



CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
November 4, 2025 – 4:00 PM

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

1. WORKSHOP MEETING - 4:00 P.M.

- A. Workshop to review the 2025-2026 Budget and determine necessary amendments. (G. Calderon, Interim City Manager)

2. CALL TO ORDER.

- A. Pledge of Allegiance to the United States Flag.
- B. Pledge of Allegiance to the Texas Flag.
- C. Determination of a Quorum and Proof of Notice of the Meeting.

3. PUBLIC COMMENTS.

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

4. PUBLIC HEARINGS.

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

- A. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

5. PUBLIC PRESENTATIONS.

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items

- i) Mayor Announcements
- ii) City Manager Announcements
- iii) Council Member Announcements

6. **CHANGES TO POSTED AGENDA.**

***NOTICE:** The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

7. **TIME SENSITIVE ITEMS.**

8. **CONSENT AGENDA.**

- A. Approval of the October 21, 2025 Workshop & Regular Meeting Minutes (G. Calderon, Interim City Manager)
- B. Approval of the appointment of Kim Keith to the Place 1 position Parks and Recreation Board. (R. Portillo, City Council)
- C. Approval of the appointment of Ariana Valenzuela to the Place 3 position on the Parks and Recreation Board. (R. Rückes, City Council)

9. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

10. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

- A. Update regarding the status of the Old Schoolhouse by Kirsten Moody of Alpine Community Projects. (R. Stephens, City Council)

11. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discussion with Sul Ross Professor Jeanne Qvarnstrom regarding City funding for the Read aloud Celebration program at Sul Ross State University. (C. Eaves, Mayor)
- B. Discussion regarding collaborative efforts between the City and the Alpine Independent School District for improvements and joint use of the Manuel Payne field at Kokernot Park. (C. Eaves, Mayor)
- C. Discuss implementing a vacant building ordinance and/or program to address long-term vacant structures in Alpine, using the City of San Antonio's model as a reference. (C. Eaves, Mayor)
- D. Discuss potential updates to Appendix A: Utilities fee schedule as previously adopted and amended by Ordinance 2021-01-02, Ordinance 2021-04-04, and subsequent resolutions. (G. Calderon, Interim City Manager)

12. **ACTION ITEMS.**

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

- A. Approve the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (R. Stephens, City Council)
- B. Approve the first reading of Ordinance 2025-11-01, an Ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances; Amending Article II – Rules of Procedure by Amending Agenda Deadlines for City Council Meetings and by Adding Section 23-8(d) to Authorize the Mayor to Sign Certain Letters of Support That Do Not Obligate City Funds or Commit City Resources, Relate to Projects or Initiatives That Benefit the Community or Promote Intergovernmental or Community Partnerships, and Are Subsequently Placed on the Consent Agenda for City Council Approval; Providing Cumulative and Severability Clauses; Providing for the Following Clauses: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and Effective Date. (G. Calderon, Interim City Manager)
- C. Approve the first reading of Ordinance 2025-11-02, an Ordinance amending Chapter 16 – Boards, Commissions, and Committees of the Alpine Code of Ordinances; Amending Article IV through Article IX to Provide Updates to Board Member Terms and Board Member Appointment Processes for Each City Board, Commission, and Committee; Amending Article II – Rules of Procedure by Amending Agenda Deadlines for Board Meetings; Providing Cumulative and Severability Clauses; Providing for the Following Clauses: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and Effective Date. (G. Calderon, Interim City Manager)
- D. Approve Resolution 2025-11-01, a resolution of the City Council of the City of Alpine, Texas, Declaring Certain Accumulated Materials Located Near the Wastewater Treatment Plant as Junk/Rubbish/Debris; Authorizing Disposition of Materials as Surplus or Salvageable Property; Determining That the Condition Constitutes a Public Nuisance; Directing Abatement and Authorizing the Orderly Disposition of Such Materials. (G. Calderon, Interim City Manager)
- E. Approve Resolution 2025-11-02, a resolution appointing a representative to the Board of Directors of the Brewster County Appraisal District for a full two-year term; Providing background and context, and providing an effective date. (G. Calderon, Interim City Manager)

- F. Approve resolution 2025-11-03, a resolution amending Appendix D: Administrative Fee schedule to the Alpine Code of Ordinances; Establishing administrative and Civic Center rental fees; And providing for an effective date. (G. Calderon, Interim City Manager)
- G. Approve Resolution 2025-11-04, a resolution establishing Appendix E: Environmental Services Fees; Directing implementation; And providing an effective date. (G. Calderon, Interim City Manager)
- H. Approve Resolution 2025-11-05, a resolution amending Appendix C: Animal Services Fees; Referencing prior resolutions; Directing implementation; And providing an effective date. (G. Calderon, Interim City Manager)
- I. Approve Resolution 2025-11-06, resolution authorizing the Interim City Manager to negotiate and execute contracts for electric service on behalf of the City of Alpine; Providing for limitations, ratification requirements, and an effective date. (G. Calderon, Interim City Manager)

13. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

A. **City Mayor Report**

B. **City Manager Report:** Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects, City Manager Search.

14. **CITY COUNCIL MEMBER COMMENTS.**

15. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. Consultation with Attorney § 551.071, Texas Government Code:

- i. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)
- ii. Discuss Skyway Gardens II Development, the approved Development Agreement, and plan to make improvements to the Water infrastructure for the development moving forward. (G. Calderon, Interim City Manager)

B. Personnel Matters § 551.074, Texas Government Code

- i. Discuss the City Manager vacancy and next steps to filling the position. (G. Calderon, Interim City Manager)
- ii. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

16. **ACTION AFTER EXECUTIVE SESSION.**

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim

City Manager)

17. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on October 29, 2025, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 29th day of October, 2025.



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



CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 4A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 8A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the October 21, 2025 Workshop & Regular Meeting Minutes (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 10-21-25 Workshop & Regular City Council minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025

Final Approval - 10/27/2025

City Of Alpine
WORKSHOP & REGULAR CITY COUNCIL MEETING
Tuesday, October 21, 2025 – 4:00 PM
Minutes

1. WORKSHOP MEETING - 4:00 P.M.

- A. Wastewater Workshop: Planning session to discuss upcoming wastewater projects, financial planning, and presentation by engineering firm Jacob | Martin.

Mayor Catherine Eaves called the workshop meeting to order at 4:00 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

City Council Members Present:

Councilor Lucy Escovedo
Councilor Rick Stephens
Mayor Catherine Eaves
Councilor Eva Martinez
Councilor Richard Portillo
Councilor Robert Ruckes (*Virtually*)

City Staff and Stakeholders Present:

Geoffrey R. Calderon, City Secretary &
Interim City Manager
Darrell Losoya, Chief of Police
Mike Maciaz, Director of Utilities
Victoria Sanchez, Director of Finance
Richard Wylie, Wastewater Operator

Not Present: None.

Others Present: 2 other attendees

2. CALL TO ORDER - REGULAR MEETING - 5:30 P.M.

Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

- A. Pledge of Allegiance to the United States Flag.
B. Pledge of Allegiance to the Texas Flag.
C. Determination of a Quorum and Proof of Notice of the Meeting.

City Council Members Present:

Councilor Lucy Escovedo
Councilor Rick Stephens
Mayor Catherine Eaves
Councilor Eva Martinez
Councilor Richard Portillo
Councilor Robert Ruckes

City Staff and Stakeholders Present:

Geoffrey R. Calderon, City Secretary
& Interim City Manager
Cynthia Trevino, City Attorney
Darrell Losoya, Chief of Police
Mike Maciaz, Director of Utilities
Eddie Molinar, Director of Public Works
Chris Ruggia, Director of Tourism
David Martinez, Parks Foreman
Jessica Isley, Building Official
Abel Hinojos, Airport Supervisor
Victoria Sanchez, Finance Director
Alexandra Tackett, Deputy City Secretary

Not Present: None.

Others Present: 7 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and Deputy City Secretary, Alexandra Tackett, reported that the meeting agenda was posted by 2:00 P.M. on October 15, 2025.

3. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

None.

4. **PUBLIC HEARINGS.**

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

Open (5:31 P.M.)

- A. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

Public Comments: None.

- B. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-10-02, amending the Fiscal Year 2025-2026 budget to appropriate funds for the street department to incorporate additional positions; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

Public Comments: None.

- C. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-10-03, amending the Fiscal Year 2025-2026 budget to appropriate additional funding for the Alpine Emergency Services Board to support the Alpine Volunteer Fire

Department; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

Public Comments: None.

Close (5:33 P.M.)

5. **PUBLIC PRESENTATIONS.**

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items
 - i) Mayor Announcements
 - ii) City Manager Announcements
 - iii) Council Member Announcements

6. **CHANGES TO POSTED AGENDA.**

NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

No items were continued or withdrawn.

- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

No items were removed from the Consent Agenda for separate discussion.

- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

No action items were added to the Consent Agenda.

- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

Mayor Eaves moved Information item G to the front of the Information or discussion items for productivity and efficiency.

