



STAFF REPORT

MEETING DATE: March 16, 2026

MEETING TYPE: City Council

SUBMITTED BY: Cynthia Olguin

AGENDA CAPTION: Discuss and consider appointments to the Hutchins Animal Services Advisory Commission. Presented by: Cynthia Olguin, City Secretary

Background Information

On August 18, 2025, the Hutchins City Council adopted Ordinance 2025-08-1210, amending the Code of Ordinances by establishing the Animal Services Advisory Commission in compliance with V.T.C.A. Health and Safety Code Chapter 823.

The commission shall act in an advisory capacity to the city council with respect to matters concerning regulations for adoption by the city council and recommendations regarding the city's animal shelter and animal services.

The commission is required to meet at least three (3) times a year.

The commission shall make recommendations to the police chief or his designee for the betterment of the community concerning operations, policies, procedures, new programs, and the improvement of existing programs.

Composition; Terms; Qualifications:

The commission shall consist of five (5) members appointed by the city council for a term of two (2) years and shall serve until their successor is appointed. The commission shall consist of the following representatives:

1. Licensed veterinarian
2. Municipal Officer
3. Citizen who is a resident of the city of Hutchins
4. Representative from an animal welfare organization
5. Person whose duties shall include the daily operation of an animal shelter.

Chairperson and Vice Chairperson:

The city council shall appoint a chairperson and a vice chairperson.

Staff Recommendation

Staff recommend the following appointments:

1. Dr. Caroline Brown – Licensed Veterinarian
2. Steve Nichols – Municipal Officer
3. Margaret Davis – Community Member
4. Chad Chamberlain, Duncanville ACO/Animal Welfare
5. Vanessa Guevara – Animal Shelter Operator

RECOMMENDED MOTIONS: TWO (2) MOTIONS REQUIRED

1. *I make a motion to appoint...*

Dr. Caroline Brown, Steve Nichols, Margaret Davis, Chad Chamberlain and Vanessa Guevara

..to the Animal Services Advisory Commission for a two (2) year term.

2. *I make a motion to appoint...*

..as Chairperson to the Animal Services Advisory Commission

And

..as Vice Chairperson to the Animal Services Advisory Commission.