

## MEMORANDUM

**TO:** Claire Powell, City Manager

**FROM:** Chris McGinn, Director of Neighborhood & Inspection Services

**DATE:** April 20, 2026

**SUBJECT:** **Consideration of Declaring a Vacancy Exists on the Animal Services Advisory Committee; and Consideration of an Appointment to Place No. 4 on the Animal Services Advisory Committee.**

### BACKGROUND

Historically, Place No. 4 on the Animal Services Advisory Committee is filled by a representative of the Animal Services staff as required by Chapter 823 of the Texas Health and Safety Code (Animal Shelters), specifically Section 823.005 Advisory Committee.

### ANALYSIS

Place No. 4 is typically held by the Animal Services Administrator. The Animal Services Field Supervisor most recently served in this role; however, the position is currently vacant following that employee's resignation. Brittany Polk, Animal Services Manager, meets the statutory requirements to serve in Place No. 4.

### CITY STAFF'S RECOMMENDATION

That the City Council declare a vacancy exists and consider an appointment to the Animal Services Advisory Committee as set forth in the caption above.