7. **TIME SENSITIVE ITEMS.**

8. **CONSENT AGENDA.**

- A. Approval of the October 7, 2025 Water Workshop & Regular Meeting Minutes (G. Calderon, Interim City Manager)
- B. Approval of the September 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Boards & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)
- C. Approval of the 4th Quarter Fiscal Year 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Boards & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)
- D. Approval of Fiscal Year 2024 - 2025 3rd and 4th Quarter Investment Reports. (G. Calderon, Interim City Manager)
- E. Approval of the September 2025 invoice for Bojorquez Law Firm Services. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-16: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve the consent agenda as presented, the City Council unanimously adopted the motion.

9. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

10. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

- A. Alpine Volunteer Fire Department Update from Chief James Etchison. (G. Calderon, Interim City Manager)
- B. Emergency Services Board update by Rusty Moore. (G. Calderon, Interim, City Manager)

11. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss the Parks and Recreation Board and the possibility of dissolving the board. (L. Escovedo, City Council)
- B. Discuss Ordinance 2025-11-01, a proposed ordinance Amending Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article II – Rules of Procedure by amending agenda deadlines for City Council meetings and by adding Section 23-8(d) to authorize the Mayor to

sign certain letters of support that do not obligate city funds or commit city resources, relate to projects or initiatives that benefit the community or promote intergovernmental or community partnerships, and are subsequently placed on the consent agenda for City Council approval. (G. Calderon, Interim City Manager)

- C. Discuss Ordinance 2025-11-02, a proposed ordinance amending Chapter 16 – Boards, Commissions, and Committees to the Alpine Code of Ordinances; Amending Article IV – through article IX to provide updates to board member terms and board member appointment processes for each city board, commission, and committee; Amending Article II – Rules of Procedure by amending agenda deadlines for board meetings. (G. Calderon, Interim City Manager)
- D. Discussion of short-term rental processes and implementation of Ordinance 2025-06-03, including implications for permitting of individual units and the City’s plan moving forward. (G. Calderon, Interim City Manager)
- E. Discussion regarding the current status of staffing in the Public Works Department. (G. Calderon, Interim City Manager)
- F. Discussion regarding the status of City reserve accounts, fund balance, and current financial status. (G. Calderon, Interim City Manager)

Mayor Eaves called for a short recess (7:18 P.M.)

The meeting resumed (7:24 P.M.)

- G. Discussion regarding the leak detection study/report and plans to improve the City pool ahead of the upcoming season. (C. Eaves, Mayor)
- H. Discuss City financial status with a focus on two items:
 - 1. End of year financial performance for Fiscal Year 2024-2025 with a focus on understanding top level over or under run against the \$17.2 million budget so that City Council understands the implications of the Fiscal Year to the overall fund balance.
 - 2. City of Alpine un-obligated fund balance. The Fiscal Year 2025-2026 budget included \$1.4 million of transfer from the fund balance to fund the \$17 million budget. What is the remaining fund balance included any under run from the Fiscal Year 2024-2025 budget. (R. Stephens, City Council)

12. **ACTION ITEMS.**

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

- A. Approve the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (R. Stephens, City Council)

RESOLUTION 2025-10-17: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to postpone the item to the next City Council meeting, the City Council unanimously adopted the motion.

- B. Approve the first and final reading of Ordinance 2025-10-02, amending the Fiscal Year 2025-2026 budget to appropriate funds for the street department to incorporate additional positions; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-18: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rücker to approve, the City Council unanimously adopted the motion.

- C. Approve the first and final reading of Ordinance 2025-10-03, amending the Fiscal Year 2025-2026 budget to appropriate additional funding for the Alpine Emergency Services Board to support the Alpine Volunteer Fire Department; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-19: On a motion by Councilor Robert Rücker and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

- D. Approve Resolution 2025-10-14, a resolution amending Appendix B: Building Services Fees. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-20: On a motion by Councilor Lucy Escovedo and seconded by Councilor Robert Rücker to approve, the City Council unanimously adopted the motion.

- E. Approve Resolution 2025-10-15, a resolution approving the extension of Hotel Occupancy Tax grant funding to the Museum of the Big Bend for Wayfinding signage into the 2025-2026 Fiscal Year. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-21: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rücker to approve, the City Council unanimously adopted the motion.

- F. Approve a Facility Use Agreement between the City and the Alpine Emergency Services Board for the use of a regional fire fighting training facility on City property pursuant to Resolution 2025-09-04. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-22: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rücker to approve, discussion ensued.

RESOLUTION 2025-10-23: Councilor Rick Stephens moved to amend the motion to include a list of all the items that the AESB will spend the money on as to alleviate in the addendum provided to the Interim City Manager. Councilor Eva Martinez seconded the motion and the City Council unanimously approved the amendment. The City Council subsequently approved the original motion as amended by unanimous vote.

