



City of Sugar Land

Animal Advisory Board Minutes

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

Wednesday, February 18, 2026
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/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

QUORUM PRESENT

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

IV. Minutes

A. MINUTES

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

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the January 21, 2026 meeting**, was made by Laura Winters and seconded by Ellen Tarver; the motion **Passed**.

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

Absent: Ruchika Behal

V. Administrator's Report

A. AGENDA ITEM SUBMISSION

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

Melissa Hobson, Animal Services Administrator

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

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

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

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

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

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

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

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

Brittney Sinclair, Assistant Director of Strategic & Government Affairs, gave a presentation, made comments, and answered questions from the Board.

VII. Adjournment

A motion to **Adjourn at 1:33 p.m.**, was made by Laura Winters and seconded by Ellen Tarver; the motion **Passed**.

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

Absent: Ruchika Behal

Linda Mendenhall, City Clerk





City of Sugar Land

Animal Advisory Board Minutes

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2700 Town Center
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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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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

Linda Mendenhall, City Clerk

