



CITY OF ALPINE
ANIMAL ADVISORY BOARD MEETING
April 8, 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**

A. Approval of February 11, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

6. **DISCUSSION ITEMS**

A. Discuss updates regarding the status of purchasing a new 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. Approve a recommendation to the City Council to pass an ordinance amending chapter 10 – Animals to the Alpine Code of Ordinances; Amending Section 10-48 – Registration of dogs and cats; Amending Section 10-49 Finders of lost dogs and cats; Amending Section 10-50 – Dead animals, Duty to remove; Amending Section 10-52 – Keeping of wild animals and exotic animals; Providing amended language to provide additional clarification throughout the chapter; Providing updates to animal department and facility titles within the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; and Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (J. Stewart, Animal Services)

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 5:00 P.M. on April 3, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL

this 3rd day of April, 2025



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



ANIMAL ADVISORY BOARD AGENDA ITEM REPORT

April 8, 2025

Agenda Item No. 5A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of February 11, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 2-11-25 Animal Minutes
-

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

City of Alpine
ANIMAL ADVISORY BOARD MEETING
Tuesday, February 11, 2025 – 6:00 PM
Minutes

1. **CALL TO ORDER.**

2. **DETERMINATION OF QUORUM**

Chair James Etchison called the meeting to order at 6:00 P.M. with the following persons present:

Board Members Present:

Place 1, Chair Patsy Culver
Place 2 Nancy Burton
Place 4 Lauren Spear
Place 5, Vice-Chair James Etchison
Place 6 Dr. Mary Dodson
Place 7 Mary Ann Vega
Councilor Eva Martinez
Jennifer Stewart, Animal Services Supervisor

City Staff and Stakeholders Present:

Geoffrey R. Calderon, City Secretary

Not Present:

Place 3 Pat McCall

Others Present: None

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)

On a motion by Board Member Judy Stokes and seconded by Dr. Mary Dodson to appoint James Etchison as the Chair of the Animal Advisory Board, the Animal Advisory Board unanimously adopted the motion with all members present voting in favor.

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

On a motion by Dr. Mary Dodson and seconded by Mary Ann Vega that Judy Stokes be appointed as Vice-Chair, the Animal Advisory Board unanimously adopted the motion with all members present voting in favor.

On a motion by Judy Stokes and seconded by Nancy Burton that Jennifer Stewart be appointed the Secretary, the Animal Advisory Board unanimously adopted the motion with all members present voting in favor.

Adjourn. 634pm

8. **BOARD MEMBER COMMENTS**

9. **ADJOURN.**

There being no further business, the meeting was adjourned. (6:34 P.M.)

APPROVED:

ATTEST:


Officer of the Board

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

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

April 8, 2025

Agenda Item No. 6A

Department: Animal Services

Sponsor: Jennifer Stewart, Animal Services Supervisor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Discuss updates regarding the status of purchasing a new incinerator. (J. Stewart, Animal Services Supervisor)

EXECUTIVE SUMMARY

None

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

April 8, 2025

Agenda Item No. 7A

Department: Board

Sponsor:

Memo Prepared By: Agenda Managers: please remove this text and enter the name and title of the individual creating the memo/item report PRIOR to producing the memo/item report so that it can be populated into the document automatically.

Staff Recommendation:



AGENDA ITEM

Approve a recommendation to the City Council to pass an ordinance amending chapter 10 – Animals to the Alpine Code of Ordinances; Amending Section 10-48 – Registration of dogs and cats; Amending Section 10-49 Finders of lost dogs and cats; Amending Section 10-50 – Dead animals, Duty to remove; Amending Section 10-52 – Keeping of wild animals and exotic animals; Providing amended language to provide additional clarification throughout the chapter; Providing updates to animal department and facility titles within the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; and Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (J. Stewart, Animal Services)

EXECUTIVE SUMMARY

The Animal Advisory Board met on February 11, 2025 to discuss proposed amendments to Chapter 10 - Animals to the Alpine Code of Ordinances. These updates were recommended by the Animal Services Supervisor, Jennifer Stewart. The board discussed the updates. The ordinance was drafted based on the discussion. This item is being added to facilitate an official recommendation to the City Council.

