



NOTICE OF A MEETING
Animal Shelter Advisory Committee
Tuesday, October 8th @ 11:00 am
Brenham Animal Shelter
1804 Longwood Drive
Brenham, Texas

- 1. Call Meeting to Order**
- 2. Citizen and Visitor Comments**
- 3. Discuss and Possibly Act Upon the Minutes from the May 7, 2024, and August 6, 2024 Regular Meetings**
- 4. Discussion and Presentation on the Purpose and Scope of Brenham Animal Services and Shelter Statistics as of September 30, 2024**
- 5. Discussion and Presentation on the Adopted FY2024-25 Animal Services Budget**
- 6. Administration Updates**
 - **Brazos Valley Gives**
 - **Canine Health Status Update**
 - **Upcoming Events**
 - **Post Adoption Email Update**
 - **Next Meeting Date: January 14, 2025**

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Animal Shelter Advisory Board on Tuesday, October 8th, was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, October 4th, 2024 at 11:30 a.m.

Jeana Bellinger, TRMC, CMC
City Secretary

Executive Sessions: The Animal Shelter Advisory Committee may convene in Executive Session to discuss matters authorized by the Texas Government Code, Chapter 551, including but not limited to: §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations. The City Attorney must be present for all Executive Session discussions.

Disability Access Statement: This meeting is wheelchair accessible. Accessible parking spaces are located in the parking lot. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested seventy-two (72) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Animal Shelter Advisory Committee was removed by me from the City Hall bulletin board on _____ at _____.

Signature

MINUTES

BRENHAM ANIMAL SERVICES ADVISORY BOARD

May 7, 2024

A regular meeting of the City of Brenham's Animal Services Advisory Board was held on Tuesday, May 7, 2024, beginning at 11:05 a.m. at the Brenham Animal Services Center Conference Room, 1804 Longwood Drive, Brenham, Texas.

Board Members Present:

Megan Gray, Jeana Bellinger, Sharon Guelker, Lori Sladek, Erin Christian, Dr. Kristine Rockey

Board Members Absent:

Carol Doersom

City of Brenham Staff Present:

Morgan Koehn

Citizens/Others Present:

None

1. Call Meeting to Order

2. Citizen and Visitor Comments

None were heard.

3. Discuss and Possibly Act Upon the Approval of the Minutes from the April 23, 2024 Regular Meeting

A motion was made by Sharon Guelker and seconded by Dr. Kristine Rockey to approve the Minutes from the Brenham Animal Services Advisory Board Meeting that occurred on April 23, 2024.

4. Discussion Related to the Purpose and Scope of Brenham Animal Services and Shelter Statistics as of April 30, 2024

Megan Gray passed out the current statistics. Dr. Kristine Rockey asked about the number of county intakes and inquired about the Animal Services intake process for the county. Jeana Bellinger explained an Interlocal Agreement was made years ago between the City and County. The Interlocal Agreement states that the shelter will accept animals from the county as long as the shelter isn't full. She also explained that Animal Services runs several calls in the county and that there is a potential need for an ACO that is just for county calls and paid for by the county but works under Manager Gray and the City of Brenham Animal Services Dept.

Dr. Rockey stated that, in the several years she has worked with Brenham Animal Services, she has seen a need for a behaviorist for the animals who are in the shelter for a significant

amount of time, because she has seen them behaviorally worsening and deteriorating mentally during their stay.

Jeana Bellinger informed the committee that the shelter needs City Council's support for any large decisions.

Statistics that were handed out at the beginning of the meeting will be available on the Brenham Animal Services website later in the week.

Jeana Bellinger stated that donations to Animal Services have increased which supports the idea that citizens are seeing the improvement in the department and that the effort to mend broken relationships from previous management is being recognized by the community. She also stated that it will take time to reverse the bad cycle and get a good reputation across the community again.

Dr. Rockey advised that animal handling experience is needed and would be great for Blinn College students interested in vet-tech courses.

The topic of social media posts was discussed in hopes of getting long stay animals out of the shelter. Dr. Rockey recommended pulling on the heartstrings of people and making depressing posts to help them get adopted. Manager/Chairman Gray stated that she tries to keep the social media pages positive and uplifting.

