

City of Windcrest



AGENDA **ANIMAL SERVICES ADVISORY COMMITTEE MEETING** **6:00 PM** **APRIL 28, 2026**

JUDGE STEPHEN P. TAKAS, JR. COURTROOM
CITY HALL - 8601 MIDCROWN

6:00 PM

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST ANIMAL SERVICES ADVISORY COMMITTEE MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE TUESDAY, APRIL 28, 2026, STARTING AT 6:00 P.M.

THE ANIMAL SERVICES ADVISORY COMMITTEE RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF TUESDAY, APRIL 28, 2026, AND TO RECONVENE THE MEETING ON THE FOLLOWING BUSINESS DAY, APRIL 29, 2026, AT 9:00 A.M., AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers is wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

I. CALL TO ORDER

II. ROLL CALL

- a) Consider and take possible action to excuse absence of committee member(s), if applicable.

III. PLEDGE OF ALLEGIANCE

IV. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION

- Citizens may address the Animal Services Advisory Committee on topics not on the agenda for no more than three (3) minutes.
- Citizens shall also have the opportunity to address the Animal Services Advisory Committee during consideration of posted agenda items for no more than six (6) minutes.
- A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

V. CEREMONIAL

- a) Swearing in of newly appointed Commissioner(s).

VI. PRESENTATION

- a) Presentation by Support Services Director regarding general operations and division updates of the City of Windcrest Police Department Animal Care and Control Unit.
- b) Presentation by the City Secretary on Chapter 2 Administration, Article IV of the City of Windcrest Code of Ordinances regarding Parliamentary Procedures for Public Meetings.

VII. DISCUSSION AND ACTION

- a) Discussion and possible action on review and amendments to the animal fostering program policy, procedures, and related application form for the City of Windcrest Police Department Animal Care and Control Unit.
- b) Discussion and possible recommendations regarding amendments to Chapter 6 - Animals, of the City of Windcrest Code of Ordinances.
- c) Discussion and possible action on setting the next meeting date for the Animal Services Advisory Committee.

VIII. GENERAL ANNOUNCEMENTS & FUTURE AGENDA ITEMS REQUESTED

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

IX. ADJOURNMENT

Decorum Required: Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Committee Authorized: The Animal Services Advisory Committee may vote and/or act upon any item within this Agenda. The Committee reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); § 551.087 (Economic Development); § 551.074 (Personnel Matters); and § 551.071 (Consultation with Attorney) to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person or appear in executive session by conference call in accordance with applicable state law.

Executive Sessions Approved by City Attorney: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the body

and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city boards, commissions and committees may attend the meeting in numbers that may constitute a quorum of such other city boards, commissions and committees, so that notice is hereby given that the meeting is also a meeting of the other city boards, commissions and committees whose members are in attendance. The members of the other city boards, commissions and committees may participate in discussions which occur at the meeting, but no action will be taken by the other boards, commissions, and committees whose members are in attendance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Animal Services Advisory Committee of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than three (3) business days prior to the meeting on April 28, 2026.

BY:



Rachel C. Dominguez, TRMC
City Secretary

ORDINANCE NO. 2025-017(O)

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS AMENDING CITY OF WINDCREST CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV. – PARLIAMENTARY PROCEDURES FOR PUBLIC MEETINGS TO ADDRESS POSTPONED AND TABLED ITEMS AND UPDATING AGENDA ITEM AND AGENDA DEADLINES AND PROVIDING FOR LEGISLATIVE FINDINGS, A CUMULATIVE CLAUSE, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City of Windcrest is a home-rule municipality located within Bexar County, Texas; and

WHEREAS, the City Council has determined necessity exists to update and clarify the ordinance setting the rules applicable to public City meetings regarding postponed and tabled items; and

WHEREAS, the City Council finds that, to better promote efficiency and management of agenda items, the City Council, along with the boards, commissions, and committees of the City, need rules clarifying the difference between postponed and tabled items and the timeframe to bring said items back for consideration; and

WHEREAS, the City Council of the City of Windcrest believes it is appropriate to amend Chapter 2, Article IV – Parliamentary Procedures for Public Meetings to amend Sec. 2-66; and

WHEREAS, the City Council finds this ordinance is necessary for the good and efficient management of the City; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code;

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

I.

ENACTMENT

Chapter 2 Administration, Article IV, Parliamentary Procedures for Public Meetings, Code of Ordinances, City of Windcrest, Texas is amended as set forth below, with insertions indicated by underlines (e.g. underlines) and deletions indicated by strikethroughs (e.g. ~~strikethroughs~~):

Article IV – Parliamentary Procedures for Public Meetings

Sec. 2-66. Agendas.

(a) City council.

(1) Definitions for agenda items.

- a. Action item shall mean an item requiring or anticipating a vote of the city council at a meeting.
- b. Agenda item shall mean an item for discussion, action, presentation, information, or administration which is placed on an agenda in compliance with the Texas Open Meetings Act.
- c. Consent agenda item shall mean a collection of routine items, including financial reports, minutes, common or reoccurring resolutions, appointments, etc. which are presented to the city council as one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Either the presiding officer or any member of the city council may require, at a public meeting, that an item on the consent agenda be pulled from the consent agenda prior to a motion being made on the consent agenda. Such requirement does not require a motion or second. Once the presiding officer or a member of the council pulls an item from the consent agenda, such item is automatically placed as an item for discussion and action. The remainder of items on the consent agenda may proceed as a full consent agenda as if the pulled item or items were not originally placed on the consent agenda. The presiding officer or any member of the city council may ask city staff a clarification question which staff may respond to with a short statement of fact or law without pulling a consent agenda item, but the members of the city council cannot deliberate on a single consent agenda item without removing it from the consent agenda.
- d. Discussion item shall mean an agenda item for information purposes or deliberation purposes, but which is not expected to require a vote of the city council.
- e. Executive session item shall mean an agenda item for closed session deliberations pursuant to the Texas Open Meetings Act. The city council reserves the right to go into executive session for any item on the agenda which qualifies for closed session deliberations, whether identified as an executive session or not. However, the city council may designate an item for executive session in advance, if it so chooses. Executive session items are for deliberation purposes. However, the city council may take action on any executive session item once it returns to open session.
- f. Postponed items shall mean those items the city council or the board, commission, or committee wishes to address at a later date. Postponed items shall be brought back at a date certain as determined by the city council or the board, commission, or committee which postponed said item.
- g. Municipal official. Any member of the city council and any appointed member of a board, commission, or committee of the city set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

h Tabled items shall mean those items city council or the board, commission, or committee wishes to address later in the same meeting or next meeting after evaluation and discussion. Tabled items shall be brought back in the same meeting they were tabled or next meeting after the meeting they were tabled at.

(2) *Draft agenda.* Any member of the city council, including the mayor or the city manager, may request an agenda item be placed on an agenda for an upcoming meeting. However, the city council recognizes city staff needs time to prepare items for submission and the agenda and therefore it imposes the following:

- a. *Preparation.* The city secretary, at the direction of the city manager, shall be responsible for the preparation of the city council agenda. The city manager has sole authority to determine what agenda items stand alone and what items are placed under a consent agenda prior to posting of the agenda.
- b. *Submission of requests by council.* When making a request to place an item on an agenda, the requesting member must submit, in writing using the Request for City Council Action memo, the wording of the item and any supporting documentation for the item to the city secretary by the request deadline. The requesting member must provide a copy to the city manager and mayor. After internal review by the mayor, city manager, and city secretary, the request will be forwarded to the city attorney. The city attorney may adjust the wording of any requested item, while leaving the substance, in order to ensure the item complies with state law, the City Charter, and city ordinances.
- c. *Action items.* Action items must be requested to be placed on any agenda by the city council members at least ~~160~~one hundred and eighty-four (184) business hours equal to ~~20-23 business days prior to the meeting.~~
- d. *Postponed and Tabled Items.* Postponed items must be requested to be placed on an agenda on the date the item is postponed. When an item is postponed, a reason for postponement must be given at the meeting the item is postponed. Tabled items shall be brought back in the same meeting they were tabled or next meeting after the meeting they were tabled at or the item(s) will be considered dropped.
- e. ~~d.~~ *Discussion items.* Discussion items must be requested to be placed on any agenda by the city council members at least ~~120~~one hundred and forty-four (144) business hours equal to ~~15~~eighteen (18) business days prior to the meeting
- f. ~~e.~~ *City department head.* City department head may request the city manager place agenda items on the agenda during the drafting process. However, placement of such items is at the sole discretion of the city manager and follow the deadlines identified in 2c and 2e.
- g. ~~f.~~ *Amendment or removal.* Once placed on a draft agenda, agenda items can only be amended or removed from the agenda with the approval of the council member or mayor who requested the item be placed on the agenda. Written notification shall be sent to the city manager and city secretary to amend or remove from the draft agenda.

h. g. *Future items.* Every agenda shall include items for consideration of future agendas for regular and special meetings. Any member may request the inclusion of such items at any meeting and follow up with a Request for City Council Action memo.

i. h. *Draft agenda distribution.* City council members may be given, absent a good cause, a draft agenda at least ~~64~~eighty-five (85) business hours, equal to ~~eight~~eleven (11) business days before a meeting, with or without attachments. The city council members may suggest corrections to the draft agenda or removal of items until 48 ~~sixty-nine (69)~~ business hours equal to ~~six~~nine (9) business days before the final agenda distribution to city council members. Written notification shall be sent to the City Manager and City Secretary to amend or remove from the draft agenda.

j. i. *Final agenda distribution.* City council members shall be given the final agenda and supporting documents at least 24 business hours equal to three business days with attachments, prior to the regular or special city council meeting is scheduled to occur.

k. j. *Special meetings.* If two city council members exercise their rights under the city charter to request a special meeting, the meeting agenda shall include any agenda items submitted with a Request for City Council Action memo, by the two council members who requested the special meeting.

(3) *Municipal Officials and Staff conduct.* It shall be deemed misconduct if any employee of the city discloses to any individual confidential written or oral information received from city council members regarding future proposed city council actions while such proposed actions are being reviewed and discussed by staff members prior to the release of such information for public consideration.

Notwithstanding the foregoing, information regarding future proposed city council actions may be shared with employees who require such information for the purposes of facilitating city council meetings or agendas or to conduct research relative to the future proposed city council actions.

(b) *Boards, commissions, and committees of the city.*

(1) *Definitions.* Boards, commissions, and committees subject to the Texas Open Meetings Act may adopt individual definitions which are not inconsistent with state law, the City Charter, or this article. Absent such adopted definitions, the definitions for agenda items applicable to the city council shall also be applicable to all boards, commissions, and committees subject to the Texas Open Meetings Act.

(2) *Preparation.* Absent individually adopted procedures of a board, commission, or committee of the city, the city secretary, at the direction of the city manager, shall prepare all agendas for boards, commissions, and committees of the city.

(3) *Draft agenda.* Any member of the body may request an item be placed on the agenda for that body. Each board, commission, and committee shall request items to be placed on the agenda during the drafting process. However, placement of such

items is at the sole discretion of the city manager and body chair and follow the deadlines identified in 2c and 2e.

- (4) *Final agenda.* The final agenda, with attachments, shall be given to body members no later than ~~72 hours~~ twenty-four (24) business hours equal to three (3) days prior to the meeting is scheduled to occur.

...

II.

FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

III.

CUMULATIVE CLAUSE

This Ordinance is cumulative of all provisions of the Code of Ordinances of the City of Windcrest, except to the extent the provisions of this Ordinance are in direct conflict with the provisions of any other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III.

SEVERABILITY

The City Council of the City of Windcrest intends 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 or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

IV.

EFFECTIVE DATE

This Ordinance is effective as of the date of adoption on second reading.

DULY PASSED ON FIRST READING, on the 4th day of August, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

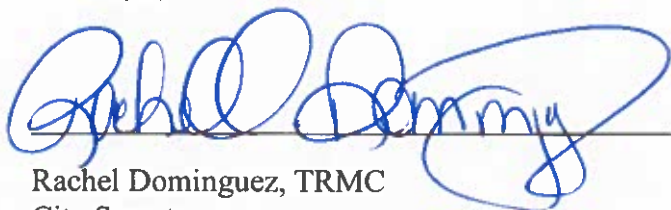
DULY PASSED AND APPROVED, on the 18th day of August, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS:



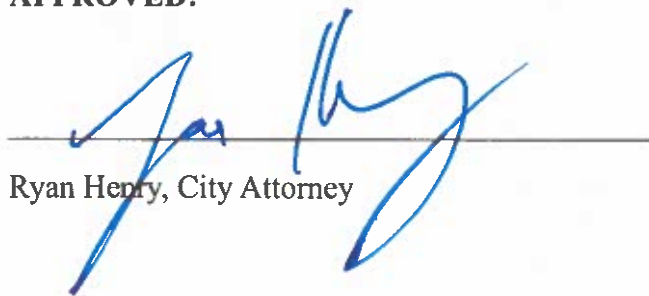
Dan Reese, Mayor

ATTEST:



Rachel Dominguez, TRMC
City Secretary

APPROVED:



Ryan Henry, City Attorney



City of Windcrest
Animal Fostering Program Policy

1. The objective of the Windcrest Foster Program is to provide temporary care for the following types of animals:
 - a. Those with temporary medical issues such as malnourishment or physical wounds pending Vet approval.
 - b. Puppies or kittens that are too young to be adopted.
 - c. Adoptable animals that have a temporary condition affecting their physical appearance (e.g. an animal that needs to be shaved, etc.).
 - d. Adoptable animals requiring greater socialization and/or training.
 - e. Adoptable animals suffering from kennel induced anxiety and stress.
 - f. Adoptable animals that may be euthanized due to a shortage of authorized kennel space.
2. The following policy shall apply in all Foster situations except as outlined in the contract with Karma's Cozy Kennel and Spaw or other kennel under contract with the City of Windcrest which addresses fostering:
 - a. The City retains all rights and ownership of any animal in the Foster Program as well as the final say in disposition decisions (adoption, rescue, euthanasia, foster, or return to owner).
 - b. While in Foster Care, the City is not liable for any injury or damage caused by a Foster animal (to include the spread of disease to owned animals).
 - c. The City is responsible for providing essential materials for the Foster including food, litter, and prescribed medical care.
 - d. Permanent placement via adoption, rescue, or return to owner shall take precedence over animals placed in Foster Care.
 - e. No person shall provide Foster Care to any City Foster animals unless such person has completed and filed an application and has been approved by the City before taking a pet home.
 - f. Fosters are matched with animals based on past experience and information provided on the Foster Application.
 - g. Any Foster Application can be denied at the discretion of City staff. The applicant may appeal the application decision in writing to the Department Head within three (3) business days of the denial. Such appeal will be reviewed by the Department Head within three (3) business days of submission.
 - h. Foster is subject to periodic home inspection, including a pre-placement home inspection, with prior notification from the City.
 - i. Fosters ~~will be subject to a mandatory pre-placement home inspection before the placement of any animal~~ may be subject to a pre-placement home inspection at the Department's discretion. Subsequent inspections may be conducted at the Department's discretion.
 - j. The City is free, with or without cause, to end the Foster relationship, and will provide 24 hours' notice to the Foster, unless faster action is required by law.

- k. Before taking a Foster pet, any personal animals owned by the Foster must be current on all vaccinations, including applicable DHPP, FVRCP, and rabies vaccinations, unless they are medically exempt. All foster pets must be current on all vaccinations, including applicable DHPP, FVRCP, and rabies vaccinations, unless they are medically exempt.
 - l. All pets owned or at the home of the Foster must be sterilized.
 - m. Foster Application approval requires the following criteria be met by the applicant:
 - i. Be 18 years or older.
 - ii. Be able to provide government issued identification (i. e., valid driver's license). Proof of residency within a twenty-five (25) mile radius of the City must be supplied if current ID does not have the correct address.
 - iii. Complete a Foster application and provide all needed medical and vaccination history on personal pets.
 - iv. Applications will be reviewed within three (3) business days by the Director.
 - v. Agree to and sign the Foster Care Agreement.
 - iv. Once approved, discuss and agree to general guidelines, policies, and procedures with the Department Head, or designee.
3. Foster Criteria and Procedure.
- a. Criteria for selection of Foster animals shall include but are not limited to the following:
 - i. Medical Condition: Pet is not able to be placed at current time due to a medical condition that the Department is able to provide outpatient care for. The Department will not place a pet into Foster Care with medical needs that are not able to be provided by the Department.
 - ii. Behavior: Pet is not able or has not been able to be placed before the release date due to behavioral issues. With input from the housing kennel staff, each pet will be evaluated by the ~~Department Reseue Foster Staff~~ for availability as directed by the Department. The Department will not place a pet into Foster Care whose behavior has been deemed unsafe for human and/or animal interaction.
 - iii. Age: Puppies and kittens under the age of 8 weeks may be Fostered, as they are too young for adoption.
 - b. The procedure for Foster Care placement shall occur in the following manner:
 - i. The Department may contact Fosters directly with pets needing placement or Fosters may contact Department with pets they wish to Foster.
 - ii. The Foster shall be advised by the Department Head, or other designated staff, on the specific needs of the animal.
 - iii. The Foster will pick up the animal at the Department at a prearranged time.
 - iv. An animal may need to be brought back to the authorized kennel periodically for a physical/medical checkup by the department or designated veterinarian.
 - v. Upon final disposition of the animal (adoption, rescue, return to owner, or humanely euthanized), the policies and procedures of that outcome will be followed, including but not limited to the policies found within Chapter 6 of the Windcrest Code of Ordinances.

4. Responsibility of Foster.
 - a. Providing a safe and secure environment including:
 - i. Ensure a humane indoor environment for animal with the ability to quarantine pet from personal pets for 10 days to prevent spread of disease and ensure compatibility, unless a longer quarantine is prescribed by a licensed veterinarian.
 - ii. If applicable, administer medication under the direction of the clinic.
 - iii. As needed, ensure that landlord is aware of any and all changes to the number of pets on property.
 - b. Provide access to veterinary care. The Foster is encouraged to communicate with the Department regarding the necessary medical care of the animal.
 - c. Foster shall assist in obtaining permanent placement for Foster animals by:
 - i. Making the animal available for a minimum of two approved adoption events per calendar month.
 - ii. Providing the department with updated pictures and biography if needed and as requested by staff.
 - d. Fosters interested in adopting Foster animal(s) are subject to all applicable department adoption policies and procedures.
 - e. Fosters must give the Department 48 hours' notice if returning a Foster pet, unless warranted by a severe medical or behavioral concern.
 - f. Any concerns by a Foster should be first brought to the attention of the City's animal control officer.
5. Fosters are expected to maintain open communication with the animal control officer and respond promptly to requests.



Windcrest Animal Care & Control Unit

FOSTER CARE APPLICATION

Every day the Windcrest Animal Care & Control Unit is asked to help animals in need. Oftentimes, these animals are able to be received and placed up for adoption immediately. However, for many this is not the case. Sometimes we are asked to take in a litter of puppies or kittens, abandoned without a mother and too young to survive on their own. Other times it's an adult who's been found injured and needs surgery and a safe place to heal. Either way, these animals need the extra tender loving care that only a home environment can provide. That is where our true heroes, our volunteer foster families, step in. Every time one of our amazing foster families opens their hearts and home to one of these special animals, they are giving them the chance no one else would, the chance to become someone's lifetime companion.

There are a number of things you should consider and discuss with the rest of your family prior to fostering:

Will you have time to spend with your foster animals? Most of the animals needing foster care will be in great need of quality time and handling; you should spend at least one to two hours a day with your foster animal. Animals recovering from illnesses, injuries, or surgeries will require medication, physical therapy, and/or rehabilitation. You will also need to pay attention for signs of illness or worsening of symptoms. ***Imagine all the love.***

Do you own animals? Keep your foster animals isolated from your pet(s) for the first 10 days. We do our best to inform you of any known potential problems, but the majority of these animals come from unknown backgrounds. Keeping your foster animals in a separate room that has no carpet works best. All resident pets should be current on vaccinations. ***Imagine the rewards.***

Do you have time to clean up after your foster animals? Young animals are usually busy doing one of four things: eating, sleeping, playing, etc. They can be messy! You will need to keep their environment clean, which could require several cleanings a day. ***Imagine all the wagging tails and kisses.***

Will you be emotionally prepared to return the animals back to the Windcrest Animal Care & Control Unit after the foster period is up? For some, this is the hardest thing to do. It's easy to become very attached to your foster animals. Be prepared for some tears, but know your effort has made this animal more suitable for adoption into a permanent home. ***Imagine the memories made.***

Think you're ready to be a foster family?

The City, through the Windcrest Animal Care & Control Unit, provides our foster families with all the supplies they need, such as food, litter, beds, crates, toys, treats, etc. We also provide all medical care for the foster pet. All we ask the foster families to provide is time and love. Anywhere from two to eight weeks can truly save a life. ***Imagine all the lives you will save.***

Take the next step and apply to be a foster family!

Please fill out the application and our Foster Care Coordinator will contact you soon. Don't forget to ask about how you can receive community service hours for fostering. If you have any questions or concerns, please contact the Animal Control Officer at (210)655-2666.

FOSTER CARE APPLICATION

Foster Parent's Information (please print):

Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Work Phone: _____

Emergency Contact:

Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Work Phone: _____

(Please provide an email address as most foster communication is done by email.)

How many adults reside in your home? _____ Children: _____ Ages of Children: _____

Would anyone be home during the day? Yes ☐ No ☐

Do any members of your household suffer from animal allergies? Yes ☐ No ☐

Do you have a fenced yard? Yes ☐ No ☐ If yes, how high? _____

Do your windows have screens? Yes ☐ No ☐

Do you own or rent? _____ If rent, is your landlord aware of the possibility of a new pet? Yes ☐ No ☐

Have you fostered an animal before? Yes ☐ No ☐

If yes, for which organization and how long ago? _____

Are you an active foster with any other organization? ☐ Yes ☐ No

If so, which one(s)? _____

Do you plan on fostering for any other organizations while fostering for the City? ☐ Yes ☐ No

If so, which ones? _____

Where will the foster animal(s) be kept when no one is home? Indoors ☐ Outdoors ☐

Please describe: _____

Where will the foster animal sleep? Indoors ☐ Outdoors ☐

Please describe: _____

Why do you want to foster an animal? _____

Are there any factors that might hinder your ability to foster animals that we should know about?

Pet History

Do you have any pets at home currently? Yes ☐ No ☐ If yes, please complete the following:

Name of Pet	Breed	Age	Sex	Altered	Licensed

We will need to verify that all your animals are current on their vaccinations. Please provide your veterinarian's name and phone number so that we may contact them.

Name: _____ Phone Number: _____

Are your pet's medical records under your name? If not, please list the name under which the medical records are kept. _____

Do your pets get along with other animals? Yes ☐ No ☐ Sometimes ☐

Have you had any other pets in the past five years? Yes ☐ No ☐ If yes, please complete the following:

Breed	Age	Reason you no longer have the pet

What types of animals are you interested in fostering?

Cats:	No!	Possibly	Definitely
Adult Cat(s)	☐	☐	☐
Momma Cat and Kittens	☐	☐	☐
Orphaned Kittens (bottle fed, over 3 wks)	☐	☐	☐
Orphaned Kittens (not bottle fed)	☐	☐	☐

Cats (continued):	No!	Possibly	Definitely
Ringworm (contagious)	☐	☐	☐
Sarcoptic Mange (contagious)	☐	☐	☐
Upper Respiratory Illness (contagious)	☐	☐	☐
Malnourished	☐	☐	☐
Injured	☐	☐	☐
Under socialized Cat(s)/Kittens	☐	☐	☐
Military Cat(s)	☐	☐	☐

Dogs:	No!	Possibly	Definitely
Adult Dog(s)	☐	☐	☐
Momma Dog and Puppies	☐	☐	☐
Orphaned Puppies (bottle fed, over 3 wks)	☐	☐	☐
Orphaned Puppies (not bottle fed)	☐	☐	☐
Ringworm (contagious)	☐	☐	☐
Sarcoptic Mange (contagious)	☐	☐	☐
Demodex Mange	☐	☐	☐
Upper Respiratory Illness (contagious)	☐	☐	☐
Malnourished	☐	☐	☐
Injured	☐	☐	☐
Under socialized Dog(s)/Puppies	☐	☐	☐
Military Dog(s)	☐	☐	☐
Event Dog(s)	☐	☐	☐

FOSTER CARE AGREEMENT

Please read and initial:

_____ I certify that my own pets are currently licensed and up to date on their vaccinations, including rabies. I understand that my vet records will be requested.

