



CITY OF NORTH RICHLAND HILLS  
ANIMAL ADOPTION AND RESCUE CENTER ADVISORY COMMITTEE MINUTES  
7301 IRON HORSE BLVD  
NORTH RICHLAND HILLS, TX 76180  
WEDNESDAY, DECEMBER 11, 2019

**REGULAR COMMITTEE MEETING**

**1. CALL TO ORDER**

Director Stefanie Martinez called the meeting to order on Wednesday, December 11, 2019 at 09:01 a.m.

**ROLL CALL**

Present:	Dr. Russell Johnson, DVM Suzy Compton Stefanie Martinez	Veterinarian Council Member Director, Neighborhood Services
Absent:	Jay Sabatucci	Executive Director, TACA
Staff Members:	Keane Menefee	Animal Services Manager

- 2. PUBLIC COMMENTS** - An opportunity for citizens to address the Animal Adoption and Rescue Center Advisory Committee on matters which are scheduled on this agenda for consideration by the Animal Adoption and Rescue Center Advisory Committee, but not scheduled as a public hearing. In order to address the Animal Adoption and Rescue Center Advisory Committee during public comments, a Public Meeting Appearance Card must be completed and presented to the secretary prior to the start of the Animal Adoption and Rescue Center Advisory Committee meeting.

No citizens present for public comments to the Animal Adoption and Rescue Center Advisory Committee.

**3. INTRODUCTION OF SPECIAL GUESTS & CITY STAFF**

No additional attendees requiring introductions.



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**4. APPROVAL OF THE MINUTES FOR THE OCTOBER 16, 2019 ANIMAL ADOPTION & RESCUE CENTER ADVISORY COMMITTEE MEETING**

Council Member Suzy Compton moved to approve the minutes for the October 16, 2019 Animal Adoption & Rescue Center Advisory Committee meeting. Dr. Russell Johnson seconded the motion.

Motion to approve carried 3 - 0.

**5. REPORT OF ANIMAL SERVICES MANAGER**

a) Fiscal Year 2020 divisional statistics

Animal Services Manager Menefee updated the committee on FY20 current statistics for the months of October and November. Menefee stated that AARC has seen consistent trends during this fiscal year in comparison to last year during the same evaluation period. Menefee reviewed with the committee the AARC's statistical tracking data sheet and advised them that the division is now tracking visitors to the shelter, volunteer and community service hours, and special events. The committee asked Menefee to email them the spreadsheet so that they could review in its entirety.

b) Current staffing levels

Menefee updated the committee on current staffing levels at the AARC. The division currently has one vacant position, which is a part-time kennel technician position. He stated that the division has had difficulty filling this position with qualified applicants. He advised the committee that they had recently replaced the recently retired animal services technician, Rachelle Jones and filled the position with Diane Whitsel. Ms. Whitsel has prior law enforcement, code enforcement and nursing home experience.

c) Clear the Shelter & Doggie Beach Bash 2020 Dates

Menefee advised the committee that Clear the Shelter is scheduled for Saturday, August 29, 2020 and Doggie Beach Bash will be held on Saturday, September 26, 2020. He stated that the division would begin early next year for soliciting potential sponsors and scheduling key participants to assist with the two events.



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**6. UPDATE ON ELIMINATING WILDLIFE TRAPPING PROGRAM**

Menefee updated the committee on the current proposal of eliminating the wildlife-trapping program at AARC. He stated that an IOC was submitted to Neighborhood Services Director Stefanie Martinez for her review. Director Martinez stated that the memo was shared with the City Manager's office and that discussions would take place in the near future on the direction and recommendations for the program. The committee asked Menefee to email them a copy of the IOC for their records. The committee asked Menefee to keep them apprised of this issue.

**7. UPDATE ON FERAL CATS AND TRAP-NEUTER-RELEASE PROGRAMS**

Menefee stated that he is trying to work with Arlington Animal Services to obtain information and recommendations on their TNR program but was having difficulty getting into contact with them to schedule. He advised the committee that AARC had released eight feral cats to a barn cat rescue and during the current fiscal year, the division has euthanized six feral cats. Menefee stated he hoped to have information from Arlington Animal Services at the next committee meeting.

**8. ADJOURNMENT**

Dr. Johnson called the meeting to adjourn

Meeting adjourned at 9:48 a.m.

ATTEST:

 8-6-2021  
Keane Menefee, Animal Services Manager