The current adoption events were discussed as well as the save rate with emphasis on April's 100% save rate.

5. Discussion and Presentation on the Current Fiscal Year 2023-24 Animal Services Budget

This discussion was led by Jeana Bellinger. The current budget is \$671,000. 53% of this budget has been used thus far in the fiscal year which ends September 30, 2024.

Veterinary services, shelter supplies, cleaning supplies, and radios/cameras have gone up. The estimated total for the year is \$761,000.

Manager/Chairman Megan Gray spoke about the potential spay/neuter voucher that the shelter is looking to implement next fiscal year. Jeana Bellinger stated that they will request \$10,000 in the budget for this program. An estimated 60-75 spay/neuter vouchers could be given to citizens for their personal pets. Vouchers would only be for City of Brenham citizens.

Dr. Rockey stated that, for shelter spay/neuters, several of the vets in town would potentially give a discounted price to the shelter if given a reasonable offer/guidelines. She stated that a protocol outline should be drafted by Animal Services and formally presented to the veterinarians.

Veterinary fees are currently estimated to be \$140,000-\$150,000 for the year.

6. Discuss and Possibly Act Upon Meeting Dates for 2024

The next regular meeting will be held on Tuesday August 6, 2024 at 11:00 a.m.

7. Staff Updates

➤ **Administration**

Fee schedules and ordinances will be discussed at the August meeting.

➤ **Animal Services**

A generator for the building is an item for the capital budget plan.

Adjourn

The meeting was adjourned at 12:28pm.

Megan Gray
Chairman

ATTEST:

Morgan Koehn
Staff Liaison

MINUTES

BRENHAM ANIMAL SERVICES ADVISORY BOARD

August 6, 2024

A regular meeting of the City of Brenham's Animal Services Advisory Board was held on Tuesday, August 6, 2024, beginning at 11:06 a.m. at the Brenham Animal Services Center Conference Room, 1804 Longwood Drive, Brenham, Texas.

Board Members Present:

Megan Gray, Jeana Bellinger, Sharon Guelker, Carol Doersom

Board Members Absent:

Lori Sladek, Erin Christian, Dr. Kristine Rockey

City of Brenham Staff Present:

Morgan Koehn

Citizens/Others Present:

None

1. Call Meeting to Order

2. Citizen and Visitor Comments

None were heard.

3. Discuss and Possibly Act Upon the Minutes from the May 7, 2024 Regular Meeting

Minutes could not be approved as there was not a quorum.

4. Discussion and Presentation on the Purpose and Scope of Brenham Animal Services and Shelter Statistics as of July 31, 2024

Manager Megan Gray presented the most recent statistics for the 2023-2024 fiscal year and answered questions from the committee. Carol Doersom asked what places animals are transported. Manager Megan Gray answered stating that the shelter sends puppies under six months old to Sterling Animal Shelter in Massachusetts. Cache Humane Society in Utah is also a receiving shelter for some of the transported animals. Sharon Guelker asked what the save rate percentage was to be considered no-kill. Manager Megan Gray answered her stating that it is 90%. The intake, outcomes, and population stats were briefly discussed.

5. Discussion and Presentation on the Current FY2023-24 Animal Services Budget and the FY2024-25 Proposed Budget Presented to City Council

Jeana Bellinger led the discussion about the Animal Services Budget that had been presented to City Council. She stated that the budget was approved by City Council as presented, including \$10,000 designated to provide spay/neuter services to citizens of Brenham at low

to no cost. The total budget proposed for FY 2024-2025 is \$775,823 which is a 15.6% increase from FY 2023-2024.

Administration Updates

- **Best Friends Conference**

Manager Megan Gray attended the Best Friends National Conference in Orlando, FL in July. She brought back lots of educational information she hopes to implement at Brenham Animal Services. She would like to work on promoting long-stay animals by highlighting their personality traits and training. She will be meeting with the Best Friends marketing team to work on further promoting the shelter animals to help them find homes.

Manager Gray would like to implement adopter follow-ups in the future to help with positive reviews online.

Manager Gray would like to start a check-in/match process to help people find dogs that fit what they are looking for based on the animal's characteristics and personality instead of citizens choosing animals based solely on looks/breed. This could help prevent adoption returns.

