



CITY OF ALPINE
ANIMAL ADVISORY BOARD MEETING
February 11, 2025 – 6:00 PM

City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830

1. **CALL TO ORDER.**

2. **DETERMINATION OF QUORUM**

3. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the Board on an item on the agenda shall speak during this section. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees.

4. **PUBLIC HEARINGS.**

At this time, the Chair will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

5. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

6. **DISCUSSION ITEMS**

A. Discussion regarding updates to Chapter 10 - Animals including amendments the requirements related to exceptions for dogs and cats being microchipped, providing amended language to provide clarification, and providing updates to animal department and facility titles within the City. (J. Stewart, Animal Services Supervisor)

B. Discuss the current conditions of the City owned and operated incinerator. (J. Stewart, Animal Services Supervisor)

7. **ACTION ITEMS.**

Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

A. Appoint the Chair of the Animal Advisory Board. (G. Calderon, City Secretary)

B. Appoint other officers of the Animal Advisory Board, as necessary. (G. Calderon, City Secretary)

8. **BOARD MEMBER COMMENTS**

9. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on

February 6, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 6th day of February, 2025.



Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer



ANIMAL ADVISORY BOARD AGENDA ITEM REPORT

February 11, 2025

Agenda Item No. 6A

Department: Animal Services

Sponsor: Jennifer Stewart, Animal Services Supervisor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Discussion regarding updates to Chapter 10 - Animals including amendments the requirements related to exceptions for dogs and cats being microchipped, providing amended language to provide clarification, and providing updates to animal department and facility titles within the City. (J. Stewart, Animal Services Supervisor)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Ordinance 10-52 revision
2. Ordinance 10-48 revision
3. Ordinance 10-49 revision
4. Ordinance 10-50 revision

BUDGET CONSIDERATIONS

Expenditure Required: TBD - Codification Costs

Savings Anticipation: N/A

Current Budget FY2024- N/A

2025:

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

Sec. 10-52. Keeping of wild animals and exotic animals.

It shall be unlawful for any person to own, keep or maintain any animal defined as an exotic animal within the limits of the city of Alpine unless duly authorized or licensed as required under state and federal law and permitted under this Code.

It shall be unlawful to harbor or keep any wild animal excluding:

(a) such animals in the possession of a publicly or privately owned zoo maintained or operated by a nonprofit organization or government entity; ;

(b) publicly or privately maintained circus, traveling show or rodeo which does not remain in the city longer than 30 days in each calendar year; ;

(c) ~~or excluding~~ hospitals or clinics operated by licensed veterinarians; ;

(d) ~~and or~~ wildlife rehabilitators and falconers holding current licenses issued by the state parks and wildlife department **Texas Parks and Wildlife Department.** and the United States Fish and Wildlife Service.

~~It shall be unlawful for any person to own, keep or maintain any animal defined as an exotic animal within the limits of the city unless duly authorized or licensed as required under state and federal law and permitted under this Code.~~

Sec. 10-48. Registration of dogs and cats.

No owner shall have within the city limits any dog or cat four months of age or older unless such dog or cat is currently registered with the city. Written application shall be made upon a printed city application form provided by **Alpine Animal Services at the Alpine Animal Services Shelter** and shall state the name, address and telephone number of the owner, the name of the dog or cat, the species or predominant breed, color, age and sex and the date of the most recently administered rabies vaccination. The owner must exhibit a current certificate of vaccination issued by a licensed veterinarian in order to register a dog or cat with the city. Upon approval of the application for registration and payment of the required fee established in Appendix C: Animal Services Fees, the city will issue a serially numbered, durable license tag for each registered dog or cat. Such tag shall be securely attached to a collar or harness worn by each dog or cat. Each registration shall be valid for a period of one year from the most recent date of administration of a rabies vaccination. A vaccination certificate or registration tag shall only be used for the animal which it was issued for. If there is a change in ownership of a registered dog or cat, the new owner shall have the registration transferred to ~~his~~ **their** name. Transfer applications shall be made at the ~~city office~~ **Alpine Animal Services Shelter** accompanied by a fee established in Appendix C: Animal Services Fees with proof of rabies vaccination for such transfer. If a license tag is lost or destroyed, the owner shall apply to the city for a replacement tag. Fee-exempt registrations may be issued for the following:

- (1) Police or sheriff department's dog.
- (2) Dogs trained to lead persons with a total or partial disability.
- (3) Animals other than dogs that are vaccinated against rabies

Sec. 10-49. Finders of lost dogs and cats; responsibility to report.