- G. Approve a Municipal Advisory Agreement between the City of Alpine and the Government Capital for services at the City's Municipal Advisor. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-24: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

- H. Approve a lease between U.S. Customs and Border Protection and the City of Alpine for an Aviation Hangar at the Alpine Casparis Municipal Airport. (G. Calderon, Interim City Manager)

RESOLUTION 2025-10-25: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

13. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

A. **City Mayor Report**

B. **City Manager Report: Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects.**

14. **CITY COUNCIL MEMBER COMMENTS.**

RESOLUTION 2025-10-26: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to recess into executive session, the City Council unanimously adopted the motion. (8:22 P.M.)

15. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. **A. Consultation with Attorney § 551.071, Texas Government Code:**

- i. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)
- ii. Discuss Skyway Gardens II Development, the approved Development Agreement, and plan to make improvements to the Water infrastructure for the development moving forward. (G. Calderon, Interim City Manager)

B. Personnel Matters § 551.074, Texas Government Code

- i. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

16. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2025-10-27: On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to move into regular session and take no action, the City Council unanimously adopted the motion. **(8:59 P.M.)**

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

17. **ADJOURN.**

There being no further business, the meeting was adjourned by Mayor Eaves. (8:59 P.M.)

APPROVED:

Catherine Eaves, *Mayor*

ATTEST:

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

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on October 15, 2025, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 15th day of October, 2025.



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



CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 8B

Department: Administration

Sponsor: Richard Portillo, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the appointment of Kim Keith to the Place 1 position Parks and Recreation Board.
(R. Portillo, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. K. KEITH APPLICATION_Redacted

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025



BOARDS, COMMISSIONS & COMMITTEES QUESTIONNAIRE

Name <i>Kim Keith</i>	
Mailing Address <i>505 E June</i>	
City, State, Zip <i>Alpine TX 79830</i>	Telephone Number
Occupation <i>Retired teacher</i>	Are you a resident of Alpine, Texas? <i>yes</i>
Email Address 	
How long have you been a resident of, or been involved with Alpine? <i>40 years</i>	
Are you a qualified (registered) voter of Brewster County? <i>yes</i>	
Are you a qualified (registered) voter of City of Alpine? <i>yes</i>	
The Board, Commission or Committee ("Board") that you have interest in serving? <i>Park & Recreation</i>	
Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board: <i>I raised two daughters here and have 3 grandsons. I taught in the public school for 30 years - 25 years @ AISD. I am active and enjoy the outdoors. I promote outdoor activities for our youth. I am interested in keeping Alpine a safe and healthy environment to raise kids and have outdoor places for Retirees.</i>	

Please contact the Office of the City Secretary or your Council Representative with any questions.

Please state why you wish to serve the City of Alpine as a member of a Board:

As I said in my background information - I am committed to keeping Alpine a safe and healthy environment to raise children and have outdoor activities for our active retirees,

Please contact the Office of the City Secretary or your Council Representative with any questions.

Do you currently, or have you in the past, served the City of Alpine?

Yes _____ No ☒

If yes, in what capacity?

If yes, how long did you serve? Please provide dates ranges of if possible:

Do you receive any compensation from the City of Alpine or are there potential conflicts of interests if you serve the City of Alpine?

Yes _____ No ☒

If yes, please explain:

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

Signature:



Date:

10-9-25

Please contact the Office of the City Secretary or your Council Representative with any questions.

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 8C

Department: Administration

Sponsor: Robert Ruckes, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the appointment of Ariana Valenzuela to the Place 3 position on the Parks and Recreation Board. (R. Ruckes, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. A. Valenzuela - Parks Board_Redacted
2. A. Valenzuela - Parks Board II_Redacted

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

ADMINISTRATION: BOARDS & COMMISSION APPLICATION

Print

Del

Submitted by: Ariana Valenzuela

Submitted On: 2025-10-13 19:08:46

Submission IP: 12.227.49.130 (172.31.78.134)

proxy IP (raw IP)

Status: Open

Priority: Normal

Assigned To: Records Clerk

Due Date: Open

Attachments

- [City of Alpine Application.pdf](#) - 2025-10-13 07:08:47 pm



CITY OF ALPINE ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

Qualities that make a great board member:

- A genuine interest in improving life for Alpine residents
- Knowledge of or a willingness to learn about the subject area
- Knowledge of or a willingness to learn local governance rules and norms
- Openness to new ideas
- Considers volunteer service important and worthy of a reasonable time commitment

What the City should provide to board members:

- Clear guidance about expectations for attendance and time contribution
- Clear guidance about rules governing public boards (open meetings and open records requirements)
- Designated staff liaison who regularly reports on meetings to supervisor

Board Chairperson:

- Understands board structure, ordinances, and rules
- Works with the City staff liaison person to coordinate meeting agendas
- Engages board members with calls or follow-up to make sure they can attend the meetings (i.e. quorum)
- Follows up with the City Manager, the City Secretary, and to members of City Council to ask questions and get support as needed.