Manager Gray is looking forward to implementing the Pathway Planning program after Clear the Shelter. This program follows an animal through its stay at the shelter and has a scoring system based on several criteria.

- **Upcoming Events**

Manager Gray spoke about the upcoming events for the shelter including the Petco Love Mega Adoption event in Houston, Clear the Shelters, South Texas Tack meet and greet, and the Washington County Fair Parade. She also mentioned the success at PetSmart adoption events since they started bringing cats.

Clear the Shelters will be September 7, 2024, and there will be vendor applications. So far, Buff City Soap, a Jeep club, and an exotic petting zoo are planning to attend.

- **DDO Review**

Manager Gray informed the committee that the Doggy Day Out program would be implemented in the fall. Citizens will fill out an application and take a shelter dog out for the day. They can take the animals to dog friendly businesses to give them relief from shelter life. Upon return to the shelter, they will fill out an experience form detailing how the outing went. They can promote the animal on social media with the doggy day out hashtag or share their pictures to be posted on the shelter Facebook page.

Adjourn

The meeting was adjourned at 11:55am.

SERVICE CALLS/CASES

Note: Most all calls/cases require multiple follow-up visits (i.e. barking dog complaint, multi-animal checks, fence checks, etc.)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	
Dog Intakes	58	54	45	53	54	54	43	60	47	74	61	63	666
Cat Intakes	27	20	15	11	21	20	28	82	53	50	81	38	
TOTAL INTAKES	76	62	59	63	72	65	63	135	78	97	122	55	947

ANIMAL INTAKES

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	
City Intakes	41	34	23	39	55	37	41	64	48	56	53	21	Average Outside City Limits 45.3%
Percentage	53.9%	54.8%	39.0%	61.9%	76.4%	56.9%	65.1%	47.4%	61.5%	57.7%	43.4%	38.2%	
County Intakes	35	25	34	17	15	23	22	64	29	40	65	33	
Percentage	46.1%	40.3%	57.6%	27.0%	20.8%	35.4%	34.9%	47.4%	37.2%	41.2%	53.3%	60%	
Other Counties	0	3	2	7	2	5	0	7	1	1	4	1	
Percentage	0.0%	4.8%	3.4%	11.1%	2.8%	7.7%	0%	5.2%	1.3%	1.1%	3.3%	1.8%	
Overall Outside City	46.1%	45.2%	61.0%	38.1%	23.6%	43.1%	34.9%	52.6%	38.5%	42.3%	56.6%	61.8%	

INTAKE BREAKDOWN

Stray @ Shelter	47	25	19	38	21	32	29	75	41	54	83	29
Stray @ Field	8	16	12	13	17	12	12	10	6	13	3	7
Agency Assist	2	1	7	0	2	2	1	0	4	0	4	0
Landlord Surrenders	3	0	0	0	3	0	0	0	0	0	1	0
Owner Surrenders	14	6	16	7	23	13	21	31	23	29	25	13
Adoption/Foster Return	2	6	5	5	6	6	0	8	4	1	6	6
Born In Shelter	0	8	0	0	0	0	0	11	0	0	0	0
TOTAL INTAKES	76	62	59	63	72	65	63	135	78	97	122	55

TOTAL POPULATION	116	104	70	78	85	82	82	157	141	126	138	116
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Microchips	5	7	0	5	3	18	12	13	29	20	5	11	128
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ADOPTIONS/TRANSFERS/RECLAIMS

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	
Dogs Adopted	29	21	29	29	26	16	25	14	12	21	26	10	898
Cats Adopted	29	30	25	12	11	22	14	18	44	58	70	43	
Misc. Adoptions	0	0	0	0	0	1	0	0	0	2	1	0	
Fostered	0	3	1	3	4	8	5	8	18	22	10	5	
Transported Out	0	6	17	0	5	10	11	5	4	22	0	0	
Returned to Owner	9	7	14	11	10	8	9	5	7	1	7	5	
TOTAL OUT	67	67	86	55	56	65	64	50	85	126	114	63	

