

**CITY OF ALPINE
ANIMAL ADVISORY BOARD
TUESDAY, JANUARY 10, 2023 – 6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT THE ANIMAL ADVISORY BOARD OF THE CITY OF ALPINE, TEXAS, WILL HOLD A MEETING AT 6:00 P.M. ON TUESDAY, JANUARY 10, 2023, AT CITY COUNCIL CHAMBERS LOCATED AT 803 WEST HOLLAND AVENUE AND VIA ZOOM VIDEO CONFERENCE FOR THE PURPOSE OF CONSIDERING THE ATTACHED AGENDA. MEETING LOGIN DETAILS MAY BE FOUND ON THE CITY WEBSITE 24 HOURS PRIOR AT WWW.CITYOFALPINE.COM/MEETINGLINK. THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS ACT. ACTION ITEMS APPROVED AT THIS MEETING WILL BE CONSIDERED BY THE CITY COUNCIL FOR FINAL ACTION.

AGENDA

- 1. Call to Order.**
- 2. Determination of quorum and proof of notice of meeting.**
- 3. Signing of Statement of Officer.**
- 4. Swearing-in of Members of the Animal Advisory Board.**
- 5. Public Comments – (Limited to 3 minutes per person).**
- 6. Approval of minutes of previous meetings –**
 - a) September 13, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)
- 7. Discussion –**
 - a) Discuss the annual calendar for AAB meetings for 2023. (G. Calderon, City Secretary)
 - b) Discuss Resolution 2022-11-01, a City Council resolution approving a directive tasking the Animal Advisory Board with key city objectives for the fiscal year 2022-2023. (G. Calderon, City Secretary)
 - c) Discussion regarding the animal permitting process: At the discretion of the Animal Services Supervisor, a permit may be deferred to the City Council so that a public hearing may be held and interested persons may have the opportunity to voice concerns. Discuss the implementation of a letter requirement for notices to be sent to neighbors within 200 feet for permit requests. (J. Stewart, Animal Services Supervisor)
- 8. Action Items –**
 - a) Appoint the Chair of the Animal Advisory Board. (G. Calderon, City Secretary)
 - b) Appoint the Vice-Chair of the Animal Advisory Board. (G. Calderon, City Secretary)
 - c) Appoint the Secretary of the Animal Advisory Board. (G. Calderon, City Secretary)
- 9. Suggested Next Meeting.**
- 10. Adjourn.**

CERTIFICATION

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted at 5:00 P.M. on January 6, 2023, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests

for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email city.secretary@cityofalpine.com for further information.


Geoffrey R. Calderon, City Secretary



INTRODUCTION OVERVIEW

- 1. Call to Order.**
- 2. Determination of quorum and proof of notice of meeting.**
- 3. Signing of Statement of Officer.**
- 4. Swearing-in of Members of the Animal Advisory Board.**
- 5. Public Comments – (Limited to 3 minutes per person).**
- 6. Approval of minutes of previous meetings –**
 - a) September 13, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

APPROVAL OF MINUTES

6. Approval of minutes of previous meetings –

- a) September 13, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)

BACKGROUND

NONE.

SUPPORTING MATERIALS

- September 13, 2022 Regular Meeting Minutes.

STAFF RECOMMENDATION

APPROVE.

**CITY OF ALPINE
ANIMAL ADVISORY BOARD
TUESDAY, SEPTEMBER 13, 2022 – 6:00 P.M.
MINUTES**

1. Call to Order – Patsy Culver, Chair of the Animal Advisory Board, called the meeting to order at 6:00 P.M. The meeting was held in City Council Chambers located at 803 West Holland Avenue, Alpine, Texas, 79830 and via Zoom video conference.