* First Name Ariana		* Last Name Valenzuela	
* Street Address 1410 W Gallego Ave			
* City Alpine	* State Texas	* Zip code 79830	
* Email Address		* Phone	
* Occupation AP Specialist / Accounting at BBT		* Are you a resident of Alpine, Texas? ☒ Yes ☐ No	
* How long have you been a resident of, or been involved with, Alpine? 26 Years.		* Are you a qualified (registered) voter of Brewster County? ☒ Yes ☐ No	
* Are you a qualified (registered) voter of the City of Alpine? ☒ Yes ☐ No			
* Board, Commission, or Committee ("Board") that you have interest in serving on: Parks and Recs			
* Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board: Please see attached application.			
Please state why you wish to serve the City of Alpine as a member of a Board: Please see attached application.			
* Do you currently, or have you in the past, served the City of Alpine? ☐ Yes ☒ No			
If yes, in what capacity?		How long?	
* Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine? ☐ Yes ☒ No			
If yes, please explain:			
Upload a File (Optional) Choose File No file chosen		Upload a File (Optional) Choose File No file chosen	
Upload a File (Optional) Choose File No file chosen		Upload a File (Optional) Choose File No file chosen	

• • •

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

*** Electronic signature**

Ariana Valenzuela

Please type full name

*** Date**

07/06/1999

Format: MM/DD/YYYY

*** I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.**

☒ **Option 1**



BOARDS, COMMISSIONS & COMMITTEES QUESTIONNAIRE

Name Ariana Valenzuela	
Mailing Address 1410 W Gallego	
City, State, Zip Alpine, Tx, 79830	Telephone Number
Occupation AP Specialist/Accounting - BBT	Are you a resident of Alpine, Texas? YES
Email Address	
How long have you been a resident of, or been involved with Alpine? 26 years	
Are you a qualified (registered) voter of Brewster County? Yes	
Are you a qualified (registered) voter of City of Alpine? Yes	
The Board, Commission or Committee ("Board") that you have interest in serving? Parks & Recreation Board	
Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board: I am currently employed as an accounts payable specialist in the Accounting Dept. at BBT. I am a junior at Sul Ross State University, pursuing a Bachelor's degree in Business Administration with a minor in Accounting. I graduated from Alpine High School in 2016 as an honor student. Outside of work and academics, I am deeply involved in our youth sports community. I volunteer as a coach for my children's teams and assist with other local programs. I am an active member of the Red Coats Ambassadors Club and currently participating in the Big Bend Leadership Program, which I expect to complete and graduate from in May 2026.	

Please contact the Office of the City Secretary or your Council Representative with any questions.

Please state why you wish to serve the City of Alpine as a member of a Board:

I wish to serve the City of Alpine as a member of the Parks & Recreation Board because I am passionate about enhancing our community's outdoor spaces and promoting healthy, active life styles. Parks and recreational areas are essential to Alpine's quality of life, and I want to help ensure they are well-maintained and welcoming for residents of all ages. By serving on the board, I hope to contribute ideas and support projects that strength community engagement and preserve the natural beauty that makes Alpine unique.

Please contact the Office of the City Secretary or your Council Representative with any questions.

Do you currently, or have you in the past, served the City of Alpine?

Yes _____ No X

If yes, in what capacity?

If yes, how long did you serve? Please provide dates ranges of if possible:

Do you receive any compensation from the City of Alpine or are there potential conflicts of interests if you serve the City of Alpine?

Yes _____ No X

If yes, please explain:

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

Signature: Ariana Valeruela

Date: 10.13.25

Please contact the Office of the City Secretary or your Council Representative with any questions.

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 10A

Department: Administration

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Update regarding the status of the Old Schoolhouse by Kirsten Moody of Alpine Community Projects. (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 11A

Department: Administration

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Discussion with Sul Ross Professor Jeanne Qvarnstrom regarding City funding for the Read aloud Celebration program at Sul Ross State University. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Funding Request for February 4 2026 Read Aloud Celebration 10.8.25

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

Funding Request for February 4, 2026 Read Aloud Celebration

Proposed by Jeanne Qvarnstrom, Professor of Education, Sul Ross State University

Program Goal: To promote the importance of reading with special focus on children and their families in our community.

Program:

- Donna Washington visits elementary school in morning
- Marjie Scott hosts Donna Washington for theatre workshop for SRSU students, faculty, staff-in afternoon
- Family program with Donna Washington and Honored Readers for families with children in Pre-K – 4th grades: Held at Sul Ross State University from 5:00 – 7:00 p.m.