SUPPORTING MATERIALS

1. Ordinance 2025-05-04 Animal Amendments

BUDGET CONSIDERATIONS

Expenditure Required:
Savings Anticipation:
Current Budget FY2024-
2025:
Additional Funding:

APPROVERS

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

ORDINANCE 2025-05-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 10 – ANIMALS TO THE ALPINE CODE OF ORDINANCES; AMENDING SECTION 10-48 – REGISTRATION OF DOGS AND CATS; AMENDING SECTION 10-49 FINDERS OF LOST DOGS AND CATS; AMENDING SECTION 10-50 – DEAD ANIMALS, DUTY TO REMOVE; AMENDING SECTION 10-52 – KEEPING OF WILD ANIMALS AND EXOTIC ANIMALS; PROVIDING AMENDED LANGUAGE TO PROVIDE ADDITIONAL CLARIFICATION THROUGHOUT THE CHAPTER; PROVIDING UPDATES TO ANIMAL DEPARTMENT AND FACILITY TITLES WITHIN THE CITY; PROVIDING THE ESTABLISHMENT OF UP TO A \$500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.

WHEREAS, the City of Alpine, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution, and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Alpine (“City”) adopted Ordinance No. 2008-11-01, Ordinance 2015-11-01, Ordinance 2021-02-02, Ordinance No. 2021-03-02, Ordinance No. 2021-05-03, Ordinance No. 2024-05-03, and Ordinance No. 2024-09-02 which implemented regulations relating to the keeping of animals and for animal control services in the City; and

WHEREAS, the Animal Advisory Board is composed of community members who advise the City Council on policy decisions that affect the health and safety of animals within the City; and

WHEREAS, the Animal Advisory Board has recommended amendments to the City Council that would implement and update requirements related to exceptions for dogs and cats being microchipped, providing amended language to provide additional clarification throughout the chapter, and providing updates to animal department and facility titles within the city; and

WHEREAS, the amendments recommended by the Animal Advisory Board will allow the Animal Services Department to provide a more effective and efficient service to the community and to ensure adequate animal welfare within the City; and

WHEREAS, Title 10, Chapters 821 through 829, et. seq. of the Texas Health and Safety Code, as amended (“Code”) provide for the disposition and regulation of animals and authorizes the enforcement of these statutory regulations; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, it is deemed by the City Council to be in the best interest of the City to amend the current animal ordinances as recommended by the Animal Advisory Board and that such amendments will serve to protect the health, safety, and welfare of the citizens of the City and are in the best interest of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ALPINE, TEXAS THAT:

**SECTION I
FINDINGS OF FACT**

The Alpine Code of Ordinances is hereby amended to reflect the changes hereto attached as Exhibit “A.” The premises attached as Exhibit “A” are found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II
INCLUSION IN THE CODE OF ORDINANCES**

The provisions of this ordinance shall become and be made a part of the Code of Ordinances of Alpine, Texas. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or any other appropriate word. The codifier of the City is empowered to make amendments to match the style of the existing code.

**SECTION III
CUMULATIVE CLAUSE**

This ordinance shall be cumulative of all provisions of the City of Alpine, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

**SECTION IV
PENALTY CLAUSE**

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

**SECTION V
SAVINGS CLAUSE**

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

**SECTION VI
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**SECTION VII
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. A public hearing was held on June 3, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed

ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on May 29, 2025.

**SECTION VII
EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND ADOPTED THIS 3RD DAY OF JUNE 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

**INTRODUCTION AND FIRST READING
MAY 20, 2025**

**SECOND AND FINAL READING
JUNE 3, 2025**

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

EDITOR’S NOTE:

Additions are Underlined. ~~Omissions appear in red Strikethrough Text.~~

The portion of text replaced by the trunkus symbol (***) indicates that the particular portion of the code replaced by the symbol remains unchanged from one section to the next.

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~~ animals; 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~~ 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~~ deceased 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.

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

It shall be unlawful for any person to own, to harbor or keep, or maintain any ~~wild~~ 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. ~~excluding such animals in the possession of a publicly or privately owned zoo maintained or operated by a nonprofit organization or government entity, publicly or privately maintained circus, traveling show or rodeo which does not remain in the city longer than 30 days in each calendar year, or excluding hospitals or clinics operated by licensed veterinarians,~~

~~and wildlife rehabilitators and falconers holding current licenses issued by the state 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.~~

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) hospitals or clinics operated by licensed veterinarians;
- (d) or wildlife rehabilitators and falconers holding current licenses issued by the Texas Parks and Wildlife Department.