(a) Any person who finds and harbors a ~~dog or cat~~ found animal without knowing the ~~dog or cat~~ animal owner's identity shall notify ~~the animal control officer~~ Alpine Animal Services and furnish a description of the ~~dog or cat~~ animal.

(b) The finder ~~of the dog or cat~~ may surrender the animal to ~~the animal control officer~~ Alpine Animal Services, or upon approval ~~of the animal control officer~~ from Alpine Animal Services, may keep the animal in his ~~his~~ their possession, with the understanding that the animal is subject to surrender upon demand of ~~the animal control officer~~ Alpine Animal Services when the correct owner is identified or for reasons of public health and safety.

Sec. 10-50. Dead animals; duty to remove.

If any animals or fowl shall die in the possession of any person ~~in this city~~ within the city limits of Alpine, it shall be the duty of such person to ~~cause the same to be at once removed~~ remove the deceased animal or fowl to a site approved by the city and buried or otherwise disposed of. In case the owner or person having charge of such animal or fowl shall neglect or refuse to remove such dead the deceased animal or fowl within 24 hours after the death, ~~the agency provided by the city for the removal of dead animals, or if no such agency exists, then the city or the department of health shall cause the dead animal or fowl to be removed~~ Alpine Animal Services will remove the deceased at the expense of such owner or person having charge of the dead deceased animal or fowl. Fees for removal of deceased pets and deceased livestock as well as communal cremation fees shall be assessed in accordance with Appendix C: Animal Services Fees. Whenever the owner or other person having charge of the dead deceased animal or fowl cannot be found, it shall be the duty of ~~the agency provided by the city for the removal of dead animals, or if no such agency exists then the city or the department of health~~ Alpine Animal Services, to cause such animal or fowl to be removed and buried cremated or otherwise disposed of at the expense of the city.

ANIMAL ADVISORY BOARD AGENDA ITEM REPORT

February 11, 2025

Agenda Item No. 6B

Department: Animal Services

Sponsor: Jennifer Stewart, Animal Services Supervisor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Discuss the current conditions of the City owned and operated incinerator. (J. Stewart, Animal Services Supervisor)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Incinerator Description
2. Cremation Income
3. Cremation Tracker

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

To whom it may concern,

Due to wear and tear to the body of the incinerator, after 12 years of use, there is concern that the use of the incinerator will not be for much longer. The bottom of the incinerator has a crack which is causing the incinerator to leak smoke and liquid during the cremation process.

A new incinerator has been on the CIP for some time but, unfortunately, has not yet been approved and has been put on hold this fiscal year under the assumption that new burners purchased a couple of years ago were going to extend the use of the incinerator, which they did, until the crack became present.

There are several reasons why I believe we must continue to provide this service; the first thing is what it brings to the community. While some may not understand the heartache that a person goes through when losing a pet, most of us do. Being able to provide a service like this, locally, keeps the public from having to travel for hours to have cremation services done, bury their pet somewhere or take their beloved pet to the landfill because they cannot do the other 2 options. We not only assist Alpine but, Fort Davis, Marfa, Terlingua, Marathon, Fort Stockton, Sanderson, people who are traveling who have lost their pet while visiting the area, the list goes on.

During a very emotional and vulnerable time, we have provided a service that people can trust, expect and can handle right here in Alpine so that they can move on to the more important task of the grieving process. In my opinion, this is invaluable. If this is not convincing enough, we can also look at the financial aspect of the loss of the incinerator.

Over the last 5 years we have run the incinerator almost every day, mainly for private cremations for the public, approximately 2,000 private cremations in total. We have made back \$146,985.00 in the last 5 years, documentation attached. This is just 5 years of data, our first cremation was done July 3rd, 2012, so the profit has exceeded that. The incinerator has paid for itself almost 300 times over since then and will pay for itself again when a new one can be purchased.

I believe that the time to act is now so that our community as well as our income does not suffer because of this.

Thank you,

A handwritten signature in black ink, appearing to read 'Jennifer Stewart', with a stylized, flowing script.