Guest Author: Donna Washington



Budget:

Item	Cost
Donna Washington consultant fee and travel	\$8,000
Pizza for evening	\$700
Books-one for all families and 15 read aloud books	\$1200
Supplies-printing, tablecloths, etc.	\$300
TOTAL	\$10,200

Revenue Sources

Kappa Delta Pi Education Honor Society	\$2,200.
Humanities Texas Rural Grant	\$2500.
West Texas National Bank	\$1000.
Lions Club	\$ 500.
City Council	
Total to date	\$6,200.

Need \$4,000 additional funding

Participant feedback from February 5, 2025 Read Aloud Survey: Keep organizing these kinds of events....in isolated areas like West TX it's great for kids to have these experiences.

Donna L. Washington

Author/Storyteller

Co-founder of Artists Standing Strong Together

2 Haggis Ct
Durham, NC 27705
(919) 471 3036
donna@donnawashington.com
www.dlwstoryteller.com
donnawashingtonstoryteller.blogspot.com
<https://www.facebook.com/donnawashingtonstoryteller>
dlwstoryteller

Abbreviated List of Storytelling Festival Appearances

Com Island Storytelling Festival, KY	St. Louis Storytelling Festival, MO
Three Rivers Storytelling Festival, PA	NC Storyfest
NCSG Festival – Greensboro, NC	National Storytelling Festival, TN
Laughs Festival in Loudon County VA	Stone Soup Festival, SC
Timpanogos Storytelling Conference UT	Yarnspinner’s Festival Charlotte, NC
Jacksonville Story Fest, FL	Charleston Tells - Charleston, SC
Bartlett Story Fest, IL	Presenter at the NSA Conference
DODS Tour of South Korea	Illinois Storytelling Festival
Henderson Storytelling Festival	Reading is Fundamental - MI
Wake County Storytelling Festival, NC	Fox Valley Storytelling Festival, IL
Harold Washington Storytelling Festival, IL	Art Institute of Chicago
Field Museum of Chicago	Raleigh Natural History Museum
Keynote at the National Storyteller’s Association	Teller In Residence in Jonesboro 2017
International Storytelling Conference NSW Australia	National Association of Black Storytellers

Thousands of school and library performances nationally and internationally over 36 years

Publishing Credits

How Anansi Obtained the Sky God’s Stories	Children’s Press
Double Dutch and the Voodoo Shoes	Children’s Press
The Baboon’s Umbrella	Children’s press
The Story of Kwanzaa	HarperCollins

A Big Spooky House	Hyperion
A Pride of African Tales	HarperCollins
Li'l Rabbit's Kwanzaa	HarperCollins
Boo Stew	Peach Tree Press
Storytelling in the Social Studies	Article Contributor
Classroom edited by Sherry Norfolk and Jane Stenson	
Storytelling strategies for Reading	Article Contributor
Teaching Children with Special Needs	
Both edited by Sherry Norfolk and Lyn Ford	Article Contributor
Storytelling Art and Technique	Chapter Contributor
Prak Fills the House	\Peach Tree Press

Recording Credits

Double Dutch and The Voodoo Shoes	Storyteller	Children's Press
How Anansi Obtained the Sky God's Stories	Storyteller	Children's Press
The Baboons Umbrella	Storyteller	Children's Press
African Stories	Storyteller	Children's Press
Live and Learn: The Exploding Frog & other Stories	Storyteller	DLW Productions
A Little Shiver	Storyteller	DLW Productions
Fun, Foolery, & Folktales	Storyteller	DLW Productions
The Sword & The Rose	Storyteller	DLW Productions
Angel's Laughter	Storyteller	DLW Productions

Video Credits

Parents as Partners in Reading	Instructor	Children's Press
Greek Myths	Various Characters	Coleman Comm
Roman Myths	Various Characters	Coleman Comm
Native American Myths	Various Characters	Coleman Comm

Residencies

37 years of teaching creative drama, storytelling, descriptive writing,

Awards

2022 Coleen Salley Storytelling Award Recipient

2021 Oracle Award for National Service Promoting Storytelling

Parent's Choice Recommended

Parent's Choice Gold

Parent's Choice Silver

Storytelling World

Storytelling World Honors

National Parent's Publication

Children's Music Web

IParenting Media Excellence Awards

NABS President's Award for Editorial Excellence

Affiliations

Co-founder of Artists Standing Strong Together - Current

Northwestern University Theatre and Young Audiences Module – Past Board Member

Youth and Educational Storytelling NSN SIG – Board Member – Past Chair of Membership re

National Storytelling Network - Member

North Carolina Storytelling Guild – Past President current Member

North Carolina Association of Black Storytellers – Member –Served on the Editorial Committee

