



City of Sugar Land

Animal Advisory Board Minutes

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

Wednesday, July 15, 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/EbhuvOiE3B8?feature=share>.

Barbara Willy, Laura Winters, Ruchika Behal, Carolyn Bender, Ellen Tarver, Carol Hill, and Marion Nixon were present. Joanne Gonzales arrived at 12:06 p.m., and Michael Yaakovian arrived at 12:09 p.m.

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 regarding matters posted for consideration or workshop 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.

Charlene Avery, Deanna Powell, and Sanjay Singhal addressed the Board regarding agenda item V. A.

III. Call to Order

IV. Minutes

A. MINUTES

Consideration of and action on the approval of the minutes of the April 15, 2026, meeting.

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the April 15, 2026 meeting**, was made by Marion Nixon and seconded by Carolyn Bender; the motion **Passed**.

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

V. Administrator's Report

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

- AAB Recommendations Follow-Up
- Staff Updates
- Community Outreach
- Key Performance Indicators (KPIs)
- Canine Behavioral Case Updates
- Lifesaving Outcome Improvements
- Fiscal Use of Donations
- New Shelter Update

Melissa Hobson, Animal Services Administrator

Melissa Hobson, Animal Services Administrator, and Kimberly Terrel, Director of Parks and Recreation Services, gave a presentation, made comments, and answered questions from the Board.

VI. Adjournment

A motion to **Adjourn at 1:13 p.m.**, was made by Ellen Tarver and seconded by Carolyn Bender; the motion **Passed**.

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

Linda Mendenhall, City Clerk





Animal Advisory Board Agenda Request

July 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 April 15, 2026, meeting.

Recommended Action:

Consideration of and action on the approval of the minutes of the April 15, 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. 4.15.26 Animal Advisory Board Meeting Minutes (2)



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I. Attention

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The meeting will live stream at <https://youtube.com/live/Vl2Ycaba2ps?feature=share>.

II. Call to Order

Barbara Willy, Carol Hill, Carolyn Bender, Laura Winters, Ellen Tarver, Marion Nixon, Mark Grothaus, and Melissa Hobson. Michael Yaakovian attended virtually. Ruchika Behal and Joanne Gonzales were absent.

III. Public Comment

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The following member of the public addressed the Board:

- Charlene Avery spoke regarding agenda item V.A.

IV. Minutes

A. MINUTES

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

Linda Mendenhall, City Clerk

A motion to **Approve the minutes of the February 18, 2026 meeting**, was made by Marion Nixon and seconded by Laura Winters; the motion **Passed**.

Ayes: Barbara Willy, Carol Hill, Carolyn Bender, Laura Winters, Ellen Tarver, Marion Nixon,

Mark Grothaus, Melissa Hobson, Michael Yaakovian
Absent: Ruchika Behal, Joanne Gonzales

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

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

VI. Adjournment

A motion to **Adjourn at 1:28 p.m.**, was made by Laura Winters and seconded by Ellen Tarver; the motion **Passed**.

Ayes: Barbara Willy, Carol Hill, Carolyn Bender, Laura Winters, Ellen Tarver, Marion Nixon, Mark Grothaus, Melissa Hobson, Michael Yaakovian

Absent: Ruchika Behal, Joanne Gonzales

Linda Mendenhall, City Clerk

