



City of Sugar Land

Animal Advisory Board Agenda

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

Wednesday, April 15, 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/VI2Ycaba2ps?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 approval of the minutes of the February 18, 2026 meeting.

Linda Mendenhall, City Clerk

V. Administrator's Report

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

- AAB Recommendations Follow-Up
- Staffing
- Community Outreach
- Lifesaving Outcome Improvements
- Regional Animal Welfare Partnerships
- Key Performance Indicators (KPIs)
- Donation Update
- Policy Update
- Behavioral Case Management
- New Shelter Update

Melissa Hobson, Animal Services Administrator

VI. 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 8th day of April, 2026 at 2:30 P.M.



Animal Advisory Board Agenda Request
April 15, 2026

Agenda Request No: IV.A.

Agenda of: Animal Advisory Board Meeting

Initiated by: Nicole Fontenette, Agenda & 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 February 18, 2026 meeting.

Recommended Action:

Consideration of and action on the approval of the minutes of the February 18, 2026 meeting.

Executive Summary:

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. 2.18.26 Animal Advisory Board Meeting Minutes



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

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II. Public Comment

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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





Animal Advisory Board Agenda Request **April 15, 2026**

Agenda Request No: V.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:

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

- AAB Recommendations Follow-Up
- Staffing
- Community Outreach
- Lifesaving Outcome Improvements
- Regional Animal Welfare Partnerships
- Key Performance Indicators (KPIs)
- Donation Update
- Policy Update
- Behavioral Case Management
- New Shelter Update

Recommended Action:

Presentation and discussion of the Animal Advisory Board Administrator's Report

Executive Summary:

Review and discuss updates presented to the Animal Advisory Board.

AAB Recommendations Follow-Up

Staffing

Community Outreach

Lifesaving Outcome Improvements

Regional Animal Welfare Partnerships

Key Performance Indicators (KPIs)

Donation Update

Policy Update

Behavioral Case Management

New Shelter Update

Budget

Expenditure Required: n/a

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Funding Source: n/a

Account Number (ORG-OBJ-Project): n/a

Attachments

None