Society for Children's Book Writers and Illustrators – Published Member

Writers and Illustrators of North Carolina – Member

Montgomery County Arts Council – Roster Artist

Education and Training

Bachelor's of Science in speech from Northwestern University

Many workshops with professionals in my various fields of interests

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 11B

Department: Administration

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Discussion regarding collaborative efforts between the City and the Alpine Independent School District for improvements and joint use of the Manuel Payne field at Kokernot Park. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025

Final Approval - 10/24/2025

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 11C

Department: Office of the City Manager

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss implementing a vacant building ordinance and/or program to address long-term vacant structures in Alpine, using the City of San Antonio's model as a reference. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

Background

The City of Alpine is considering options to address the challenges posed by long-term vacant buildings. These structures can create safety hazards, reduce surrounding property values, and negatively impact neighborhood vitality. Several Texas municipalities, including San Antonio, have adopted ordinances establishing Vacant Building Programs to encourage property owners to maintain, rehabilitate, or repurpose vacant buildings.

Proposal

This discussion item introduces the concept of adopting a vacant building ordinance for Alpine. The proposed framework would be modeled on the City of San Antonio's Vacant Building Program (VBP), which has been in place since 2015 and has expanded in scope over time. The program requires vacant property owners to:

- **Register** their vacant properties with the City.
- **Comply** with minimum maintenance standards and periodic inspections.
- **Submit** a plan of action for rehabilitation, maintenance, or future use.
- **Maintain insurance or a surety bond**, particularly for larger non-residential properties.
- **Pay annual registration and inspection fees**, with possible waivers for hardship, natural disasters, or active redevelopment efforts.

San Antonio's ordinance has been credited with improving public safety, reducing blight, and stimulating economic development. Similar approaches have been used in other Texas communities, adapted to local scale and resources.

Next Steps

At this stage, the proposed action is for City Council to hold an initial discussion. No ordinance language is being presented for adoption at this time. The Council may consider directing staff, the Building Official, or a future Economic Development Administrator to draft an ordinance tailored to Alpine's size and resources, incorporating elements of the San Antonio model while adjusting for local context (e.g., reduced fees, simplified reporting, limited scope).

Recommendation

City Council is asked to discuss whether Alpine should pursue development of a vacant building ordinance and to consider assigning staff or a designated working group to begin drafting a local version for future Council review.

SUPPORTING MATERIALS

1. Vacant Buildings Program - City of San Antonio
2. Ordinance - City of San Antonio

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025



Home (<https://www.sa.gov/Home>) / Directory (<https://www.sa.gov/Directory>) / Departments (<https://www.sa.gov/Directory/Departments>) / Historic Preservation (<https://www.sa.gov/Directory/Departments/OHP>) / **Vacant Buildings**

Historic Preservation

(<https://www.sa.gov/Directory/Departments/>

Vacant Buildings

NOTE: As part of the FY2026 Budget, Vacant Building Program registration fees were updated, effective October 1, 2025. View the [fee schedule](#).

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Register-a-Vacant-Building#fees>).

The Vacant Building Program (VBP) was created with the goal to address the root causes of vacancy, increase public safety, and encourage economic development by spurring owners of vacant buildings to bring their properties back into productive use.

The program works to conserve our existing building stock through meeting the ordinance minimum maintenance requirements, annual inspection, registration process, and the promotion of redevelopment opportunities for registered buildings. Vacant and unoccupied buildings can be health and safety hazards that diminish the quality of life of a neighborhood and reduce surrounding property values.

Additionally, the provisions in Chapter 12 allow for the program staff to work with property owners to find long-term solutions to vacancy. In some cases we can offer property owners registration fee waiver and time extensions to register properties. Our goal is work with owners and community to convert vacant spaces into vibrant places.

Direct input and support was sought from the community, business stakeholders, and City Council in the creation of the program. That early support led to the program's start as an 18-month pilot program in January 2015 with the adoption of Chapter 12 in the Code of Ordinances

(https://library.municode.com/TX/San_Antonio/codes/code_of_ordinances?nodeId=PTIICO_CH12VABUDE). With the passage of the FY2017 budget, the original 25 square mile program area was expanded to 112 square miles.

On September 21, 2023, the City of San Antonio City Council passed an ordinance amending Chapter 12 entitled "Vacant Buildings and Deconstruction" Article I, 12-1, and 12-2 (a) of the City Code of San Antonio. The amendment expands the boundaries of the Vacant Building Program to require property owners of vacant structures within 1,000 feet of a public or private school or state-licensed childcare facility to register with the City and to meet the requirements of Chapter 12.

In This Section

Eligibility & Program Area

Find out if your property qualifies for the Vacant Building Program. View eligibility and areas for this program.

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Eligibility>)

Register a Vacant Building

Register your vacant building. You must renew your registration each year.