Jennifer Stewart



Budgetary Accounting - General Ledger System

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Account Direct Inquiry

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A19

Chart of Accounts

A19

			Restart List	Fund - 0 - 9999	Department - 0 - 9999	Line Item - 0 - 9999		
O	V	S	Acct No	Account Title	Type	Status	Budgeted	YTD Activity
	V		00-000-0000	Master Control Account	M			
-	V		01-000-0000	GENERAL FUND	F			
-	V		01-538-0000	ANIMAL CONTROL REVENUES	D			
	V		01-538-1301	QUARANTINE	I	A	1,500.00	920.00
	V		01-538-1303	PET ADOPTIONS	I	A	15,000.00	10,675.00
	V		01-538-1304	ANIMAL LICENSE FEES	I	A	700.00	1,178.00
	V		01-538-1305	CREMATIONS	I	A	25,000.00	22,310.00
	V		01-538-1306	EUTHANIZATIONS	I	A	120.00	0.00
	V		01-538-1307	ANIMAL SURRENDER	I	A	2,000.00	1,195.00
	V		01-538-1308	MICROCHIP	I	A	2,000.00	1,125.00
	V		01-538-1309	ANIMAL IMPOUND	I	A	4,000.00	2,851.60
	V		01-538-1310	VACCINES	I	A	100.00	137.50
	V		01-538-1900	DONATIONS	I	A		65.00
	V		01-538-2000	REIMBURSEMENTS	I	A		0.00
	V		01-538-9000	INSURANCE CLAIM	I	A		2,634.87
							50,420.00	43,091.97

2019-2020



Budgetary Accounting - General Ledger System

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Account Direct Inquiry

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A20

Chart of Accounts

A20

[Restart List](#)

Fund - 0

- 9999

Department - 0

- 9999

Line Item - 0

- 9999

O	V	S	Acct No	Account Title	Type	Status	Budgeted	YTD Activity
	V		00-000-0000	Master Control Account	M			
-	V		01-000-0000	GENERAL FUND	F			
-	V		01-538-0000	ANIMAL CONTROL REVENUES	D			
	V		01-538-1301	QUARANTINE	I	A	1,500.00	2,740.00
	V		01-538-1303	PET ADOPTIONS	I	A	15,000.00	8,600.00
	V		01-538-1304	ANIMAL LICENSE FEES	I	A	750.00	1,119.00
	V		01-538-1305	CREMATIONS	I	A	23,000.00	27,480.00
	V		01-538-1306	EUTHANIZATIONS	I	A		0.00
	V		01-538-1307	ANIMAL SURRENDER	I	A	2,000.00	1,530.00
	V		01-538-1308	MICROCHIP	I	A	1,500.00	795.00
	V		01-538-1309	ANIMAL IMPOUND	I	A	3,000.00	3,201.00
	V		01-538-1310	VACCINES	I	A	200.00	352.99
	V		01-538-1900	DONATIONS	I	A		111.00
	V		01-538-2000	REIMBURSEMENTS	I	A		0.00
	V		01-538-9000	INSURANCE CLAIM	I	A		0.00
							46,950.00	45,928.99

2020-2021



Budgetary Accounting - General Ledger System

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Process Fields Below

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Account Direct Inquiry

Exit this Screen

A21

Chart of Accounts

A21

Restart List			Fund - 0	- 9999	Department - 0	- 9999	Line Item - 0	- 9999	
O	V	S	Acct No	Account Title	Type	Status	Budgeted	YTD Activity	
	V		00-000-0000	Master Control Account	M				
-	V		01-000-0000	GENERAL FUND	F				
-	V		01-538-0000	ANIMAL CONTROL REVENUES	D				
	V		01-538-1301	QUARANTINE	I	A	4,500.00	1,292.00	
	V		01-538-1303	PET ADOPTIONS	I	A	12,500.00	8,480.00	
	V		01-538-1304	ANIMAL LICENSE FEES	I	A	1,500.00	952.00	
	V		01-538-1305	CREMATATIONS	I	A	20,000.00	28,165.00	
	V		01-538-1306	EUTHANIZATIONS	I	A		2,505.00	
	V		01-538-1307	ANIMAL SURRENDER	I	A	2,000.00	1,080.00	
	V		01-538-1308	MICROCHIP	I	A	1,500.00	540.00	
	V		01-538-1309	ANIMAL IMPOUND	I	A	3,000.00	2,082.00	
	V		01-538-1310	VACCINES	I	A	200.00	214.00	
	V		01-538-1900	DONATIONS	I	A		0.00	
	V		01-538-2000	REIMBURSEMENTS	I	A		0.00	
	V		01-538-9000	INSURANCE CLAIM	I	A		4,518.92	
							45,200.00	49,828.92	