_____ I agree to keep my pets separated from the foster animal(s) for at least 10 days. If the foster animal is incubating any diseases, this separation will minimize the chance of my own pets becoming ill.

_____ I agree to keep the foster animal(s) indoors, unless I'm advised I may do otherwise by the Animal Control Officer.

_____ I agree to never leave the foster animal(s) unattended while chained, tied, or leashed for any period of time.

_____ Should the animal become ill while in my care, I agree to call the Animal Control Officer immediately at (210) 655-2666 and follow any instructions given for the animal's further care, including bringing the animal(s) to the Animal Care & Control Unit or an emergency veterinary clinic for treatment.

_____ I agree to bring the foster animal(s) for their scheduled deworming and vaccination appointments and other veterinary and medical appointments.

_____ I fully understand that foster animal(s) are always the property of the City of Windcrest, by and through the Windcrest Animal Care & Control Unit. As such, I agree that any decisions made by the Animal Control Officer of the City of Windcrest regarding their care and treatment will be followed by me, including their return.

_____ I agree to only foster animals for the City of Windcrest unless prior authorization to foster with other organizations has been given by the City of Windcrest.

_____ I agree to keep my pets and any other fosters separate from any Windcrest foster for a period of ten days, unless a longer period is prescribed by a licensed veterinarian during the foster period.

_____ I agree to return the foster animal(s) as instructed. I agree to make an appointment in advance for the animal(s) return.

_____ I understand that the City of Windcrest is not responsible for any property damage or injuries that may occur while the foster animal(s) are in my care.

_____ The City of Windcrest is held harmless should my own pets become ill from my foster animal(s). I further agree to be responsible for and to pay for any veterinary expenses incurred for my own animal(s).

Have you ever been convicted of a crime causing harm to a person or animal? Yes ☐ No ☐

Excluding minor traffic violations, have you ever been convicted of any criminal offense? Yes ☐ No ☐

Do you understand that fostering for the Windcrest Animal Care & Control Unit does not offer any preference when bringing in stray and/or injured animals into any authorized kennel. You must still abide by the stated policies regarding intake of any animals. Yes ☐ No ☐

I agree that all of the information I have provided herein is correct as written and I authorize the Windcrest Animal Control Dept. to verify any information. I also understand that a background check may be conducted before I can foster any animals.

Print Name

Signature

Date



Windcrest Animal Care & Control Unit

ANIMAL FOSTER AGREEMENT

Name: _____

Name Number: _____

Address: _____

Phone Number: _____

Animal Information:

Name: _____ Case: _____ Property Number: _____

Breed: _____ Gender: _____ Altered: _____

Age: _____ Color(s): _____ Size: _____

Pick-Up Date: _____ Time: _____ Released By: _____

Expected Return Date: _____

Please read and initial:

_____ I certify that I have read, understand, and completed SOD Form 210-FCA, *Foster Care Agreement*.

_____ I fully understand that the foster animal(s) and any offspring are the property of the Windcrest Animal Control Dept. I agree to follow any decision made by the Animal Control Officer regarding the care and/or return of the animal(s).

_____ I certify that the animal(s) I am fostering from the City of Windcrest are the only animals I am fostering and that I will not foster with other organizations without prior authorization from the City of Windcrest.

_____ I agree to return the foster animal(s) on and or by _____. I understand that I must call in advance and make an appointment to return fostered animals.

Authorization: The City (does/does not) authorize the foster to foster for other organizations during the foster period for the Windcrest foster animal.

Authorized Agent for City

Foster Name

Signature

Date

Animal Returned:

Date Animal Returned: _____

Received By: _____

Foster Signature: _____

ORDINANCE NO. 2025-025(O)

AN ORDINANCE AMENDING THE WINDCREST CODE OF ORDINANCES, CHAPTER 6 – ANIMALS IN ORDER TO COMPLY WITH RECENT CHANGES TO STATE LAWS RELATING TO MUNICIPAL REGULATION OF ANIMALS; AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HERewith; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of Windcrest is a home-rule municipality located within Bexar County, Texas; and

WHEREAS, the City of Windcrest has an interest in ensuring the health and safety not only of its citizens, but of the animals which live within the corporate limits; and

WHEREAS, the City of Windcrest Council has become aware of instances of dogs biting Windcrest citizens and the City's animal control office not having a clear mechanism within its ordinances to address the matter; and

WHEREAS, the City of Windcrest Council finds that, as a whole, the current structure of Chapter 6 of the City's Code of Ordinances regarding animals has not been updated to reflect current state standards and procedures regarding animals and animal welfare; and

WHEREAS, the City of Windcrest Council finds that continuing to operate under the current structure of Chapter 6 leaves the City with few mechanisms by which to utilize its responsibility to protect the health and safety of its citizens and the animals which live within the corporate limits; and

WHEREAS, the City of Windcrest Council seeks to amend the animal code chapter and all those related in order to maintain and create a safe and desirable community; and

WHEREAS, the Windcrest City Council in compliance with the laws of the State of Texas and the City's municipal code in the exercise of its legislative discretion, has determined it is appropriate, for good government and for the welfare and benefit of the public to amend Chapter 6 of the City's Code of Ordinances regarding animals.

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

**I.
AMENDMENTS**

Articles I through IV of Chapter 6 -- Animals, of the Windcrest Code of Ordinances shall hereby be amended, with underlined text being additions and struck through text being deletions and shall read, as follows:

Chapter 6 - ANIMALS

Sec. 6-1. Definitions.

Adequate Shelter shall have the meaning as set forth in V.T.C.A., Texas Health and Safety Code § 821.101(1).

Aggressive dog shall have the meaning set out in section 6-83.

Altered shall mean spayed or neutered.

Animal shall mean any living vertebrate or invertebrate, domestic or wild, not including humans.

Animal control officer shall mean a person employed by the City of Windcrest, who completes the basic animal control course and is certified in accordance with V.T.C.A., Health and Safety Code § 829.002, completes the required number of continuing education during each three-year period, and is designated by the director. Such includes any city employee designated as an animal care officer.

Animal waste shall mean excrement or feces of any animal.

At large shall mean an animal beyond the premises of the owner or keeper and not under the control of said individual by means of physical restraint.

Cat, also known as a common house cat shall mean a male or female of the family felis catus, whether altered or not.

Boarding facility shall mean any place where the property owner, tenant, or occupant keeps or allows others to keep or board any cats or dogs for a fee, donation, or non-monetary reward.

Community cat shall mean a cat which has been vaccinated and spayed/neutered through the city's or another entity's trap-neuter-return program.

Community cat colony shall mean a group of community cats that congregate, or otherwise form a unit or colony, and share a common food source. Such units or colonies can be composed of community cats regardless of whether they are feral.

Dangerous dog shall have the meaning set out in section ~~6-746-75~~

Department shall mean the division of the city's police department which serves as the animal control services department, comprising of the director and all animal control officers selected by the director to execute the duties of the animal control services department. Such division may also be referred to as the animal control and care unit.

Director shall mean the chief of police for the City of Windcrest or his/her designee.

Dog shall mean a male or female of the family canis familiaris, whether altered or not.

Dog and cat license shall mean a printed or written permission issued by the city authorizing the holder to keep a dog or cat within the city.

Dog and cat license tag shall mean a tag issued by the city and bearing the corresponding number of the dog and cat license.

Dog park shall mean a park, or a portion of a park, maintained by the City of Windcrest which has been designated for the express purpose of permitting dogs to roam about without requiring the use of any physical restraint, but under the control of their owners or keepers.

Enclosure shall mean a structure to prevent an animal from being able to run at large. For purposes of dangerous dogs, enclosure shall mean a house or a building, or in the case of a fence or a structure/pen, the fence or structure/pen must also have minimum dimensions of five feet by ten feet. The fence or structure/pen must form an enclosure suitable to prevent entry of young children and must be locked and secured such that an animal cannot climb, dig, jump or otherwise escape of its own volition. The enclosure shall be securely locked at all times. The structure/pen must have secure sides to prevent the dangerous animal from escaping from the enclosure. The structure/pen shall provide protection from the elements for the dangerous animal. Notwithstanding any fence height restrictions in this chapter, the animal care officer shall have the right to require that the fence have a secure top and/or bottom be added to the structure/pen if the need is demonstrated. These additional requirements shall be based upon the type of animal to be kept in this enclosure and its anticipated ability to escape.

Euthanize shall mean the painless and merciful ending of an animal's life in accordance with V.T.C.A., Health and Safety Code ch. 821, subch. C (V.T.C.A., Health and Safety Code § 821.051 et seq.).

Feral cat shall mean a cat that exists in a wild or untamed state, either due to birth or reversion to a wild state from domestication or which exists without an owner, that is not socialized to people.

Feral cat caregiver/community cat caregiver shall mean a volunteer, uncompensated person who agrees to facilitate the trap-neuter-return program in accordance with this chapter and any rules and regulations established by the city council.

Fowl shall mean domesticated animals belonging to the class of Aves including poultry, birds of prey, game birds, pigeons, or similar whether kept for pleasure or for profit. Fowl shall not include common indoor pet birds such as canaries, finches, or parrots.

Impoundment facility shall mean a facility that keeps or legally impounds stray, homeless, or unwanted animals in accordance with V.T.C.A., Health and Safety Code ch. 823.

Livestock shall mean domestic animals generally used or raised on a farm for profit, work, or pleasure, including, but not limited to, cattle, sheep, swine, horses, donkeys, mules, domesticated game animals, and llamas. Livestock shall not include miniature pigs or pot-belly pigs.

Owner also includes keeper and shall mean any person, persons, or entity who owns, has custody, or has control of an animal.

Puppy shall mean a dog that is less than ~~two~~ one years old.

Quarantine shall mean the detention or isolation of an animal suspected of carrying an infectious or contagious disease, such as rabies in an impoundment facility compliant with the standards found in V.T.C.A., the Texas Administrative Code ch. 169.

Restraint also includes tether and shall mean a rope, leash, cable, or other device that attaches an animal to a stationary object or trolley system.

Tether shall mean a chain, rope, leash, cable, restraint, or other device that attaches an animal to a stationary object or trolley system.

Trap-neuter-return (TNR) program shall mean a program under which feral or abandoned cats are trapped, evaluated, neutered or spayed, vaccinated against rabies, and returned to the areas where they congregate.

Unadoptable dogs shall mean dogs that have health issues that are not able to be addressed in a cost-effective, timely manner or that have behavioral issues that put persons or animals at risk that are unlikely to be resolved in a timely or cost-effective manner.

Sec. 6-2. Unlawful acts; criminal penalties; civil remedies.

- (a) Unless otherwise specifically provided for in this chapter, if it is found that a person intentionally, knowingly or recklessly violated any provision of this chapter, then upon conviction a person shall be fined an amount not less than \$1.00 and not more than \$2,000.00 except that, in the event a person has once previously been convicted under this chapter, the person shall be fined an amount not less than \$100.00 violation occurs for each subsequent violation.
- (b) Nothing in this section shall limit any and all other criminal, civil or administrative remedies available to the city in seeking to enforce the provisions of this chapter. Each day's violation thereof shall constitute a separate offense.
- (c) Where it is deemed necessary by the city manager, the city attorney's office is hereby empowered to secure injunctive relief to enforce the provisions of this chapter. This shall be in addition to, and not in lieu of, the criminal penalties provided for in this chapter.

Sec. 6-3. Animal nuisance; presumptions.

- (a) An animal owner commits an offense if by act, omission, or possession he creates an animal nuisance.
- (b) The following presumptions are hereby declared applicable in the prosecution of an animal nuisance offense pursuant to this subsection:
- (c) Any dog or cat can be deemed to be a nuisance under the provisions of this section by:
 - (1) The filing of a noise complaint by three or more neighbors within a 12-month period, if a dog barks or whines in such a manner, with such intensity, or with such continued duration so as to annoy, distress, or disturb the quiet, comfort, or repose of persons of normal nervous sensibilities. For the purpose of this subsection, each neighbor must occupy a different residence.
 - (2) The fact that an animal in question has permanently damaged or destroyed public or private property (not to include plants, mulch, grass, or perishable items) during the last 12 months.

(3) The filing of a trespass complaint by three or more neighbors within a 12-month period. For the purpose of this subsection, each neighbor must occupy a different residence. Any person filing a trespass complaint must have an accompanying photograph or video of the animal trespassing in their yard.

