



**AGENDA  
ANIMAL CONTROL ADVISORY BOARD  
COUNCIL CHAMBERS  
MAY 27, 2025  
6:30 PM**

The Joshua Animal Control Advisory Board will hold a Regular Meeting in the Council Chambers in Joshua City Hall, located at 101 S. Main, Joshua, Texas. This meeting is opened to the public and subject to the Open Meeting Laws of the State of Texas.

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

**B. REGULAR AGENDA**

- [1.](#) Discuss, consider, and possible action on September 17, 2024, meeting minutes.
- [2.](#) Discussion on the Animal Services Report, including Operational Overview and Statistical Report.
- [3.](#) Discussion on Capital Improvement Plan (CIP) and the Fiscal Year 2025–2026 Proposed Budget.
- [4.](#) Discussion on the Johnson County Bond and Potential Impact with Joshua Animal Services.

**C. FUTURE AGENDA ITEMS/REQUESTS BY BOARD MEMBERS TO BE PLACED ON THE NEXT AGENDA**

Board members shall not make routine inquiries about operations or project status on an item that is not posted. However, any board member may state an issue and request that this issue be placed on a future agenda.

**D. ADJOURNMENT**

Pursuant to Section 551.127, Texas Government Code, one or more Board Members may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting.

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/556-0603.

**CERTIFICATE:**

I hereby certify that the above agenda was posted on May 22, 2025, at 5:00 pm on the official bulletin board at Joshua City Hall, 101 S. Main Street, Joshua, Texas.

---

Alice Holloway, City Secretary



**MINUTES  
ANIMAL CONTROL ADVISORY BOARD  
COUNCIL CHAMBERS  
SEPTEMBER 17, 2024  
6:30 PM**

The Joshua Animal Control Advisory Board held a Regular Meeting in the Council Chambers in Joshua City Hall, located at 101 S. Main, Joshua, Texas. This meeting is open to the public and subject to the Open Meeting Laws of the State of Texas.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/82500857347?pwd=YoiKdok0bcmpfWTwLbPSzo3NHeSHHC.1>

Meeting ID: 825 0085 7347 Passcode: 203519

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Member Kidd announced a quorum and called the meeting to order at 6:30 pm.

**B. CITIZENS FORUM**

*The Animal Control Advisory Board invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the board is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. No Board deliberation is permitted. Each person will have 3 minutes to speak.*

NA

**C. REGULAR AGENDA**

1. Discuss, consider, and possible action on December 04, 2023, meeting minutes.

Motion made by Seat 2 Kidd to approve the minutes as presented. Seconded by Seat 4 Weldon.

Motion passed.

2. Discuss, consider, and possible action on amending Section A3.001 of the Code of Ordinances to include a fee for failure to present a valid rabies certificate under Animal Control Fees.

Motion made by Seat 4 Weldon to recommend approval. Seconded by Seat 2 Kidd.

Motion passed.

3. Discuss, consider, and possible action on amending Section 2.01.001 of the Code of Ordinances to update the definitions.

Motion made by Seat 2 Kidd to recommend approval. Seconded by Seat 4 Weldon.

Motion passed.

4. Discuss, consider, and possible action on amending Section 2.01.007 of the Code of Ordinances regarding tethering of dogs and other animals.

Motion made by Seat 2 Kidd to recommend approval. Seconded by Seat 4 Weldon.  
Motion passed.

Item 1.

5. August 2024 monthly Animal Services Report.

**1. Department Statistics Update**

Amber Bransom presented the most recent statistical data for the Animal Control Department, providing an overview of current departmental operations and performance metrics.

**2. Report Enhancement Suggestion**

Mike Kidd recommended the inclusion of a heat map in the monthly report to provide a visual representation of animal control activity across different areas.

**3. Quarterly Intake/Outtake Report**

Staff member Heather Braymer provided an update on the animal intake and outtake figures for the current quarter, highlighting trends and key data points.

**D. FUTURE AGENDA ITEMS/REQUESTS BY BOARD MEMBERS TO BE PLACED ON THE NEXT AGENDA**

Board members shall not make routine inquiries about operations or project status on an item that is not posted. However, any board member may state an issue and request that this issue be placed on a future agenda.

**E. ADJOURN**

Mike Kidd adjourned the meeting at 7:14 pm.

---

Mike Kidd, Chair

ATTEST:

---

Alice Holloway, City Secretary

# Animal Services Monthly Snapshot

Month	Visitors	Phone calls	Volunteer Hours	Community Service	Total Animal intake	Dog	Cat	Other	Total Animal Outcome	Adoption	Return to Owner	Transfer/Relocate	Died in Care	Euthanized	Patrol Hours	Calls for Service/Case	Trap Service	Notices/Warnings	Citations	Community Outreach	Education/Training
October	162	300	58	128	57	22	34	1	35	21	4	0	4	5	7	18	0	3	0	0	0
November	195	191	8	280	32	14	18	0	27	9	4	0	0	14	10	12	0	4	0	0	0
December	200	272	0	421	32	15	17	0	59	38	4	12	0	5	7.5	11	0	4	0	0	0
January	215	408	0	355	34	19	15	0	36	29	2	2	1	2	7.5	23	0	4	0	0	0
February	195	604	64	360	39	28	10	1	57	16	9	15	2	15	36	36	0	13	0	0	0
March	186	649	240	444	55	19	32	4	62	18	7	4	2 (DOA)	28	38	48	14	13	0	1	0
April	213	581	164	496	79	36	41	2	64	24	9	4	3/1DOA	21	46	62	32	15	4	0	0
May																					
June																					
July																					
August																					
September																					
YTD	1366	3005	534	2484	328	153	167	8	340	155	39	37	10	90	152	210	0	56	4	1	0
23/24 total	772	3850	392.5	2501	561	279	261	21	573	339	71	70	17	74	102	359	1	23	94	3	6
Annual % vs 23/24	176.94%	78.05%	136.05%	99.32%	58.47%	54.84%	63.98%	38.10%	59.34%	45.72%	54.93%	52.86%	58.82%	121.62%	149.02%	58.50%	0.00%	243.48%	4.26%	33.33%	0.00%

Revenue	Total Revenue	Adoptions	City Licenses	Surrenders	Microchips	Reclaim Fees	Quarantine Fees	Rabies Vouchers	Vaccinations	Impound Fees	Donations/Other	Permit Applications	Permit Fees	Sterilization and/or Vouchers	Trap Deposit	Trap Service	Refunds
October	\$ 1,415	\$ 380		\$ 115	\$ 265	\$ 80	\$ -	\$ -	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ 205	\$ -	\$ -	\$ -
November	\$ 955	\$ 140		\$ 25	\$ 120	\$ 175	\$ -	\$ -	\$ 160	\$ -	\$ 75	\$ -	\$ -	\$ 220	\$ -	\$ 40	\$ -
December	\$ 1,795	\$ 350		\$ 25	\$ 240	\$ 150	\$ -	\$ -	\$ 320	\$ -	\$ 425	\$ -	\$ -	\$ 285	\$ -	\$ -	\$ -
January	\$ 2,305	\$ 595		\$ 95	\$ 405	\$ 50	\$ -	\$ -	\$ 520	\$ -	\$ 555	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -
February	\$ 2,055	\$ 240		\$ 250	\$ 195	\$ 525	\$ -	\$ 10	\$ 240	\$ -	\$ 275	\$ -	\$ -	\$ 290	\$ -	\$ -	\$ -
March	\$ 2,820	\$ 290		\$ 375	\$ 215	\$ 150	\$ 675	\$ -	\$ 200	\$ -	\$ 500	\$ -	\$ -	\$ 435	\$ -	\$ -	\$ -
April	\$ 2,705	\$ 440		\$ 425	\$ 260	\$ 325	\$ -	\$ 5	\$ 380	\$ -	\$ 390	\$ -	\$ -	\$ 480	\$ -	\$ -	\$ -
May	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD	\$ 14,050	\$ 2,435	\$ -	\$ 1,310	\$ 1,700	\$ 1,455	\$ 675	\$ 15	\$ 2,190	\$ -	\$ 2,220	\$ -	\$ -	\$ 2,000	\$ -	\$ 40	\$ -
23/24 total	\$ 21,622	\$ 7,000	\$ 375	\$ 3,106	\$ 1,160	\$ -	\$ -	\$ -	\$ 3,730	\$ -	\$ 3,656	\$ -	\$ -	\$ 2,540	\$ 40	\$ -	\$ -
Annual % vs 23/24	64.98%	34.79%	0.00%	42.18%	146.55%	0.00%	0.00%	0.00%	58.71%	0.00%	60.72%	0.00%	0.00%	78.74%	0.00%	0.00%	0.00%



**Animal Control Advisory  
Board Agenda  
May 27, 2025**

**Minutes Resolution**

**Discussion Item**

**Agenda Description:**

Staff Report, Current Statistics and Operations

**Background Information:**

Statistics and information on daily operations.

**Financial Information:**

**City Contact and Recommendations:**

Tommy Miller

**Attachments:**

**Joshua Animal Services April 2025 Month End**

**five\_freedoms**



**Animal Control Advisory  
Board Agenda  
May 27, 2025**

**Minutes Resolution**

**Action Item**

**Agenda Description:**

Discussion on Capital Improvement Plan (CIP) and the Fiscal Year 2025–2026 Proposed Budget.

**Background Information:**

As part of the proposed budget for the upcoming fiscal year, the Animal Services Department has prepared a Capital Improvement Plan (CIP) outlining key investments necessary to maintain and enhance animal care services, facility operations, and community outreach capabilities.

The proposed CIP reflects the department’s commitment to improving animal welfare, ensuring staff safety, and supporting the city’s goals of responsible pet ownership and public health.

In addition to these core projects, several additional other items have been formally requested in the proposed budget for Council consideration.

**Financial Information:**

\$39,582.69

**City Contact and Recommendations:**

Tommy Miller

**Attachments:**

CIP Request  
AS2 Capital Request 2025-26  
ASPCA Intake Dogs  
ASPCA Intake Cats

Vaccines  
PetPoint  
Footwear

Item 3.



## FY 2025 - 2026 Capital Request

(Non-recurring items that are greater than \$5,000)

<b>Department:</b>	Animal Services	<b>Amount Requested:</b>	39,582.69
<b>Requestor:</b>	Tommy Miller	<b>G/L Account:</b>	100-09-5600 AS Capitol Outlay > 5K
<b>Project or Asset Title:</b>	Outdoor Kennels and Enrichment Area		
<b>City Goal Impacted:</b>	Drainage System Maintenance		
<b>Funding Source:</b>	CIP 2025-2026		

### Description of the Project or Asset

Construction of 16 outdoor kennels and an enrichment area. Pour concrete and install 16 dog kennels with drains tied to the sanitary sewer under the existing cover to the north and east of the shelter. Improve watershed of storm water from the building.

### Justification of the Project or Asset Including Impact if Delayed

Current configuration: (9) kennels with gravel and dirt base does not allow for adequate number of dogs (16) nor does it allow for cleaning or disinfecting of these areas. The dogs cannot be let off lead for exercise and socialization. This project would decrease the possibility of disease and increase the adoptability of our canine population through better normal and improved social behavior. Delay would perpetuate the possible spread of disease in our dogs, the almost impossible task of cleaning these areas, and the euthanasia of dogs that may just need better social skills. Continued risk of slip and falls during rainy times.

### Impact on Operating Budget and Explanation of Such Impacts

This will allow for better cleaning and disinfecting both inside and outside. This will improve health and adoptability of our dogs. Impacting our budget by reducing cost of euthanasia and treatment of sick dogs. Possibly increasing revenue in adoption fees by improving the overall adoptability of our dogs through improved health and social behavior.

### Priority of Item Compared to other Requested CIP Items

Taking into consideration all CIP items requested, how would you rank the priority of this purchase? Please list this as a ratio (i.e. 1:10).

Example: You are requesting 8 items to be added to the CIP for purchase. The first number will be the ranking and the second number will be the number of items requested.

Ranking: number one priority

Total number of items requested: 8

1:8

<b>Ranking of Requested Item:</b>	1:1	<b>Priority:</b>	Essential (operational needs)
-----------------------------------	-----	------------------	-------------------------------

**Type of Project:**

**Projected Start Date:**

**Projected Completion Date:**

Fiscal Year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Future	Total Cost Per Project
Equipment							-
Grounds Improvements							-
Building Improvements							-
Software & Technology							-
Streets							-
Other Projects	39,582.69						39,582.69
<b>Total Cost Per Year</b>	39,582.69	-	-	-	-	-	39,582.69

**Source or basis of estimate:** Multiple quotes for the needed improvements Attached.





## Vaccination Recommendations for Shelter Dogs

Vaccine	Adult Dogs (>20 weeks old)	Puppies (4-20 weeks old)	Where to Administer	Notes
Modified-live or recombinant Canine Distemper Virus, Adenovirus-2, Parvovirus, and Parainfluenza (DA2PP)	Administer one dose at or prior to intake. Administer a second dose 2 weeks later.*	Administer one dose at or prior to intake. Administer additional doses every 2 weeks until the puppy is 20 weeks old.*	Subcutaneous, right forelimb	Repeat in one year and every 3 years thereafter
Intranasal <i>Bordetella bronchiseptica</i> + Canine Parainfluenza Virus	Administer one dose at or prior to intake.	Administer one dose at or prior to intake. (May be administered as early as 3 weeks of age.)	Intranasal	Repeat intranasal vaccination every year. Some intranasal products may also contain canine adenovirus-2. Intranasal products are live vaccines and cannot be given by other routes; serious complications may occur. Oral and injectable products are not recommended.
Rabies	Administer one dose either on intake or prior to exit.	Administer one dose at legal age (>12 weeks) either on intake or prior to exit.	Subcutaneous, right hind limb	Administration of rabies vaccine is directed by state or local law.

\* This frequency can be adjusted to every 3-4 weeks for animals in a low risk foster home setting. Low risk would include foster homes where sanitation and infection control protocols are properly followed, only one animal or litter is fostered at a time, and there is no significant concern about exposure to infectious disease from any animals currently or previously in the home.



## Vaccination Recommendations for Shelter Cats

Vaccine	Adult Cats ( <i>&gt;20 weeks old</i> )	Kittens ( <i>4-20 weeks old</i> )	Where to Administer	Notes
Modified live virus Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia (FVRCP)  (This is the same as Herpesvirus-1)	Administer one dose at or prior to intake. Administer a second dose 2 weeks later.*	Administer one dose at or prior to intake. Administer additional doses every 2 weeks until the kitten is 20 weeks old.*	Subcutaneous, right forelimb	Intranasal FVRCP vaccines may be given simultaneously, but should not be given in place of injectable panleukopenia vaccines.
Rabies	Administer one dose either on intake or prior to exit.	Administer one dose at legal age (>12 weeks) either on intake or prior to exit.	Subcutaneous, right hindlimb	Administration of rabies vaccine is directed by state or local law.

\* This frequency can be adjusted to every 3-4 weeks for animals in a low risk foster home setting. Low risk would include foster homes where sanitation and infection control protocols are properly followed, only one animal or litter is fostered at a time, and there is no significant concern about exposure to infectious disease from any animals currently or previously in the home.



**ADDITIONAL FUNDING REQUEST**  
 (under \$5,000 or reoccurring >\$5,000)  
 FY 2025 - 2026

**FUND:** General

**DEPARTMENT:** Animal Control

**REQUEST TITLE:** Additional vaccines

**COUNCIL GOAL MET:**

SUMMARY OF REQUEST				
TYPE	DEPT #	ACCT #	DESCRIPTION	COST
REOCCURRING	09	5282	Medical Supplies	3,198
ONE-TIME				
<b>GRAND TOTAL</b>				<b>3,198</b>

DETAILED DESCRIPTION OF REQUEST
Nobovac Canine 1-DAPPv, 25x1 d 8 @ \$117.99 = \$944 Nobovac Feline 1-HCP, 25x1 d 8 @ \$104.99 = \$840 Nobivac Intra Trac3 25x1d 8 @ \$137.14 = \$1097 Pyrantel 50mg 16 oz. 4 @ 38.21 = \$153 Needles Misc. Sizes (100 ct) 4 @ \$17 = \$68 3cc 22x3/4 Syringes (100 ct) 4 @ \$24 = \$96

JUSTIFICATION
Industry standards dictate vaccination of shelter animals upon intake and again every 2 weeks while in the shelter. The average length of stay for an animal at JAS is 28.8 days this would require 3 sets of vaccinations. 23-24 intake of 561 animal equals 1683 sets of vaccines. We currently budget for 1 set per animal.

BENEFIT/COST SAVINGS
Vaccinating shelter animals boost their immunity and keeps them healthier during their stay. Having healthier animals promotes more adoptions, reduces vet care expenses, and reduces euthanasia.



**ADDITIONAL FUNDING REQUEST**  
 (under \$5,000 or reoccurring >\$5,000)  
 FY 2025 - 2026

**FUND:** General

**DEPARTMENT:** Animal Control

**REQUEST TITLE:** PetPoint Enterprise

**COUNCIL GOAL MET:**

SUMMARY OF REQUEST				
TYPE	DEPT #	ACCT #	DESCRIPTION	COST
REOCCURRING	09	5410	Software Maintenance	2,500
ONE-TIME				
<b>GRAND TOTAL</b>				<b>2,500</b>

DETAILED DESCRIPTION OF REQUEST
Upgrade Current Shelter Software to PetPoint Enterprise.

JUSTIFICATION
PetPoint Enterprise: Enhanced Support Package with realtime chat and over the phone and emergency support 24/7, Scheduled Reports email lists and reminders for care and case follow ups, Advanced Security features. Allowing for better time management in the shelter, less missed medical care, better case management in the field, easier follow up on cases and citations.

BENEFIT/COST SAVINGS
Better time management allows for more one on one service in the field and at the shelter. Better reports allow for more time to be spent working to get pets out of the shelter and into homes. More pets in homes equals fewer euthanised at the shelter. Better case reports results in better enforcement and follow up.



## ADDITIONAL FUNDING REQUEST

(under \$5,000 or reoccurring >\$5,000)

FY 2025 - 2026

**FUND:** General

**DEPARTMENT:** Animal Control

**REQUEST TITLE:** Protective footwear

**COUNCIL GOAL MET:**

### SUMMARY OF REQUEST

TYPE	DEPT #	ACCT #	DESCRIPTION	COST
REOCCURRING	09	5213	Safety Footwaer	200
ONE-TIME				
<b>GRAND TOTAL</b>				<b>200</b>

### DETAILED DESCRIPTION OF REQUEST

Steel toe and shank high top shoe and waterproof shoes for shelter attendant

### JUSTIFICATION

More stable footwear that provides puncture protection when out in the field. Waterproof footwear keeping the shelter attendants feet dry.

### BENEFIT/COST SAVINGS

Saves accident related cost by possibly preventing injury from punctures, slips, or pinch to foot ankle or toes. One trip to urgent care costs between \$100 and \$200 for standard visit with added services depending on severity between \$50-\$250.



**Animal Control Advisory  
Board Agenda  
May 27, 2025**

**Minutes Resolution**

**Discussion Item**

**Agenda Description:**

Discussion County Bond and Potential Impact

**Background Information:**

TXDOT Right of Way Acquisition  
Future Shelter Construction Planning.

**Financial Information:**

**City Contact and Recommendations:**

Tommy Miller

**Attachments:**