EUTHANASIA

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	
Sick	1	2	1	0	2	0	0	5	4	2	0	1	70
Injured	0	0	0	0	0	0	0	0	0	0	1	0	
Behavior	4	7	4	4	5	4	0	4	3	3	3	10	
TOTAL EUTH	5	9	5	4	7	4	0	9	7	5	4	11	

Save Rate 92.6%



To: Animal Shelter Advisory Committee Members

From: Jeana Bellinger, TRMC, CMC
City Secretary/Director of Administrative Services

Subject: FY25 Budget

Date: October 8, 2024

On September 19th, the City Council approved the FY25 budget. The FY25 City of Brenham budget included appropriations of operating resources for 36 separate funds and authorizes \$107.6 million in expenditures.

The Animal Services total budget for FY25 is \$775,823 that consists of the following categories:

- Personnel: \$467,139
- Supplies: \$75,600
- Maintenance: \$11,000
- Services: \$201,686
- Non-Capital: \$5,947
- Sundries: \$14,451

Some of the larger line items in the FY25 budget are:

- Veterinarian services: \$140,000
- Shelter supplies: \$52,000
- Utilities: 33,206
- Insurance: \$10,651
- Spay/neuter voucher program: \$10,000
- Building and appliances: \$10,000

If you have any questions about thing shown in the budget, please don't hesitate to reach out to me or Megan.