Sec. 6-4. Cruelty to animals.

- (a) It shall be a violation of this Code for a person to intentionally, knowingly or recklessly beat, cruelly treat, overload or otherwise abuse any captured or uncaptured wild or domesticated living creature anywhere in the city.
- (b) An animal owner shall provide the animal with veterinary care to maintain its health and, when needed, to prevent suffering.
- (c) An animal owner shall provide the animal with an area that is dry, sanitary, and free of objects not intended for animals and which could cause them bodily injury, such as rusted metal or broken glass.
- (d) Animals shall be protected from extremes of the environment including outside temperatures of heat (80 degrees or above), cold (40 degrees or below), and precipitation; this shall include but not be limited to shade, dog houses, lean-tos, tents, garages, or inside the owner's house.
- (e) No owner of an animal shall abandon such animal at any place or time. If an animal owner has been identified and the owned animal has been impounded by the animal control officer, no owner shall allow the animal to remain in the impoundment facility ~~120 hours~~ five (5) business days after being notified by the animal control officer for the purpose of abandoning the animal or adopting the animal at a lower cost than the fine/fee.
- (f) In this subsection, a restraint unreasonably limits a dog's movement if the restraint:
 - (1) Is a chain;
 - (~~2~~) Weighs more than one-tenth (1/10) of the animal's body weight;
 - (~~3~~) Uses a collar that is pinch-type, prong-type, or choke-type or that is not properly fitted to the dog;
 - (~~4~~) Is a length shorter than the greater of:
 - a. Five times the length of the dog, as measured from the tip of the dog's nose to the base of the dog's tail; or
 - b. Ten feet;
 - (~~5~~) Is in an unsafe condition; or
 - (~~6~~) Causes injury to the dog.
- (g) A dog that is tethered, crated, or otherwise restrained must have access to adequate shelter, clean water, dry ground, and shade from direct sunlight at all times.
- (h) No person shall restrain or tether a puppy, sick, infirm, geriatric, or ~~or~~ injured dog, or a female dog while she is in estrus.

(i) Due to the risk of hyperthermia, it shall be unlawful to muzzle an animal without constant supervision if temperatures are predicted to exceed 75 degrees. Any muzzle used shall, by its design, allow the animal to open its mouth, pant, drink water, not interfere with its vision, and not cause injury to the animal. A gentle leader or halter is not considered a muzzle.

(j) Animal control officers shall liberally utilize the authority granted by V.T.C.A., Health and Safety Code § 821.022 to seize and impound any animal that has been or is being cruelly treated. If any investigating officer has reason to believe that an animal has been or is being cruelly treated, pending a hearing before any judge of competent jurisdiction on the issues of cruelty and disposition of the animal, the seizure of the subject animal prior to receiving a warrant is hereby authorized if the investigating officer or the director believe a delay in obtaining a warrant would endanger the life of the animal, or if it would unreasonably prolong the suffering of the animal needing immediate attention.

Sec. 6-5. Ear cropping, tail docking, dewclaw removal.

It shall be unlawful for the owner of an animal, or a person charged with custody or care of an animal, to surgically alter an animal, including, but not limited to ear cropping, tail docking, declawing, and dewclaw removal, except when done by a licensed veterinarian.

Secs. 6-6—6-30. Reserved.

ARTICLE II. ADMINISTRATION

Sec. 6-31. Designation of animal control services department and its officers.

- (a) The director, with the city manager's approval, shall designate one or more employees of the City of Windcrest to function as the city's animal control officers.
- (b) The purpose of the animal control officers is to aide, protect, and preserve the welfare of the citizens and animals within the City of Windcrest.
- (c) Each animal control officer shall have completed the training requirements required under Texas Health and Safety Code Ch. 829.002 not later than 30 days from the date the person assumed animal control duties, and continues to comply with the requirements as outlined under Texas Health and Safety Code Ch. 829.002. The director shall also have completed the same requirements within 90 days from the date the person assumed such position.
- (d) All animal control officers shall report to the director.

Sec. 6-32. Duties of animal control officer.

The animal control officer will carry out his/her duties in accordance with the Texas Department of Health Services Animal Control Officer Basic Training Manual. Duties shall include but are not limited to:

- (a) Issuing violation notices including administrative notices, civil notices and (contacting a police officer to issue criminal citations), written warnings, and animal control fees; filing of municipal court documents, and making court appearances when necessary for violations of this chapter or the animal laws of the state;
- (b) Capturing lost or stray pets and identifying owners through the use of records, tags, reports, and microchips. All animals captured should be transported to the city's impoundment facility as soon as capture is complete unless the owner is identified and available;
- (c) Impounding and caring for stray dogs and cats that residents have found in Windcrest and captured, retained, collected, or contained, taking reasonable steps to identify the owners, if possible, or, if the cat is a community cat, returning said cat to the area it was found;
- (d) Posting pictures and descriptions of lost or found animals at city facilities and websites to assist the owners in locating lost pets ;
- (e) Maintaining department records in accordance with the guidelines in State of Texas Officer Basic Training, Records chapter; this would include all adoption, rescue, shelter, and euthanasia records;
- (f) Maintaining animal control equipment, reporting any failures, and acquiring replacements;
- (g) If animal control believes an animal, wild or domestic, is displaying symptoms of rabies, animal control will capture the animal and take it to a veterinarian for evaluation. If the animal is wild and the veterinarian believes it is rabid, the animal will be humanely euthanized and the head prepared for delivery to a state laboratory for rabies testing and subsequent reporting. In the case of domestic dog or cat this will only be done after exhausting all resources to identify and notify the owner of the animal, unless a veterinarian believes such a delay will unnecessarily prolong the suffering of the animal. Pictures of the animal will be posted and the animal held for the required ten days in quarantine whenever medically possible for the humane care of the animal;
- (h) Overseeing the community cat program (TNR) and maintaining communication with community cat caregivers in the city;
- (i) Communicating animal control issues and animal education material to the citizens;
- (j) Executing the duties as required for dangerous/aggressive dogs in coordination with the authorized kennel(s) for the city, including the seizure, or acceptance of delivery, of suspected dangerous/aggressive dogs, attending any hearings, ensuring owner compliance with requirements of owning a dangerous/aggressive dog, and providing means of access to a veterinarian or supervised by a veterinarian properly certified to humanely destroy/euthanize a dog when necessary under these codes or Texas state law.
- (k) Executing the duties as required for unadoptable dogs, as determined within three (3) weeks of the expiration of the stray hold by the department and in coordination with the authorized kennel(s) for the city, including providing means of access to a

veterinarian or supervised by a veterinarian properly certified to humanely destroy/euthanize a dog when necessary under these codes or Texas state law.

Sec. 6-33. Interference with discharge of animal control officer's duties.

- (a) It shall be unlawful for any person to interfere with an animal control officer in the execution or performance of his/her duties under the provisions of this chapter.
- (b) It shall be unlawful for a person to make a false complaint or report of an alleged violation under this chapter.

Sec. 6-34. City dog park.

- (a) Any dog park within the corporate limits of the city shall:
 - (1) Have a separate, fenced-in area only for dogs up to 30 pounds.
 - (2) Have installed at least one post every 200 square feet equipped with a dispenser for collecting animal waste and a garbage receptacle.
- (b) Any person visiting the dog park shall:
 - Not permit entry of dogs which have not been immunized in accordance with this article;
 - Not permit entry of dogs which have not been altered, if medically possible;
 - Not permit entry of dogs which have not been registered and had a microchip implanted;
 - Not permit entry of dogs which are currently declared dangerous or aggressive; and immediately restrain their dog should it become aggressive or bite another dog or person.
- (c) Any violation of subsection (b) shall constitute a Class C Misdemeanor and is punishable.

Secs. 6-35—6-58. Reserved.

Sec. 6-59. Vaccination.

It shall be unlawful for the owner or keeper of any dog or cat four months of age or older, to keep, maintain, or harbor such dog or cat unless it shall have been vaccinated against rabies by a licensed veterinarian at the owner's expense. Such vaccines may be of the one- or three-year variety. Before any dog or cat license shall be issued by the city, the owner must present a valid and current certificate issued by a licensed veterinarian.

Sec. 6-60. License, registration, and microchipping.

- (a) The owner or keeper of any dog or cat over four months of age shall license and register such dog or cat within 60 days of residency or acquisition of the pet. Renewal registration shall be within 15 days of the expiration of the most recent rabies vaccine certificate. Dog or cat licenses shall be issued by the city for a term of one year, or until the expiration of the current rabies

vaccine certificate, whichever is later, upon payment of a license fee in accordance with the city's master fee schedule. The owner shall state at the time application is made for such license and upon forms provided for such purposes, his name and address, and name, breed, color, and sex of each dog or cat.

(b) The owner or keeper of any dog or cat must have the animal implanted with a registered microchip within 90 days of residency or acquisition of the pet. This requirement does not apply to a dog or cat before it reaches four months of age. A dog or cat is exempt from this requirement if the dog or cat is determined to be medically unsuitable for microchipping by a licensed veterinarian in writing. If the animal is determined to be medically unsuitable for microchipping, the owner shall obtain a metal tag which shall be worn on the animal's collar at all times. Proof of medical unsuitability for microchipping along with having obtained a metal tag reading the owner's or keeper's name, address and telephone number must be provided to the department within 30 days of having received the tag. If there is a change in contact information, the owner or keeper of the animal shall update contact information with the department within 30 days of the date of the change in contact information. If there is a change in ownership of the animal, the initial owner or keeper shall be responsible for notifying the department of the change within 30 days of the date of change in ownership. The new owner or keeper shall be responsible for providing the department with the new owner's or keeper's name, address and telephone number within 30 days after the change in ownership.

(c) It is a defense to prosecution under this section that:

- (1) The dog or cat owner is a nonresident of this city and is keeping the subject animal in the city for fewer than 60 days;
- (2) The animal owner has been a resident of this city for fewer than 30 days; or
- (3) The animal had been abandoned or lost and the temporary owner has had the dog or cat for fewer than 30 days.

(d) This article does not apply to a commercial business, non-profit organization, or governmental entity operating within the corporate limits of the city, in a properly authorized zone and under a valid business permit/license, and whose operation is for the providing of veterinary services, animal boarding services, retail sales of domestic animals, or the adoption of domestic animals.

Sec. 6-61. Tag and collar.

(a) Upon payment of the license fee, the city shall issue to the owner a license receipt and a tag for each dog or cat so licensed.

(b) Every owner shall be required to provide each dog with a collar or harness and city registration tag that shall be constantly worn. The microchip implant does not exempt the owner of the animal from registration.

(c) In the event a dog or cat license tag is lost or destroyed, a duplicate will be issued by the city upon presentation of a receipt showing the payment of the license fee for the current year and an additional fee for such duplicate. Dog or cat license tags shall not be transferable from one dog or cat to another and no refund shall be made on any dog or cat license fee because of death of the dog or cat or the owner's leaving the city before expiration of the license.

Sec. 6-62. Dogs and cats at large.

It shall be unlawful for any person owning any dog, or unaltered cat, to permit it to be outside of such owner's fenced premises or other enclosure, unless the dog or unaltered cat shall be at all times under the control of the owner or his employee or agent by means of adequate physical restraint to control the actions of the animal. When an unattended dog or unaltered cat is found to be on unfenced private or public property, or outside of an enclosure, without proper leashing, the animal control officer shall have the authority to retrieve the animal from such private or public property. The owner of an unaltered cat shall not permit the domesticated cat to roam.

Sec. 6-63. Restrictions.

(a) It shall be unlawful:

(1) For any person to sell, trade, barter, lease, rent, or give away any animal on any roadside, public right-of-way, commercial parking lot, garage sale, flea market, festival, park, community center, or outdoor public place.

(2) For any person to display for a commercial purpose any animal on any roadside, public right-of-way, commercial parking lot, garage sale, flea market festival, park, community center, or outdoor public place.

a. This section shall not apply to any tax-exempt nonprofit organization founded for the purpose of providing humane sanctuary or shelter for abandoned or unwanted animals or any recognized rescue organization which is currently registered with the department.

b. Any animal being sold, traded, bartered, leased, rented, or being given away on any roadside, public right-of-way, commercial parking lot, garage sale, flea market, festival, park, community center, or outdoor public place shall be subject to seizure and impoundment at the discretion of the investigating animal control officer and shall be subject to adoption, rescue, foster, or humane euthanization at the discretion of the director if not timely redeemed by payment of applicable impoundment fees for each animal impounded within the impoundment period as set out in this Code.

(3) To expose any known poisonous substance, whether mixed with food or not, so that the same may be attractive to any warm-blooded animal or human; except that it shall not

be unlawful for a person to expose, on his own property or with permission of the property owner, commercially available rat poison or other pesticides appropriately placed in accordance with the labeling directions, in tamperproof bait stations, for the purposes of attracting rodents or other pests. It shall be sufficient to constitute a violation under this section that the poisonous substance was attractively exposed by such person in such a manner that the same may have been eaten, or was in fact eaten, by any human or warm-blooded animal other than a rodent or pest no intent or further culpable mental state shall be required to prove a prima facie violation.

(4) To set up or allow to be set up on his property steel jaw traps, spring traps with teeth or perforated edges on the holding mechanism, snares, or any type of trap with a holding mechanism designed in such a fashion as to reasonably ensure the cutting, slicing, tearing, or otherwise traumatizing of the entrapped prey for the purpose of ensnaring domestic or wild animals within the city limits, unless the use of such traps is specifically permitted or deemed necessary by the director or state director of health for the purpose of the control of communicable disease. This section is not to be construed to include those traps designed to kill common rodents, i.e., rats, mice, gophers, and groundhogs; except that the owner is responsible for taking care that any of the above said rodent traps are not placed or used on or about his property in such a manner as to reasonably ensure the trapping of any other domesticated or wild animal, or of a human. It shall be a prima facie violation of this section that the traps prescribed in this section were, in fact, set up by the person in question, or were allowed to be set up by the person in question; no intent or further culpable mental state shall be required to prove such a prima facie violation.

(5) To transport or carry on any public roadway any animal in a motor vehicle unless the animal is safely enclosed within the vehicle; and if traveling in an unenclosed vehicle (including, but not limited to, pickup trucks, convertibles and jeeps), the animal shall be confined by a vented container or cage, or safety belt with appropriate dimensions for the particular animal.

(6) To leave any animal in any standing or parked vehicle in such a way as to endanger the animal's health or safety and is presumed to have been cruelly treated as defined under this chapter. Any animal control officer or police officer is authorized to use reasonable force, including the breaking of a side window, to remove an animal from a vehicle whenever it appears the animal's health or safety is endangered.. Any such animal shall be impounded pending a final disposition of the matter with relation to the owner of said animal.

(7) To strike an animal with a vehicle resulting in injury to the animal, and leave the scene without rendering aid and assistance in the care of such animal if such action can be taken with reasonable safety or to call emergency services to aid the struck animal. If aid cannot be rendered safely.

(b) Regarding wildlife indigenous to this city:.

(1) All wild animals, fur-bearing wild animals, wild birds, and wild fowl inside the borders of this city state are considered the property of the people of this state. Texas codes and statutes govern the trapping, releasing and disposition of wildlife and the permits required. The city is not a pest control provider. A licensed pest control company can assist property owners with wildlife problems.

(2) Any domestic animal (dog or cat) caught or trapped inadvertently shall be turned over to the animal control department or the animal's owner, if known.

Sec. 6-64. Maximum animals authorized and variance.

(a) It shall be unlawful for any person to maintain or keep, in the aggregate, more than four adult dogs on a premises within the corporate limits of the city. Any person may keep up to two additional dogs if those dogs are adopted or fostered from the city. It shall further be unlawful for a person to maintain or keep, in the aggregate, more than four adult cats on a premises. A person may keep the maximum amount of both adult dogs and cats without violating this section. As used in this section, the term "adult dogs or cats" means a dog or cat that is six months or older. This subsection is not applicable to community cats.

(b) The director or his/her designee, upon application for variance to this section as hereinafter provided, may grant or deny, in whole or in part, an application for variance to this section of this Code. Any person desiring to maintain or keep in the aggregate more than four dogs or four cats within the corporate limits of the city may file a written application with the department, requesting the director or his/her designee to grant the written application for variance.

(c) The written application must contain the following information:

(1) Any complaints received or citations issued by animal control about animal issues against the applicant or the applicant's animals listed in the variance application.

(2) The application must be signed and dated by the applicant.

(d) The department has 15 days to make a decision to grant or deny the variance in writing. If the department does not make a written decision within that 15 day period then the variance request shall be considered automatically denied.

(e) The department, upon receipt of the application for variance shall then do the following:

(1) File such application in a location designated to keep such records.

(2) Notify the applicant of the date such application will be considered by the director or his/her designee.

(f) The department, in determining whether to grant or deny a variance application, may consider the following factors:

(g) The department shall notify the applicant within ten calendar days of the approval or denial of the variance.

(h) If the variance is denied, the applicant may appeal the decision to the city council within ten calendar days of the denial being mailed or electronically transmitted to the applicant.

(i) If the variance is granted, the applicant must submit a renewal application annually. Upon cause, the department has the authority to deny a renewal.

(j) The keeping by any person of newborn offspring of dogs or cats, authorized hereby for a period of six months, shall not constitute a violation of this article if the owner or keeper obtained a litter permit as required under section 6-72 of this chapter.

Sec. 6-65. Restrictions on keeping of certain animals.

(a) Unless otherwise indicated, It shall be unlawful to keep livestock and fowl within the city limits. This includes, but is not limited to, hoofed stock (bovines, sheep, goats, equines, swine) poultry, pigeons, and peacocks. This provision does not preclude the keeping of common indoor pet birds such as canaries, finches, or parrots or commonly domesticated hoofed animals such as miniature pigs or pot belly pigs that do not exceed 200 pounds in weight.

(b) Unless otherwise indicated, it shall be unlawful to keep animals or reptiles that typically are found at a wildlife refuge or zoo within the city limits. This animal/reptile restriction includes, but is not limited to, venomous snakes, poisonous frogs, alligators, crocodiles, great apes, monkeys, bears, big cats (any feline other than a common house cat), wolves, wolf-dog hybrids, hoofed mammals, or marsupials. This provision does not preclude the keeping of pet animals, reptiles, or insects such as hamsters, gerbils, ferrets, lizards, rabbits, fish, turtles, non-poisonous frogs, non-venomous snakes, or spiders.

~~(b) Unless otherwise indicated, it shall be unlawful to keep animals or reptiles that typically are found at a wildlife refuge or zoo within the city limits. This animal/reptile restriction includes, but is not limited to, carnivorous, non-carnivorous, poisonous, constricting species such as snakes, alligators, crocodiles, great apes, monkeys, bears, big cats (any feline other than a common house cat), wolves, wolf-dog hybrids, or hoofed mammals. This provision does not preclude the keeping of such pet animals, reptiles, or insects as hamsters, gerbils, ferrets, lizards, rabbits, fish, turtles, frogs, snakes, or spiders.~~

~~(c) It shall also be unlawful to keep venomous snakes within the city limits.~~

Sec. 6-66. Animal waste disposal.

(a) It shall be unlawful for the owner or keeper of any animal to allow the animal's waste to be deposited and remain upon another's private property, or public street, roadway, sidewalk, easement, alleyway, recreational area, dog park, or drainage ditch within the corporate limits of the city for any period of time.

(b) It shall be unlawful for the owner or keeper of any animal to allow the accumulation of animal waste on their own private property in a quantity sufficient to create an odor offensive to

a person of normal sensibilities standing on any adjacent property, or which creates a condition conducive to the breeding of flies or other pests. Such accumulation is hereby declared to be a public nuisance.

(c) It shall not be a defense to a violation of this section that the owner or keeper had no knowledge of the commission of the violation.

Sec. 6-67. Criminal penalty and dismissals.

(a) Any court which has jurisdiction over violations of article III may dismiss a criminal violation if the defendant remedies the violation within ten working days of the date of citation, upon the assessment by the judge and payment by the defendant of an administrative fee of \$20.00 for dismissal of a rabies vaccination violation, and \$10.00 for dismissal of a registration/license/microchip violation under this chapter.

(b) Irrespective of any other penalty or enforcement methods authorized, the city may enforce this code against any person who violates any provisions of this chapter, through civil injunction, declaratory relief, and civil penalties as authorized by law, in any court of competent jurisdiction. Civil penalties shall not exceed \$1,000.00 per day for each day a violation is found to have occurred after notice is mailed or transmitted and the expiration of a right to cure period.

Sec. 6-68. Maintaining current microchip registration.

(a) The owner or keeper of a dog or cat requiring a registered microchip implant shall maintain current registration with a microchip registration company or a veterinarian authorized to keep such registration on behalf of animal owners.

(b) If there is a change in contact information of an owner or keeper of a registered microchipped dog or cat, the owner or keeper shall update contact information, including new address or telephone number, with the microchip registration company within 30 days of the date of the change in contact information.

(c) If there is a change in ownership of a registered dog or cat, the initial owner or keeper shall be responsible for ensuring that the microchip is no longer registered in the initial owner's or keeper's name within 30 days of the date of change in ownership. The new owner or keeper shall be responsible for re-registering the microchip to include any new address and telephone number and have the registration information transferred to the new owner's or keeper's name within 30 days after the change in ownership.

Sec. 6-69. Wearing tags.

Dogs must wear a city-issued tag at all times while outdoors, to the extent that the city provides them.

Sec. 6-70. Nontransferability.

No person may use a registered microchip number for any animal other than the one for which it was issued.

Sec. 6-71. Litter permit; sterilization required for violation.

(a) Any person whose female dog or cat has a litter must obtain a litter permit prior to the litter's birth. One litter permit shall be required for each whelping female dog or cat. No female dog or cat shall whelp more than one litter over a 12 month period of time.

(b) A violation of this section shall be punishable by a fine of not less than \$300.00.

(c) This section does not apply to caretakers of community cat colonies or an animal rescue organization with an active animal rescue organization license issued by the department.

Secs. 6-72—6-74. Reserved.

Sec. 6-75. Dangerous dogs.

(a) Dangerous dog means a dog that:

(1) Makes an unprovoked attack on a person that causes bodily injury, serious bodily injury, or death and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or

(2) Commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

(b) The director shall make a determination of whether a dog is dangerous.

Sec. 6-76. Investigation, seizure and confinement of alleged dangerous dog and determination of a dangerous dog.

(a) Upon receipt of a sworn complaint the animal control officer shall investigate the complaint. The complaint shall contain a description of the incident involving an alleged dangerous dog, as defined above, the date and location of the incident, a description of the dog(s) involved in the incident and the name of the owner/keeper of the dog, the address of the owner/keeper, if known. The animal control officer shall investigate a potentially dangerous dog without a complaint if

the animal control officer personally observes the dog performing acts which fall under the definition of a dangerous dog.

(b) After an investigation, the director shall determine if a dog is dangerous. The director shall then determine if seizure of the dog is needed as a reasonable precaution for the safety of the public.

(c) Upon personal observation by the animal control officer that a dog has committed an act as outlined in section 6-75, the director may order the immediate seizure and impound of a dog believed to be a dangerous dog. Alternatively, after receiving a sworn affidavit of complaint detailing that a dog is alleged to have committed an act as outlined in section 6-75, the animal control officer shall obtain an administrative search warrant from any municipal court magistrate to enter onto private property to search for the dog if permission to enter the subject premises is denied by a person in lawful possession. The director shall order the immediate seizure of any dog determined to be dangerous, and which is at large. The cost of securing said dog(s) shall be borne by the owner of the dog. If a dog is impounded under this subsection, it will remain so as instructed by the director or by court order. A dog that has been determined to be dangerous cannot be released back to the owner, if seized or relinquished, until the owner is able to demonstrate the ability to comply with all the requirements for dangerous dogs as outlined in section 6-79.

(d) Within five business days after the dog is deemed dangerous, the animal control officer shall notify the owner or keeper of the dog, if known or readily identifiable, of the dangerous dog determination and appeal rights by written notice. Said notice shall be considered properly provided if mailed to the last known address of the owner or keeper through the United States Postal Service via regular mail and certified mail, return receipt requested.

(e) If the director determines the dog is dangerous but determines immediate seizure is not required to protect the health or safety of public, and the owner is readily identifiable, the department must, within five working days after the dog is deemed dangerous, notify the owner or keeper of the dog, of the dangerous dog determination, appeal rights, as well as the requirement the owner/keeper has 30 calendar days from the mailing or transmission of the notice, to either establish full compliance with the requirements for owning a dangerous dog outlined section 6-79 (in which case the owner/keeper of the dog may retain possession of the dog pursuant to section 6-79) or must relinquish the dog as outlined in section 6-79.

Sec. 6-77. Appealing dangerous dog determination.

(a) An owner of a dog deemed dangerous by the director may, no later than the fifteenth day after the date the owner/keeper is notified of the determination, appeal the determination of the department to the City of Windcrest municipal court of record.

(b) To file an appeal under subsection (a), the owner must:

(1) File a written notice of appeal of the department's dangerous dog determination with the court;

- (2) Attach a copy of the determination from the department; and
- (3) Serve a copy of the notice of appeal on the department by mailing the notice through the United States Postal Service.

Sec. 6-78. Dangerous dog hearing.

(a) Upon an appeal being filed in conformity with section 6-77, the municipal court shall set a time for a hearing to determine whether the dog is dangerous. The hearing must be held not later than the tenth day after the date the appeal was filed with the municipal court.

(b) The court shall give written notice of the time and place of the hearing to the owner or keeper of the dog or the person from whom the dog was seized and the department. The city attorney or his/her designee, is entitled to present evidence at the hearing.

(c) The municipal court judge shall determine whether, by a preponderance of the evidence, the dog is dangerous.

(d) If the municipal court judge finds the dog dangerous as a result of causing bodily injury to another person, the municipal court judge shall order the dog to continue to be impounded and:

Shall give the owner no more than 30 days for the owner to establish for the court that the owner can comply with the requirements of owning a dangerous dog under section 6-79. In such an event, the municipal court judge shall determine the estimated costs to house and care for the dog from the initial date of seizure or delivery until the dog is released to the owner, which will be borne by the owner and order the release of the dog; and

Should the owner not establish his/her ability to comply with the requirements of owning a dangerous dog under section 6-79 before the end of the 30th day, the municipal court shall order the dog abandoned; and

Should the dog be determined to be abandoned, the court shall authorize the city to:

Adopt the dog to a new owner who acknowledges the adoption of a dangerous dog and can establish for the court that the adopting owner can and is willing to comply with the requirements of owning a dangerous dog under section 6-79, or humanely euthanize the dog.

An order authorizing a dangerous dog to be adopted or euthanized shall not be effective for a period of no less than ten calendar days in order to allow an owner to appeal the order.

(e) If the municipal court judge finds the dog dangerous as a result of causing serious bodily injury to another person, the court may either order that the dog continue to be impounded and follow the procedure laid out in section 6-78(d) or have the dog humanely euthanized. The court may not order the dog euthanized if:

- i. The dog was being used for the protection of a person or person's property and;
 - a. The attack occurred within an enclosure in which the dog was being kept;

- b. The enclosure was reasonably certain to prevent the dog from leaving the enclosure on its own;
 - c. The enclosure provided notice of the presence of a dog; and
 - d. The injured person was at least eight years of age and was trespassing in the enclosure when the attack happened;
 - ii. The dog was not being used for protection, but the attack occurred within an enclosure in which the dog was being kept and the injured person was at least eight years of age and was trespassing in the enclosure when the attack occurred;
 - iii. The attack occurred during an arrest or other action of a peace officer while the peace officer was using the dog for law enforcement purposes;
 - iv. The dog was defending a person from assault, or person's property from damage or theft by the injured person; or
 - v. The injured person was younger than eight years of age at the time the attack occurred within an enclosure in which the dog was being kept and the enclosure was reasonably certain to keep a person younger than eight years of age from entering.
- (f) If the municipal court judge finds that the dog attacked, bit, or mauled and caused the death of another person, the court shall order the dog humanely euthanized.
- (g) If the municipal court judge does not find the dog dangerous, the municipal court shall issue an order finding as such and order the department to confer with the owner as to the release of the dog. There will be no assessment of costs of housing and care upon the owner.
- (h) The owner of the dog or the department may appeal the decision of the municipal court in the manner described under V.T.C.A. Health and Safety Code Section 822.0424.
- (i) A court may not order the destruction of a dog during the pendency of an appeal.

Sec. 6-79. Requirements of dangerous dog owners.

- (a) An owner of a dog determined to be dangerous, shall comply with all of the following requirements within 30 days after the owner learns of the dangerous dog determination.
- (1) The dog must be registered with the department and shall annually obtain a dangerous dog permit;
 - (2) The dangerous dog must be kept in an enclosure as defined in section 6-1 of this chapter;
 - (3) The owner must present to the department a certificate of liability insurance in the amount of \$100,000.00 to cover any injuries caused by the dangerous dog. The insurance shall be kept in effect continuously and shall not be cancelled unless the dog is no longer kept by the insured owner;

(4) The dangerous dog, when taken outside the enclosure, shall be kept secured by a sturdy leash of a maximum six feet in length and by a muzzle properly secured upon the dog's head;

(5) The owner shall post no less than two signs on his or her premises warning that there is a dangerous dog on the property. This sign shall be visible and capable of being read from the public street or highway.

(6) If the dog does not have a registered microchip, the owner shall have implanted and pay for a registered microchip beneath the skin of the dangerous dog for positive identification of the animal;

(7) At the owner's expense, the dangerous dog, if unaltered, must be spayed or neutered at the discretion of the department by a veterinarian approved by the department prior to being released back to its owner;

(b) If the dog determined to be dangerous has been seized, the department must release a seized dog to the owner if, within 20 days of a determination, the owner provides proof to the department that the owner has arranged for the sterilization of the dangerous dog to comply with this article, has arranged for the dog to have implanted the required registered microchip if not already present in the dog, and can comply with the requirements of subsection (a) within ten days of release of the dog to the owner by the department.

(c) If the owner of a dog determined to be dangerous is unable or unwilling to comply with the ownership requirements listed above the dog must be either relinquished to the department or euthanized by an animal shelter, animal care agency, or licensed veterinarian, at the owner's expense and proof of such destruction must be provided to the department before the end of the 30th day after a determination is made. If the owner of a dog determined to be dangerous fails to comply with this subsection or fails to timely appeal a determination, the director shall order the dog seized and euthanized.

(d) The owner/keeper of a dangerous dog shall notify the department within 24 hours if their dangerous dog is loose, unconfined, has attacked another animal, has attacked a person, or has died.

(e) If a dangerous dog is seized and no owner acknowledges a claim to the dog, the director may seek and obtain an order from the municipal court for the humane destruction of a dog, which shall not occur until at least 20 days after seizure.

Sec. 6-80. Notification of change of status; disposition of dangerous dog.

(a) The owner of a dog deemed dangerous by the department or the municipal court may petition the municipal court to remove the dangerous dog finding/determination if the dog does not have a recurring event under section 6-76 for two years following a dangerous dog determination. The petition must be in writing and must contain the following information:

- (1) The name and address of the owner;
- (2) The name, address, breed, and color of the dangerous dog;
- (3) The date the dog was deemed dangerous by the department or the municipal court;
- (4) A sworn statement that the owner has continuously complied with the city's requirements for keeping a dangerous dog for the time period encompassing the dog being deemed dangerous; and
- (5) Documentation demonstrating that the dog has successfully completed obedience training from an instructor or class accepted by the department.

(b) The municipal court shall set a hearing on the matter within 15 days of the petition being filed with the municipal court

(c) The court shall provide written notice of the date, time, and place of the hearing to the owner of the dangerous dog, the department, and the city attorney's office.

(d) If the evidence presented shows by a preponderance of the evidence that the sufficient amount of time has passed without a recurring event and that the owner has complied with the city's requirements for keeping a dangerous dog, and that the dog has successfully completed obedience training from an instructor or class accepted by the department, the municipal court judge may remove the dangerous dog determination and the owner shall no longer be required to maintain the requirements of keeping a dangerous dog.

(e) If a dog previously deemed dangerous but had the designation removed by the municipal court subsequently commits an unprovoked act which triggers a dangerous dog hearing and is then determined to be a dangerous dog again by the department or the municipal court, the dog is considered to have committed the latest unprovoked act while designated as a dangerous dog for purposes of criminal penalties under state law.

Sec. 6-81. Hearing to determine compliance with dangerous dog requirements.

(a) Upon sworn statement by any person that the owner of a dangerous dog is not complying with the requirements of owning a dangerous dog or report of an incident involving a dangerous dog as described under section 6-75 of this division, the municipal court may conduct a hearing to determine whether the owner of a dangerous dog has complied with the requirements of owning a dangerous dog.

(b) Upon receipt of a sworn statement or report as described above, the municipal court shall send written notice to the owner of the dangerous dog of the filing of the application or report. Not later than the fifth day after receiving written notice, the owner must deliver the subject dog to the department. Failure to do so is sufficient cause to apply for a warrant to seize the subject dog.

(c) The municipal court judge shall conduct a hearing to determine whether a preponderance of the evidence supports the allegation that the owner has failed to comply with dangerous dog requirements. The hearing must be held not later than the tenth day after the date on which the dog is seized or delivered.

(d) The court shall provide written notice of the date, time, and place of the hearing to the owner of the dangerous dog, the reporting party/applicant, and the investigating animal control officer. Any other interested party, including the city attorney or assistant city attorney, may appear and present evidence at the hearing.

(e) The municipal court judge shall be the finder of fact.

(f) At the conclusion of the hearing, if the municipal court judge finds that the owner has failed to comply with the dangerous dog requirements, the judge shall order the dog to continue to be impounded for 30 days so the deficiencies regarding the requirements of owning a dangerous dog are remedied, to the satisfaction of the municipal court judge. If the owner fails to establish the owner has come into compliance or fails to appeal such a determination, the municipal court shall order the disposition of the dog consistent with section 6-78.

(g) An owner, or the person who filed the application for the hearing, or the person who filed the report may appeal the decision of the municipal court in the manner provided for the appeal of cases from municipal courts of record.

Sec. 6-82. Dangerous dog violations.

(a) A person commits an offense under state law, pursuant to the Texas Health and Safety Code, if the person is the owner of a dangerous dog and the dog makes an unprovoked attack on another person outside the dog's enclosure and causes bodily injury to the other person.

(b) It shall be a violation of this chapter for an owner or keeper to intentionally, knowingly, or recklessly fail to prevent a dangerous dog from killing or wounding, or assisting in the killing or wounding, of any domestic animal belonging to or in the possession of any person, or for an owner or keeper to fail to prevent a dangerous dog from attacking, assaulting, biting or otherwise injuring any person or assisting in the attack, assault, bite, or other injury of any person whether out of or within the enclosure of the owner or keeper, and whether or not such dangerous dog was on a leash or securely muzzled or whether or not the dangerous dog escaped without the knowledge or consent of the owner or keeper. If a person is found guilty of an offense under this section, the court may order the dangerous dog humanely euthanized.

(c) It shall be a violation of this chapter for the owner or keeper of a dangerous dog to:

- (1) Fail to comply with any of the requirements of section 6-78 as required;
- (2) Fail to notify the department of a change of status as set out in section 6-80; or
- (3) Fail to keep the dog confined at no cost to the city during any hearing process involving the dog if the dog has not been impounded by the city.

(d) The provisions under this section shall not apply to any law enforcement agency where a dog is being used for law enforcement.

(e) A rebuttable presumption shall exist that the owner or keeper knowingly allowed a dangerous dog to be kept in an inadequate enclosure in any criminal complaint filed under subsection (b).

Sec. 6-83. Aggressive dogs; levels defined.

Classification of a dog as aggressive shall be based upon specific behaviors exhibited by the dog. For purposes of this chapter, behaviors establishing various levels of aggressive dogs are the following:

(1) Level 1 behavior is established if:

- a. A dog while in the enclosure in which the animal was being kept acts to cause a person to reasonably believe that the animal will engage in an unprovoked attack and cause bodily injury to that person without actually causing bodily injury to that person; or
- b. A dog, outside of its enclosure, when unprovoked is found to menace, chase, display threatening or unprovoked aggressive behavior, or otherwise threaten or endanger the safety of an animal.

(2) Level 2 behavior is established if a dog, outside of its enclosure, when unprovoked causes physical injury to any animal.

(3) Level 3 behavior is established if:

- a. A dog, inside or outside of its enclosure, when unprovoked kills or causes the death of any animal, or
- b. A dog classified as a Level 2 aggressive dog that repeats the behavior in subsection (2) after the owner or keeper receives notice of the Level 2 classification.

(4) Notwithstanding subsections (1), (2), and (3), the director or his/her designee shall have discretionary authority to refrain from classifying a dog as aggressive, even if the dog has engaged in the behaviors specified in subsections (1), (2), and (3), if the director determines that the behavior was the result of the victim abusing or tormenting the dog or was directed towards a trespasser or other similar mitigating or extenuating circumstances.

Sec. 6-84. Investigation, seizure, confinement, and designation of aggressive dogs.

(a) The department shall have authority to determine whether any dog has engaged in the behaviors specified in section 6-83.

(b) Upon personal observation by the department that a dog has committed an act as outlined in section 6-83 and upon making a decision seizure is a reasonable precaution to ensure the health and safety of people nearby, the department may order the immediate seizure and impound of a

dog believed to be an aggressive dog. Alternatively, after receiving a sworn affidavit of complaint detailing that a dog is alleged to have committed an act as outlined in section 6-83, the department may obtain an administrative search warrant from any municipal court magistrate to enter onto private property to search for the dog if permission to enter the subject premises is denied by a person in lawful possession. The cost of securing said dog(s) shall be borne by the owner. If a dog is determined to be aggressive, it will remain in confinement as directed by the department. A dog that has been determined to be aggressive may not be released back to the owner until the owner is able to demonstrate the ability to comply with all the requirements for aggressive dogs as outlined in section 6-86.

(c) The director or his/her designee shall have the discretion to increase or decrease a classified dog's restrictions based upon relevant circumstances.

(d) The department shall give the dog's owner or keeper written notice of the dog's specified behavior, of the dog's classification as aggressive, and of the restrictions applicable to that dog by reason of its classification.

(e) Upon receipt of written notice of the dog's classification as a level 1, 2, or 3 aggressive dog the owner or keeper shall comply with the restrictions specified in the notice unless reversed on appeal. Upon final determination and after appeals are exhausted, the owner will have 30 days to sterilize the animal. Failure to comply with the specified restrictions shall be a violation of this chapter for which a criminal fine or civil penalty can be imposed. Additionally, the department shall have authority to impound the dog pending completion of all appeals.

(f) If the department's decision finds that a dog has engaged in aggressive behavior, the dog may be impounded pending the completion of any appeals.

(g) Any dog classified as a Level 3, that is found to have repeated Level 3 behavior as defined under this code, shall be impounded if not already impounded. The dog shall not be released to the owner or be made available for adoption until either potential recipient of the dog has established arrangements for accommodating the animal consistent with all the security and safety requirements ordered by the department.

Sec. 6-85. Appeal of aggressive dog determination to municipal court.

(a) An owner may appeal an aggressive dog determination within 15 days after receiving notice of the determination by:

- (1) Filing a written notice of appeal of the department's aggressive dog determination to municipal court;
- (2) Attaching a copy of the determination from the department; and
- (3) Serving a copy of the notice of appeal to the department by certified mail.

(b) A municipal court judge shall conduct a hearing to determine whether the preponderance of the evidence supports the aggressive dog determination.

(c) The municipal court judge shall be the finder of fact.

(d) At the conclusion of the hearing, the municipal court may affirm or reverse the aggressive dog determination.

(f) The result of the administrative appeal hearing is final.

Sec. 6-86. Regulation of aggressive dogs.

In addition to the other requirements of this chapter, the owner or keeper of an aggressive dog shall comply with the following conditions:

(1) Dogs classified as Level 1 or 2 shall be restrained, so as not to be at large, by a physical device or structure in a manner that prevents the dog from reaching any public sidewalk or adjoining property and must be located so as not to interfere with the public's legal access to the owner's or keeper's premises whenever that dog is outside the owner's or keeper's home and not on a leash. In addition, the director may require the owner or keeper to obtain and maintain proof of public liability insurance in the amount of \$100,000.00.

(2) Dogs classified as Level 3 shall be confined, so as not to be at large, by a physical device or structure in a manner that prevents the dog from reaching any public sidewalk or adjoining property and must be located so as not to interfere with the public's legal access to the owner's or keeper's premises whenever that dog is outside. The owner or keeper shall restrict the dog to the owner's or keeper's property unless the dog is restrained by an adequate leash under the control of a capable person and muzzled in a manner that will not cause injury to the dog nor interfere with its vision or respiration. The owner or keeper of a Level 3 aggressive dog shall post no less than two warning signs on the property where the dog is being kept and shall not permit the warnings signs to be removed. In addition, the director may require the owner or keeper to obtain and maintain proof of public liability insurance in the amount of \$100,000.00.

(3) To ensure correct identification, all dogs that have been classified as aggressive shall be microchipped, photographed at the owner's expense, and obtain an aggressive dog permit from the department, to be renewed annually.

(4) The owner or keeper of an aggressive dog shall not permit the dog to be moved to a new address or change owners or keepers without providing the director with ten days' prior written notification.

(5) At the owner's expense, the aggressive dog, if unaltered, must be spayed or neutered within 30 days of the date the dog has been determined or found to be aggressive.

(6) At the owner's expense, the owner must complete a class on responsible pet ownership conducted by an organization approved by the department within two months after the dog has been classified as aggressive.

Sec. 6-87. Declassification of aggressive dogs.

Declassification will be automatic pursuant to this section.

(1) The following conditions must be met:

- a. Level 1 or Level 2 dogs have been classified for one year without further incident, and two years for Level 3 dogs; and
- b. There have been no violations of the specified regulations.

(2) When the owner or keeper of an aggressive dog meets all of the conditions in this chapter, the restrictions for Level 1 and Level 2 classified dogs may be removed. Restrictions for Level 3 may be removed, with the exception of the secure enclosure.

Sec. 6-88. Payment for cost of confinement.

(a) The owner of a dog impounded by the department must pay the costs of care of the dog while it is in the custody of the department prior to the release of the dog to the owner. Reasonable expenses for this care include, but are not limited to the cost of housing, feeding, emergency veterinary medical care, immunizations and routine veterinary medical care for the dog.

(b) If a dog is held in impoundment by the department for more than 20 days, the owner of the dog must pay the actual costs accrued for the first 20 days of impoundment, and every 20 days thereafter until the matter for holding the dog has been finalized. The department will mail a notice and statement of costs to the owner of the dog at the address on file with the department. All costs must be paid within a maximum of three business days following the receipt of the notice and statement. If the costs have not been paid within the allotted three business days, this will be considered a voluntary relinquishment of the dog by the owner and the dog shall immediately become the property of the city. The payment of costs may be extended if the owner creates a payment agreement with the city. Failure to comply with a payment agreement shall result in voluntary relinquishment of the dog by the owner after three business days of the failure to pay in accordance with said agreement.

Secs. 6-89—6-92. Reserved.

Sec. 6-93. Impounding authority and standard.

It shall be the duty of the animal control officer to capture any dog found at large contrary to the provisions of this chapter; to take possession of stray dogs and cats that residents have found in Windcrest and captured, retained, collected, or contained; to return the animal to its owner if the owner can be determined; and to impound such dog in the city's impoundment facility until the owner can be found or for the impoundment period. Any animal impounded shall be given proper and humane care and maintenance. The animal control officer shall require the operator

of the city's impoundment facility receiving any dog pursuant to the provisions of this chapter to make a complete registry, entering the breed, color, and sex of such dog and whether licensed or microchipped. If licensed, he shall enter the name and address of the owner and the number of the license tag or microchip.

Sec. 6-94. Postings/scanning.

(a) Before the animal is impounded, the animal control officer will take a photograph of the animal and such photograph will be posted on the city's website as soon as feasible, but not more than 24 hours after capture. The photograph will also appear on the found animal notice that is to be posted on the doors at city hall.

(b) The animal control officer will scan the animal for an owner identification microchip and if located, record all information on an animal retrieval form.

(c) In order to safeguard the animals, additional checking for a microchip will be conducted by the city's impoundment facility and if found, reported back to the police communication office with the corresponding case number.

Sec. 6-95. Notice to owner and redemption.

(a) Within 24 hours of capture of any dog, the owner, if the owner can be determined, shall be notified. Written notice, including a picture of the dog, shall be posted at a conspicuous place in the city hall describing the dog impounded. At the same time, such notice shall also be posted on the city's designated website and other websites utilized for such notices. Attempts shall be made to notify area veterinary hospitals, pet shops, and animal websites by e-mail or fax of the impounded animal.

(b) The owner may reclaim such dog or cat upon payment of:

(1) License fee (if unpaid).

(2) Animal control fee to the city written for a dog or cat being at large.

(3) All boarding charges due the city's impoundment facility.

(c) The first and second time a dog or cat is reclaimed, no animal control fee will be charged. The waiving of this fee shall only apply twice per address. The third time a dog or cat is reclaimed by its owner, an animal control fee will be charged, and each subsequent time a dog or cat is reclaimed by its owner, the animal control fee will increase. Should said owner fail to pay such charges and/or refuse to claim the animal, he shall be charged with abandonment and adjudicated accordingly.

(d) Owners of impounded animals may arrange for the release of their animals during business hours (8:00 a.m. to 5:00 p.m.) from the police communication office. Animals will be released to owners with appropriate proof of ownership during the business hours of the city's impoundment

facility. All costs incurred for the impoundment of an animal are the responsibility of the animal's owner. Owners of animals not having current rabies vaccination or written proof of current rabies vaccination will be required to provide a deposit to the city. This will allow the owner to take their pet and get the proper immunization. This immunization shall be completed in ten business days, unless there is a statement from a veterinarian that immunization will endanger the health of the animal. After proof of immunization, the owners will be refunded their deposits.

(e) Microchipping of the pets will be required at the owner's expense, before the release of their animal.

(f) The animal control officer will require proof of ownership. Proof of ownership may include a valid animal license, veterinary records, registered microchip identification or other reliable documents such as home photographs or other verifiable documentary evidence. At the expiration of the seven business days as described in subsection (a) and if ownership cannot be proven by the required information, the animal in question must be adopted rather than redeemed; the person claiming unproven ownership may be afforded the opportunity to adopt the animal.

Sec. 6-96. Disposition of unclaimed animals.

(a) Any impounded animal that is not reclaimed by its owner within ~~120 hours~~ five (5) business days after the posting of the notice described in section 6-95 shall be deemed abandoned. Once abandoned, the animal shall become property of the City of Windcrest, at which time the department may take any authorized action regarding the abandoned animal at the direction of the director.

(b) Any dangerous dogs, as defined in section 6-75 of this Code, that are impounded shall be kept and cared for in accordance with section 6-93 by the city during the pendency of any hearing regarding the dangerous dog.

Sec. 6-97. Adoption of animals.

(a) In the event a dog is released by the animal control officer or the city's impoundment facility for adoption, it shall be sterilized, microchipped, and made up to date with rabies, DHPP, and bordatella vaccinations. If the dog is too young to be sterilized at the time of adoption or for some other reason the dog cannot be sterilized and/or microchipped at the time of adoption, the person adopting the dog shall sign an agreement to have the dog sterilized, microchipped, and made up to date with rabies, DHPP, and bordatella vaccinations and shall pay a deposit to ensure sterilization, microchipping, and rabies, DHPP, and bordatella vaccinations at the appropriate date. The agreement must contain the date of the agreement; the name, addresses and signatures of the city and the new owner; a description of the animal to be adopted; the sterilization/microchipping and vaccination completion date; and a statement, printed in conspicuous, bold print, that sterilization of the animal is required under V.T.C.A., Health and

Safety Code ch. 828, and that microchipping of the animal is required under this code and that a violation of this chapter is a criminal offense punishable under section 6-2.

(b) The sterilization/microchipping and vaccination completion date contained in the agreement must be the 30th day after the date of adoption in the case of an adult animal or the 30th day after a specified date estimated to the date an adopted infant female or male dog becomes old enough to be sterilized or microchipped.

(c) Each new owner who signs an agreement shall deliver to the city a letter signed by the veterinarian who performed the sterilization or microchipping and vaccinations. The letter must be delivered in person not later than the seventh day after the date on which the animal was sterilized or microchipped and vaccinated. The letter must state that the animal has been sterilized or microchipped and vaccinated, briefly describe the animal, and provide the date of sterilization or microchipping and vaccination. After such steps are followed the sterilization/microchipping deposit shall be returned to the owner.

(d) If an adopted animal dies on or before the sterilization or microchipping and vaccination completion date agreed to, the new owner shall deliver to the city a signed letter or a veterinarian's report stating the animal is dead. The letter must be delivered not later than the seventh day after the date of the animal's death and must describe the cause of death, if known, and provide the date of death.

(e) If an adopted animal is lost or stolen before the sterilization/microchipping and vaccination completion date agreed to, the new owner shall deliver to the city a signed letter stating that animal is lost or stolen. The letter must be delivered not later than the seventh day after the date of the animal's disappearance and must describe the circumstances surrounding the disappearance, to what authority the lost animal was reported, and provide the approximate date of the disappearance. If the city does not receive a letter before the expiration of the seventh day after the sterilization completion date agreed to shall cause a complaint to be filed against the new owner. It is a presumption under this law that the failure of the new owner to deliver to the city a signed letter is the result of the new owner's refusal to have the adopted animal sterilized or microchipped. The new owner may rebut this presumption at the time of a hearing with the proof required under the above-mentioned sections.

(f) If the city does not receive a letter after the expiration of the seventh day after the sterilization/microchipping and vaccination completion date agreed to, the city may reclaim the animal from the new owner. A person may not prevent, obstruct or interfere with reclamation under this section.

Sec. 6-98. Foster of animals.

The city shall adopt a policy to implement a foster program to encourage temporary care for unadopted animals in the possession of the city.

Secs. 6-99—6-122. Reserved.

Sec. 6-123. Program sponsored within city.

In order to effectively and humanely control community cat populations within its jurisdictional boundaries, the city shall sponsor a trap-neuter-return program. Registered caregivers for colonies, whether of one or several community cats, may be aided by the city in providing traps and transportation to a spay/neuter facility. Left ear tipping shall be used on these cats in order to be identified as spayed or neutered and a vaccinated member of a managed colony. A photographic record adequate to identify the cat shall be obtained for all cats. This is part of the city trap-neuter-return program and maintained by the registered caregiver.

Sec. 6-124. Registered caregivers.

Registered caregivers shall attend one of the San Antonio Feral Cat Coalition workshops, and shall provide information about the colony to the animal control officer. Caregivers of a community cat or community cat colony shall be exempt under the provisions of license requirements, microchipping requirements, and animal identification requirements by furnishing the animal control officer with a signed statement agreeing to the following conditions:

- (1) Regularly feed the community cat colony including weekends and holidays, ensuring sanitary conditions at all times. Colonies shall be fed using bowls, plates, pans, or similar utensils to contain the food; food shall not be poured on the ground for the purpose of providing food. Food shall not be left out during hours of darkness to avoid attracting wildlife or vermin.
- (2) Regularly and frequently trap the community cats over three lbs. for purposes of sterilization.
- (3) Identify all community cats by having their left ears tipped when under anesthesia for sterilization.
- (4) All community cats must be vaccinated for rabies with a one- or three-year vaccine.
- (5) All community cats with illness and/or injury that cannot be provided with treatment shall be humanely euthanized by a veterinarian to prevent pain and suffering.
- (6) Caregivers are not permitted to release community cats on private or public property without the permission of the property owner.
- (7) Any caregiver determined to be in violation of this section shall be issued a written warning and be permitted up to and including 30 days to achieve compliance. Failure to comply may result in the issuance of a citation.

Sec. 6-125. Animal control officer monitoring community cat colonies.

(a) The animal control officer shall maintain all records relating to authorized managed community colonies in the city trap-neuter-return program. Other duties shall include:

(1) Monitoring the managed community cat colonies in the city trap-neuter-return program, maintaining records of registered caregivers and determining the need of additional caregivers.

(2) Helping to resolve complaints over the conduct of a colony.

(3) Maintaining records and preparing quarterly reports on the following:

- a. Number and location of managed colonies in the city;
- b. Total number of cats in colonies;
- c. Number of cats and kittens spayed and neutered pursuant to the trap-neuter-return program; and
- d. Number of cats and kittens placed in permanent homes.

(b) After receiving the permission of the community cat caregiver or a resident, the animal control officer may set up traps in the caregiver's yard to assist in trapping.

Sec. 6-126. Enforcement.

The city shall retain the following rights:

(1) The right to seize or remove cats from a colony that have not been vaccinated against rabies and which are demonstrating signs of the disease.

(2) The right to seize or remove a cat from a colony that is creating a nuisance after the caregiver has been afforded 30 days to remove and relocate the cat and has failed to do so.

(3) The right to seize and remove a colony of cats when a caretaker or the animal control officer is unable to provide care and management of the colony and has not been able to obtain a replacement or substitute caregiver. When the number of cats trapped and sterilized by the city exceeds 400 in a year, the city will reevaluate this program.

Secs. 6-127—6-150. Reserved.

Sec. 6-151. Reporting of animal bites.

It is the responsibility of any citizen with direct knowledge of an animal bite to immediately report the incident to the department. This duty includes reporting biting incidents of domestic animal to human or animal, wild animal to human, or domestic animal, whether the citizen is the owner of the animal, the victim, or a witness of the biting incident. The report should include the

date, time, and place of the incident, a detailed description of the offending animal, the animal's owner, if known, the victim's name, if known, and the reporting citizen's information. If the victim (animal or human) is bitten or skin is scratched open by the teeth of a wild or stray animal, it is their responsibility and duty to immediately seek medical care. Please note, in order to test an animal for rabies, the animal just be killed, decapitated, and the head sent to the state laboratory for testing. Whenever possible, our city will quarantine in lieu of killing and testing.

Sec. 6-152. Investigations of animal bite incidents.

In accordance with the V.T.C.A., Health and Safety Code ch. 826, Rabies Control Act 1981 and subsequent revisions, it is the duty of the animal control officer, who is also the local rabies control officer, to investigate all animal bite occurrences within our city. Information regarding the animal's description, current rabies vaccination date, owner's name, address and telephone number, the name of the animal, the address and telephone number of the person bitten, and the location of wound shall be recorded. The victim, owner, and/or witnesses to the event shall be interviewed. Exact identification of the offending animal is imperative. Observation, quarantine, or testing of the wrong animal is useless to the victim and the efforts of rabies control. Whether the bitten victim is an animal or a person, the animal control officer will obtain copies of current rabies vaccination from the offending animal's owner and provide a copy to the victim. The animal control officer will keep the bite victim informed as to the health of the offending animal during the quarantine period or the results of laboratory testing.

Sec. 6-153. Domestic animal quarantine.

(a) Owned animals.

(1) It shall be the duty and responsibility of the owner of the animal that has bitten or that has been bitten to have such animal impounded at a veterinarian hospital or relinquished to the department for impoundment for a period of ten days. If, however, the owner can present evidence that such animal has been inoculated against rabies within the time prescribed by law prior to the biting, and unless otherwise required by this article, such animal shall be confined on the premises of its owner and in a manner which shall prohibit such animal from biting any other animal or person for a period of ten days.

(2) It further shall be the duty and responsibility of the owner to have such animal examined by a licensed veterinarian on the first and tenth day of impoundment or confinement or as soon thereafter as possible; provided that the impoundment or confinement of the animal described above shall not be terminated until examination by a veterinarian. All charges for impoundment and veterinary exams shall be at the expense of the owner. Prior to release from quarantine, the owner shall furnish evidence of these exams to the department for file maintenance and record keeping.

(3) It shall be unlawful for the owner of any animal, when notified that the animal has bitten any person to sell, euthanize, inoculate, or give away the animal or to permit or allow the animal to be taken out of the county area.

(b) Animals at large. If the bite is caused by a stray domestic animal, the department shall impound ~~the animal in an impoundment facility~~ and hold the animal in quarantine for a period of ten days or for a minimum of 240 hours from the date of the bite for the purpose of rabies observation.

Sec. 6-154. Exceptions to domestic animal quarantine.

The offending animal will be euthanized after notice to the owner and sent for pathological testing

if:

- (1) The animal previously determined to be dangerous bites again in violation of this article and the owner does not have proof of current rabies vaccination. The animal control officer, after notice to the owner, shall obtain an order from the court and have the animal humanely destroyed and tested by a state laboratory for rabies;
- (2) The animal attack has caused the death of a human not on the premises of the owner; or
- (3) The animal is showing clinical signs of rabies as determined by the owner's (if the owner chooses) or city's veterinarian.

Sec. 6-155. Dispositions of wild animals which have bitten.

Any wild animal that bites any person or directly exposes any person to its saliva that can be positively identified as the offending animal shall be humanely killed in accordance with V.T.C.A., Health and Safety Code ch. 821, and submitted to the state diagnostic laboratory for rabies testing by the department. Killing and subsequent testing of the wrong animal is useless and dangerous to the treatment of the victim. If during the incident the victim traps or kills the animal, it shall be immediately surrendered to animal control for preparation and testing by calling the department.

Sec. 6-156. Animals which die of rabies.

Animals that have died of rabies or are suspected of having died of rabies shall be turned over to the department or a licensed veterinarian for dispatch to the nearest state diagnostic laboratory for testing.

Secs. 6-157—6-159. Reserved.

Sec. 6-160. Animal services advisory committee established.

(a) Effective January 1, 2024, the animal services advisory committee is established with staggered terms.

(b) The appointment for the positions of the established animal services advisory committee, effective January 1, 2024, shall be filled by city council resolution.

Sec. 6-161. Composition.

(a) The committee shall consist of seven members, five regular members and two alternates, appointed by the city council. The members shall serve staggered terms of two years. Initially, odd numbered places will be appointed for a two-year term and even numbered places will be appointed for a one-year term. At the expiration of the initial terms, all terms shall be for two years. Vacancies arising during unexpired terms shall be filled for the remainder of the unexpired terms in the same manner as original appointments are made. The mayor shall appoint the initial chair and vice chair of the committee for one-year terms, and thereafter, the city council, upon recommendation of the mayor, shall appoint the chair and vice chair. The office of chair and vice chair shall be for one-year terms and thereafter until a successor is appointed. For the first year after passage of this ordinance, the council shall appoint a council member as an additional position who shall serve as chair and be a non-voting member except in the case of a tie.

(b) The committee must be composed of at least one municipal official and one citizen residing within the city limits of Windcrest. For the remaining members, licensed veterinarians, people whose duties include the daily operation of an animal shelter, and representatives from animal welfare organizations receive priority of appointment.

Sec. 6-162. Responsibilities.

(a) Subject to approval of the city council, and in conjunction with city administration, the committee shall:

- (1) Periodically review the procedures regarding the care and maintenance of impounded animals and make recommendations for revisions thereof;
- (2) Periodically review the city's animal ordinances and make recommendations for revisions thereof;
- (3) Encourage responsible pet ownership by assisting with advising on an animal registration program and field enforcement services, as well as helping the city coordinate educational services, life safety services, and adoption and placement services; and
- (4) Perform any other duties assigned by ordinance.

Sec. 6-163. Procedures.

Meetings of the committee shall follow the same rules of procedure followed by the city council at its meetings. The committee shall comply with the Texas Open Meetings Act. Public records of the meetings of the committee shall be prepared and maintained by the city secretary. The committee shall determine the frequency of dates, and times of its meetings, though must meet a minimum of three times per year. After each meeting, the committee shall have a representative report to the city council at their next meeting regarding any action taken or discussion had during the committee meeting.

II. CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such existing Ordinance, in which event the conflicting provisions of such existing Ordinance are hereby repealed and this Ordinance controls.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council for the City of Windcrest 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 judgement 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, sentences, paragraphs, or sections.

IV. 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.

**V.
EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by state and local law.

**VI.
READINGS**

DULY PASSED ON FIRST READING, on the 20th day of October 2025 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

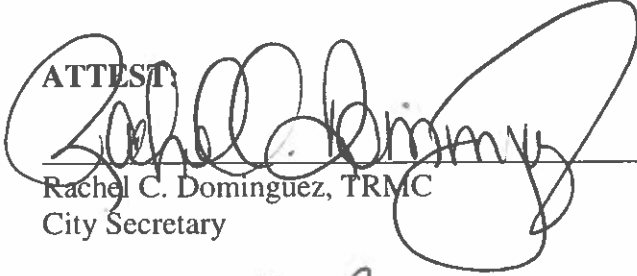
DULY PASSED AND APPROVED, on the 3rd day of November, 2025 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



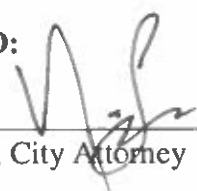
Dan Reese, Mayor

ATTEST:



Rachel C. Dominguez, TRMC
City Secretary

APPROVED:



Jessie Lopez, City Attorney