2. Determination of quorum and proof of notice of meeting.

Board Members Physically Present:

Patsy Culver, Chair of the Board
Councilor Judy Stokes, Board Member
Jennifer Stewart, Animal Services Supervisor
Lauren Spear, Board Member
James Etchison, Board Member
Pat McCall, Board Member

Board Members Not Present:

Dr. Mary Dodson, Veterinarian Board Member
Amit Rangra, Board Member

City Staff Present via Zoom:

Geoffrey R. Calderon, City Secretary

Board Members Present via Zoom:

Mary Ann Vega, Board Member

3. Public Comments – (Limited to 3 minutes per person) – None.

4. Approval of minutes of previous meetings –

- a) May 12, 2022 Regular Meeting Minutes

On a motion by Board Member McCall and seconded by Board Member Etchison to approve the May 12, 2022 regular meeting minutes, the Animal Advisory Board unanimously voted to adopt the motion.

5. Discussion –

- a) Human Animal Support System (HAAS) Program

6. Action Items.

- a) Discuss, consider and take appropriate action on Chapter 10 – Animals Section 10-48 Registration of dogs and cats.

On a motion by Board Member Stokes and seconded by Board Member McCall to make a recommendation to City Council to update the registration of dogs and cats ordinance with the amendments discussed during the meeting, the Animal Advisory Board unanimously voted to adopt the motion.

7. Suggested Next Meeting.

On a motion by Board Member McCall and seconded by Board Member Stokes to adjourn, the City Council unanimously voted to adopt the motion and the meeting was adjourned.

8. Adjourn. (6:42 P.M.)

Patsy Culver, Chair of the Animal Advisory Board

CERTIFICATION

I, Geoffrey R. Calderon, 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 pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on September 9, 2022, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.

Geoffrey R. Calderon, City Secretary

DISCUSSION ITEMS OVERVIEW

7. Discussion –

- a) Discuss the annual calendar for AAB meetings for 2023. (G. Calderon, City Secretary)
- b) Discuss Resolution 2022-11-01, a City Council resolution approving a directive tasking the Animal Advisory Board with key city objectives for the fiscal year 2022-2023. (G. Calderon, City Secretary)
- c) Discussion regarding the animal permitting process: At the discretion of the Animal Services Supervisor, a permit may be deferred to the City Council so that a public hearing may be held and interested persons may have the opportunity to voice concerns. Discuss the implementation of a letter requirement for notices to be sent to neighbors within 200 feet for permit requests. (J. Stewart, Animal Services Supervisor)



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

DISCUSSION

7. Discussion –

- Discuss the annual calendar for AAB meetings for 2023. (G. Calderon, City Secretary)

BACKGROUND

- Most City Boards meet on the same date and time each month. This increases transparency because citizens and stakeholders are able to know in advance when they can attend open meetings of the board.
- Meeting on a set schedule increases the efficiency and productivity of City staff because it allows City staff to effectively plan for meetings, plan for alternate uses of the meeting space, and provides an opportunity for stakeholders to plan around set dates that business of the board will be conducted.
- The Animal Advisory Board (AAB) is being asked to follow suit with other City boards and to schedule 2023 meeting dates in advance.
- The day and time of meetings will remain the same on the 2nd Tuesday of the month at 6:00 p.m. because this requirement is set by ordinance.
- The AAB would be able to choose if it wishes to meet monthly, quarterly, or a mixture of the two. The board may meet a maximum of monthly (unless extenuating circumstances calls for an additional meeting and a minimum of quarterly.
- Once the board has come to a consensus, a formal list or calendar will be drafted for approval at the next board meeting.

SUPPORTING MATERIALS

- 2023 Yearly Calendar.
- Building & Standards, Parks & Recreation, and Planning & Zoning 2023 calendars.

STAFF RECOMMENDATION

NONE.

2023 Calendar

January				February				March				April								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4								
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28		30	31		23	24	25	26	27	28	29

May				June				July				August								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			1	2	3									
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30	31				25	26	27	28	29	30		22	23	24	25	26	27	28

September				October				November				December								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2														
3	4	5	6	7	8	9	1	2	3	4	5	6	7	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	10	11	12	13	14	15	16
17	18	19	20	21	22	23	15	16	17	18	19	20	21	17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	24	25	26	27	28	29	30

City of Alpine
Building and Standards Commission
Meeting Schedule 2023

All meetings are located at City Hall in the Council
Chambers on the **4th Wednesday** of the month at 5:30 p.m.

December 2022
No planned meeting scheduled.

January 25, 2023

February 22, 2023

March 22, 2023

April 26, 2023

May 24, 2023

June 28, 2023

July 26, 2023

August 23, 2023

September 27, 2023

October 25, 2023

November 22, 2023
Meeting Changed to 3rd Wednesday
(Due to Holidays)

December 2023
No planned meetings scheduled.

**PARKS AND RECREATION BOARD
2023 MEETING CALENDAR**

All meetings occur at City Council Chambers located at 803 West Holland Avenue on the **2nd Wednesday** of each month at 5:30 p.m.

January 11, 2023

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 2023 – No Meeting Scheduled; only a special meeting may be called.

*Meeting dates are subject to change due to extenuating circumstances; however, this is unlikely, and every effort will be made to hold the meetings on the **2nd Wednesday** of each month.

**PLANNING AND ZONING COMMISSION
2023 MEETING CALENDAR**

All meetings occur at City Council Chambers located at 803 West Holland Avenue on the 4th Monday of each month at 5:30 p.m.

January 23, 2023

February 27, 2023

March 27, 2023

April 24, 2023

May 22, 2023

June 26, 2023

July 24, 2023

August 28, 2023

September 25, 2023

October 23, 2023

November 27, 2023

December 2023 – No Meeting Scheduled; only a special meeting may be called.

*Meeting dates are subject to change due to extenuating circumstances; however, this is unlikely, and every effort will be made to hold the meetings on the 4th Monday of each month.



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

DISCUSSION

7. Discussion –

- Discuss Resolution 2022-11-01, a City Council resolution approving a directive tasking the Animal Advisory Board with key city objectives for the fiscal year 2022-2023. (G. Calderon, City Secretary)

BACKGROUND

- In November, the City Council approved resolutions tasking each board, commission, and committee with objectives for the coming year.
- Other boards have assigned each objective to a member and have had each member report at each meeting on the status of the objective.
- The Utility Billing Donation project item is currently in progress, so the board will not need to pursue this objective.

SUPPORTING MATERIALS

- Resolution 2022-11-01

STAFF RECOMMENDATION

NONE.

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2022-11-01**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING A DIRECTIVE TASKING THE ANIMAL ADVISORY BOARD WITH KEY CITY OBJECTIVES FOR THE FISCAL YEAR 2022-2023.**

WHEREAS, the general purpose of the Animal Advisory Board is to provide recommendations and suggestions to the city council and city manager regarding the welfare of animals within the City; and

WHEREAS, the Animal Advisory Board is a critical part of obtaining citizen views, and the City Council benefits from the views and plans derived from the Board; and

WHEREAS, the City Council recognizes that key items related to animal welfare must be addressed, and shall annually task the Animal Advisory Board with objectives on which the City Council desires to be advised.

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

SECTION I. The City Council hereby tasks the Animal Advisory Board with the following Fiscal Year 2023 objectives:

- I. **Ordinance Review** – The current ordinances should be periodically reviewed, streamlined, and amended to conform with updated legislation.

Deadline: Ongoing

- II. **Registration & Leash Compliance** – Find innovative approaches to get more residents in compliance with registering their animals with the City and how to better adhere to leash requirements.

Deadline: September 2023

- III. **Informational Public Service Announcement** – Create a Public Service Announcement about our advisory board and the services that are provided and have them inserted in our utility bills.

Deadline: September 2023

- IV. **Possible Utility Bill Donation Project** – Study the possibility of including a donation box on our Utility Bills for use in animal care like medications, food, and other necessities for Alpine Animal Services.

Deadline: September 2023

- V. **Wildlife Management** – Continue wildlife management efforts and explore the possibility of relocation and/or mitigation of the deer, wild hogs, and other wildlife nuisance populations within the City.

Deadline: September 2023

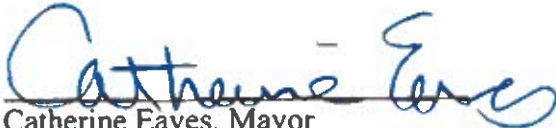
- VI. **Reporting** – Present updates on the board’s activity each quarter and work with City Staff to determine the best time to make the quarterly presentations.

Deadline: Ongoing

SECTION II. This resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 1st DAY OF NOVEMBER 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

APPROVED:


 Catherine Eaves, Mayor



ATTEST:


 Geoffrey R. Calderon, City Secretary



**ANIMAL ADVISORY BOARD
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DISCUSSION

7. Discussion –

- c) Discussion regarding the animal permitting process: At the discretion of the Animal Services Supervisor, a permit may be deferred to the City Council so that a public hearing may be held and interested persons may have the opportunity to voice concerns. Discuss the implementation of a letter requirement for notices to be sent to neighbors within 200 feet for permit requests. (J. Stewart, Animal Services Supervisor)

BACKGROUND

- The Animal Services Supervisor would like to discuss possible recommendations regarding the Animal Permitting process.

SUPPORTING MATERIALS

- Excerpt from the Alpine Code of Ordinances, Section 10-221.

STAFF RECOMMENDATION

NONE.

Sec. 10-221. - Permit for kennels, raisers or breeders of dogs, cats or other animals; selling of animals.

(a) Kennels, raisers and breeders of dogs, cats or other animals shall make application with the animal control officer or any duly authorized representative of the city for permission to keep or harbor in excess of four but not more than 12 dogs, cats or other animals or a combination thereof beyond the normal weaning age on any premises used or zoned for residential purposes. The animal control officer may issue a permit for one year to the applicant upon the following information being satisfied:

- (1) Name of applicant, with permanent residence.
- (2) The maximum number of dogs, cats or other animals to be kept or housed.
- (3) The purpose for keeping or harboring the dogs, cats or other animals.
- (4) The dogs, cats or other animals are to be housed in cages or pens inside the residence or a completely enclosed structure.
- (5) The dogs, cats or other animals are kept or harbored so as to not be a nuisance or detriment to any adjoining or adjacent neighbors.
- (6) The dogs, cats or other animals shall not bark or howl or create noises that cause the peace and quiet of the neighborhood or the adjacent premises to be disturbed.
- (7) The cages or pens are to be maintained in a sanitary condition so as not to create any hazards to the general health and welfare of the community.
- (8) The applicant shall furnish a drawing showing the dimensions of the lot, dwelling, fenced yard and other enclosed areas of the parcel of land that the permit is being requested for.
- (9) The enclosed parcel of land that the dogs, cats or other animals to be kept or housed on shall have a minimum of 100 square feet per animal over the normal weaning age.
- (10) The enclosed area in which the animals are to be housed shall be of adequate size, height and structure to prevent running at large.
- (11) Permit and inspection fee shall be \$50.00 for the initial inspection and permit application, and renewable at \$10.00 per year so long as the permittee remains in compliance with requirements of this section and has no violations of such requirements. This permit will allow the selling of only those animals that are raised at the permitted premises.

(b) All pet dealers (commercial, raiser or itinerant) shall be required to present each purchaser of an animal a veterinary certification stating that the animal is free from disease or parasites.

(Ord. No. 2008-11-01, § 1, 1-6-09)



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

ACTION

8. Action Items –

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

BACKGROUND

- Ordinance 2022-10-03 established that board officers are appointed by a majority vote of the board. Now that the ordinance is passed, the board may elect a Chair to solidify the appointment.

SUPPORTING MATERIALS

- None.

STAFF RECOMMENDATION

NONE.



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

ACTION

8. Action Items –

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

BACKGROUND

- Ordinance 2022-10-03 established that board officers are appointed by a majority vote of the board. Now that the ordinance is passed, the board may elect board officers.

SUPPORTING MATERIALS

- None.

STAFF RECOMMENDATION

NONE.



**ANIMAL ADVISORY BOARD
MEETING AGENDA ITEM COVER MEMO
JANUARY 10, 2023**

ACTION

8. Action Items –

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

BACKGROUND

- Ordinance 2022-10-03 established that board officers are appointed by a majority vote of the board. Now that the ordinance is passed, the board may elect board officers.

SUPPORTING MATERIALS

- None.

STAFF RECOMMENDATION

NONE.

CONCLUSION OVERVIEW

8. **Action Items – None.**
9. **Suggested Next Meeting.**
10. **Adjourn.**