**CITY OF BRENHAM
GENERAL FUND 101 - DEPT 154 ANIMAL SHELTER
FY25 PROPOSED BUDGET**

GL#	GL DESCRIPTION	Actual 2022-2023	Adopted 2023-2024	Amended 2023-2024	Projected 2023-2024	Proposed 2024-2025	% Change From PY Adopted
EXPENDITURES							
5-154-101.00	SALARIES & WAGES	194,732	300,619	300,619	269,451	296,352	-1.4%
5-154-102.00	OVERTIME PAY	15,712	7,000	7,000	16,802	7,000	0.0%
5-154-103.00	OASDI/MEDICARE	15,777	23,149	23,149	21,780	23,802	2.8%
5-154-103.02	MATCHING RETIREMENT	34,789	53,197	53,197	48,458	51,986	-2.3%
5-154-105.00	LONGEVITY PAY	673	420	420	137	180	-57.1%
5-154-105.01	EDUCATION/MISCELLANEOUS	-	1,560	1,560	-	-	-100.0%
5-154-105.03	STANDBY	8,820	7,600	7,600	7,373	7,600	0.0%
5-154-106.00	MEDICAL INSURANCE	36,386	74,293	74,293	74,293	73,062	-1.7%
5-154-106.01	LIFE INSURANCE	531	472	472	472	887	87.9%
5-154-106.02	LONG TERM DISABILITY	295	632	632	632	594	-6.0%
5-154-107.00	WORKERS' COMPENSATION	4,232	5,595	5,595	5,550	5,676	1.4%
5-154-118.00	ACCRUED COMP TIME	(377)	-	-	-	-	
5-154-201.00	CHEMICALS	1,843	-	-	-	-	
5-154-202.00	FUEL	4,903	5,000	5,000	6,000	6,000	20.0%
5-154-203.00	TOOLS/SMALL EQUIPMENT	3,827	2,000	2,000	500	1,200	-40.0%
5-154-204.00	POSTAGE & FREIGHT	2,141	1,596	1,596	3,200	3,000	88.0%
5-154-205.00	OFFICE SUPPLIES	1,472	2,250	2,250	1,600	1,500	-33.3%
5-154-206.00	EMPLOYEE RELATIONS	894	600	600	600	700	16.7%
5-154-207.00	REPRODUCTION & PRINTING	1,309	950	950	1,200	1,200	26.3%
5-154-208.00	CLOTHING/PERS PROTECTIVE EQUIP	5,515	6,202	6,202	7,000	2,200	-64.5%
5-154-211.00	CLEANING AND JANITORIAL	2,485	1,500	1,500	7,000	7,000	366.7%
5-154-212.00	COMPUTER EQUIPMENT & SUPPLIES	64	-	-	-	-	
5-154-213.00	COMMUNICATIONS EQUIPMENT	386	200	200	-	-	-100.0%
5-154-215.00	ANIMAL CONTRL/SHELTER SUPPLIES	49,811	35,150	35,150	60,000	52,000	47.9%
5-154-221.00	SAFETY/FIRST AID SUPPLIES	517	200	200	-	300	50.0%
5-154-223.00	SMALL APPLIANCES	170	-	-	-	-	
5-154-250.00	OTHER SUPPLIES	837	500	500	775	500	0.0%
5-154-303.00	VEHICLES/LARGE EQUIPMENT	1,504	2,250	2,250	2,250	1,000	-55.6%
5-154-312.00	BUILDINGS/APPLIANCES	7,125	10,200	10,200	10,000	10,000	-2.0%
5-154-401.00	ELECTRICAL	22,147	18,496	18,496	21,650	21,900	18.4%
5-154-403.00	TELEPHONE	645	-	-	1,160	1,200	
5-154-404.00	GAS	4,151	5,500	5,500	3,721	4,000	-27.3%
5-154-405.00	WATER	6,687	4,200	4,200	3,127	4,219	0.5%
5-154-405.50	DRAINAGE CHARGE	787	800	800	787	787	-1.6%
5-154-406.00	SEWER	3,053	2,500	2,500	2,279	2,300	-8.0%
5-154-406.60	DISPOSAL FEES	198	150	150	400	500	233.3%
5-154-409.00	ADVERTISEMENTS/LEGAL NOTICES	950	1,424	1,424	1,350	3,000	110.7%
5-154-415.00	JANITORIAL SERVICES	4,800	3,200	3,200	4,640	5,280	65.0%
5-154-416.00	VETERINARIAN SERVICES	125,262	70,284	70,284	129,105	140,000	99.2%
5-154-417.50	ANIMAL ADOPTION COUPON EXPENSI	2,796	-	-	-	10,000	
5-154-424.00	SERVICE CONTRACTS	6,730	7,000	7,000	2,200	3,500	-50.0%
5-154-442.00	CONTRACT MOWING/LANDSCAPING	2,209	2,064	2,064	1,200	2,000	-3.1%
5-154-450.00	OTHER SERVICES	2,850	1,500	1,500	1,400	3,000	100.0%
5-154-712.00	OFFICE FURNITURE/EQUIPMENT	350	-	-	-	-	
5-154-714.00	RADIOS/RADAR/CAMERAS	380	-	-	3,370	5,947	
5-154-901.00	LIAB/CASUALTY INSURANCE	7,895	8,369	8,369	9,263	10,651	27.3%
5-154-908.00	SEMINARS/MEMBERSHIP/TRAVE	2,911	2,200	2,200	2,200	3,200	45.5%
5-154-910.00	BOARD/CMTTEE/VOLNTR RELATIONS	33	400	400	400	500	25.0%
5-154-949.00	UNEMPLOYMENT BENEFITS	8,186	-	-	-	-	
5-154-950.00	OTHER SUNDRY	283	100	100	100	100	0.0%
	TOTAL EXPENDITURES	599,672	671,322	671,322	733,425	775,823	15.6%

CITY OF BRENHAM
GENERAL FUND 101 - DEPT 154 ANIMAL SHELTER
FY25 PROPOSED BUDGET

GL#	GL DESCRIPTION	Actual 2022-2023	Adopted 2023-2024	Amended 2023-2024	Projected 2023-2024	Proposed 2024-2025	% Change From PY Adopted
EXPENDITURES BY CATEGORY							
100'S	PERSONNEL	311,568	474,537	474,537	444,948	467,139	-1.6%
200'S	SUPPLIES	76,173	56,148	56,148	87,875	75,600	34.6%
300'S	MAINTENANCE	8,629	12,450	12,450	12,250	11,000	-11.6%
400'S	SERVICES	183,264	117,118	117,118	173,019	201,686	72.2%
700'S	NON-CAPITAL (SUPPLIES)	730	-	-	3,370	5,947	
800'S	CAPITAL OUTLAY	-	-	-	-	-	
900'S	SUNDRIES	19,307	11,069	11,069	11,963	14,451	30.6%
	TOTAL EXPENDITURES	599,672	671,322	671,322	733,425	775,823	15.6%