2021-2022



Budgetary Accounting - General Ledger System

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Account Direct Inquiry

Exit this Screen

A22

Chart of Accounts

A22

Restart List

Fund - 0

- 9999

Department - 0

- 9999

Line Item - 0

- 9999

O	V	S	Acct No	Account Title	Type	Status	Budgeted	YTD Activity
	V		00-000-0000	Master Control Account	M			
-	V		01-000-0000	GENERAL FUND	F			
-	V		01-538-0000	ANIMAL CONTROL REVENUES	D			
	V		01-538-1301	QUARANTINE	I	A	4,500.00	2,340.00
	V		01-538-1303	PET ADOPTIONS	I	A	12,500.00	8,550.00
	V		01-538-1304	ANIMAL LICENSE FEES	I	A	1,500.00	1,280.00
	V		01-538-1305	CREMATIONS	I	A	22,250.00	34,385.00
	V		01-538-1306	EUTHANIZATIONS	I	A		0.00
	V		01-538-1307	ANIMAL SURRENDER	I	A	2,000.00	1,020.00
	V		01-538-1308	MICROCHIP	I	A	1,500.00	225.00
	V		01-538-1309	ANIMAL IMPOUND	I	A	3,000.00	1,927.00
	V		01-538-1310	VACCINES	I	A	200.00	171.88
	V		01-538-1900	DONATIONS	I	A		601.65
	V		01-538-2000	REIMBURSEMENTS	I	A		0.00
	V		01-538-9000	INSURANCE CLAIM	I	A		0.00
							47,450.00	50,500.53

2022-2023



Budgetary Accounting - General Ledger System

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Process Fields Below

Display Inactive: No ▼

Account Direct Inquiry

Exit this Screen

A23

Chart of Accounts

A23

			Fund - 0 - 9999		Department - 0 - 9999		Line Item - 0 - 9999			
O	V	S	Acct No	Account Title	Type	Status	Budgeted	YTD Activity		
	V		00-000-0000	Master Control Account	M					
-	V		01-000-0000	GENERAL FUND	F					
-	V		01-538-0000	ANIMAL CONTROL REVENUES	D					
	V		01-538-1301	QUARANTINE	I	A	4,500.00	1,730.00		
	V		01-538-1303	PET ADOPTIONS	I	A	12,500.00	9,650.00		
	V		01-538-1304	ANIMAL LICENSE FEES	I	A	1,500.00	1,430.00		
	V		01-538-1305	CREMATIONS	I	A	22,250.00	34,645.00		
	V		01-538-1306	EUTHANIZATIONS	I	A		0.00		
	V		01-538-1307	ANIMAL SURRENDER	I	A	2,000.00	540.00		
	V		01-538-1308	MICROCHIP	I	A	1,500.00	405.00		
	V		01-538-1309	ANIMAL IMPOUND	I	A	3,000.00	1,470.00		
	V		01-538-1310	VACCINES	I	A	200.00	159.50		
	V		01-538-1900	DONATIONS	I	A		1,332.50		
	V		01-538-2000	REIMBURSEMENTS	I	A		0.00		
	V		01-538-9000	INSURANCE CLAIM	I	A		0.00		
							47,450.00	51,362.00		

2023-2024

2024-2025											
	Location of Resident	Alpine	Fort Davis	Marfa	Marathon	Fort Stockton	Terlingua	Sanderson	Other (specifiy)	Unknown	Total
Month											
October		22	3	3	1	0	3	1	0	1	34
November		17	6	1	0	0	2	0	1 Pecos/ 2 Presidio	0	29
December		18	5	4	1	1	4	0	3 Presidio	1	37
January											
Feburary											
March											
April											
May											
June											
July											
August											
September											



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ANIMAL ADVISORY BOARD AGENDA ITEM REPORT

February 11, 2025

Agenda Item No. 7A

Department: Office of the City Secretary

Sponsor: Jennifer Stewart, Animal Services Supervisor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Appoint the Chair of the Animal Advisory Board. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

The Animal Advisory Board needs new leadership now that Patsy Culver has resigned and moved away. James Etchison has volunteered to accept the Chair position and he is the current Vice Chair. He will be unable to attend the meeting, but advised he can take the position. It is imperative that the Board has leadership so that they can work with City staff to organize agenda items and conduct the Board's business efficiently.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

ANIMAL ADVISORY BOARD AGENDA ITEM REPORT

February 11, 2025

Agenda Item No. 7B

Department: Office of the City Secretary

Sponsor: Jennifer Stewart, Animal Services Supervisor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Appoint other officers of the Animal Advisory Board, as necessary. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

Based on the Board's decision for Chair of the Board, we will need updated leadership for a Vice-Chair and a Secretary. The Vice-Chair acts as the Chair in the Chair's absence and the Secretary records all motions, seconds, votes, and start/end times at meetings. The Secretary then forwards the information to the City Secretary for the minutes. I recommend appointing a Vice-Chair. I also recommend appointing a Secretary so that they may do these actions in the absence of the City Secretary.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2024-2025: N/A

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager