of:** Animal Advisory Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Melissa Hobson, Animal Services Administrator

**Responsible Department:** Animal Services - Division

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**Agenda Caption:**

**SOCIAL MEDIA AND PUBLIC COMMENTARY**

Review of and discussion on reaffirming and acknowledging the Social Media and Public Commentary ethics guidance and required practices.

**Recommended Action:**

Review, reaffirm, and acknowledge the Social Media and Public Commentary ethics guidance and required practices.

**Executive Summary:**

This item was reviewed at the previous meeting and is presented again to reaffirm and clarify expectations regarding social media and public commentary by Animal Advisory Board members. Members must clearly identify whether they are speaking as private residents or as AAB members and may not speak on behalf of the City or the AAB unless authorized. The purpose is to ensure consistent, ethical, and appropriate public communication.

### **Budget**

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**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**

### **February 18, 2026**

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**Agenda Request No:** V.C.

**Agenda of:** Animal Advisory Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Melissa Hobson, Animal Services Administrator

**Responsible Department:** Animal Services - Division

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**Agenda Caption:**

**FISCAL USE OF DONATIONS**

Review of and discussion on the acknowledgment of the report on the fiscal use of donations.

**Recommended Action:**

Receive and acknowledge the report on the fiscal use of donations.

**Executive Summary:**

This agenda item provides an overview of the fiscal use of donated funds to support medical care for shelter animals. Donations were utilized to fund necessary veterinary procedures for four animals, including treatment for a broken arm, leg amputation and spay, wound care, and abdominal laparotomy, totaling **\$8,094.24**.

This report demonstrates the direct impact of community contributions in addressing urgent medical needs and ensuring positive outcomes for animals in the City's care.

## **Budget**

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**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** **February 18, 2026**

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**Agenda Request No:** V.D.

**Agenda of:** Animal Advisory Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Melissa Hobson, Animal Services Administrator

**Responsible Department:** Animal Services - Division

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**Agenda Caption:**

**ANIMAL LICENSING, MICROCHIPPING & SPAY/NEUTER FRAMEWORK**

Review of and discussion on the proposed Animal Licensing, Microchipping, and Spay/Neuter Framework.

**Recommended Action:**

Review and provide feedback on the proposed Animal Licensing, Microchipping, and Spay/Neuter Framework

**Executive Summary:**

This agenda item presents a proposed framework for citywide animal licensing, mandatory microchipping, and spay/neuter requirements. The purpose of the framework is to improve return-to-owner rates, reduce stray intake and overpopulation, and increase owner accountability.

This item is for discussion and feedback only and does not represent final policy language or a vote. Key considerations include fees and affordability, potential exemptions, and access to low-cost services.

### **Budget**

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**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**  
**February 18, 2026**

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**Agenda Request No:** VI.A.

**Agenda of:** Animal Advisory Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Brittney Sinclair, Assistant Director of Strategic & Government Affairs

**Responsible Department:** Animal Services - Division

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**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**

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**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