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Register-a-Vacant-Building>)

Maintenance Standards

View requirements for standard of care for vacant buildings. Buildings must still be maintained even if they are vacant.

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Maintenance-Standards>)

Resources for Owners

View resources for owners of vacant buildings.

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Resources>)

Successes Spotlight

Our Successes Spotlight shows vacant buildings that are restored. View photos and get details about what was done.

(<https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Spotlight>)

Contact

Staff Directory

Contact Information (<https://www.sanantonio.gov/Historic/About-Us/Staff#VBP>)

Email

Contact Form (<https://us.openforms.com/Form/f56640fb-9343-4bbb-b08e-09c1980a8596>)

Phone

210-207-7244 (tel:2102077244)

Mailing Address

P.O. Box 839966

San Antonio, TX 78283

Related Links

- [Program Area Map \(https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Eligibility/Program-Area-Map\)](https://www.sa.gov/Directory/Departments/OHP/Vacant-Buildings/Eligibility/Program-Area-Map)
- [Report a Vacant Building \(https://us.openforms.com/Form/151351d4-9878-492b-bb93-e9419944e22f\)](https://us.openforms.com/Form/151351d4-9878-492b-bb93-e9419944e22f)
- [Vacant Building Inventory](#) (PDF, 777KB)
(</files/assets/main/v/17/ohp/documents/vacant-building-inventory.pdf>)
- [Vacant Building Inventory](#) (XLSX, 93KB)
(</files/assets/main/v/17/ohp/documents/vacant-building-inventory.xlsx>)
- [Vacant Building Ordinance](https://library.municode.com/TX/San_Antonio/codes/code_of_ordinances?nodeId=PTIICO_CH12VABUDE)
(https://library.municode.com/TX/San_Antonio/codes/code_of_ordinances?nodeId=PTIICO_CH12VABUDE)

PART II - CODE

Chapter 12 - VACANT BUILDINGS AND DECONSTRUCTION

ARTICLE I. VACANT STRUCTURES IN THE CENTRAL BUSINESS DISTRICT, HISTORIC DISTRICTS, VACANT DESIGNATED HISTORIC LANDMARKS, AND HALF-MILE PERIMETERS AROUND ACTIVE MILITARY BASES, AND WITHIN ONE THOUSAND FEET OF A PUBLIC OR PRIVATE SCHOOL OR STATE LICENSED CHILD-CARE FACILITY

ARTICLE I. VACANT STRUCTURES IN THE CENTRAL BUSINESS DISTRICT, HISTORIC DISTRICTS, VACANT DESIGNATED HISTORIC LANDMARKS, AND HALF-MILE PERIMETERS AROUND ACTIVE MILITARY BASES, AND WITHIN ONE THOUSAND FEET OF A PUBLIC OR PRIVATE SCHOOL OR STATE LICENSED CHILD-CARE FACILITY

Sec. 12-1. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) *Active military base* means a federal military reservation which serves to house and train U.S. military troops and which is located in full or in part within the meets and bounds of the San Antonio city limits.
- (2) *Central business district* is located as noted on maps which will be made available by the Director, and as previously defined in this Code as: Beginning at South San Marcos Street at its intersection with West Commerce Street, south to its intersection with Matamoros Street, east to its intersection with the Union Pacific Railway, south to South Alamo Street, north to its intersection with East Cesar Chavez Boulevard, east to South Cherry Street, north to its intersection with East Commerce Street, east to its intersection with North Mesquite Street, north to its intersection with Burleson Street, west to its intersection with Austin Street, north to its intersection with Casa Blanca Street, west to Newell Avenue, southwest to East Elmira Street, west to the intersection of West Elmira and the westbound service road of Interstate Highway 10, underneath Interstate Highway 10, then westbound from the intersection of the Interstate Highway 10 eastbound service road and Perez Street to its intersection with North Frio Street, south to its intersection with West Martin Street, west to its intersection with North San Marcos Street, south to its intersection with West Commerce Street.
- (3) *Child-care facility* means a facility licensed, certified, or registered by the Texas Department of Family and Protective Services to provide assessment, care, training, education, custody, treatment, or supervision for a child under 18 years of age who is not related by blood, marriage, or adoption to the owner or operator of the facility, for all or part of the twenty-four-hour day, whether or not the facility is operated for profit or charges for the services it offers.
- (4) *City initiated tax increment reinvestment areas* (or *city initiated TIRZ*) means the districts created by city council consistent with Section III(B) and IV(D) of the city council adopted Tax Increment Financing Program Policy. These districts aim to revitalize areas through reinvestment initiatives and the implementation of existing city programs and city adopted plans.
- (5) *Defense base development authority* means a special district and political subdivision created under V.T.C.A., Local Government Code ch. 379(B).
- (6) *Department* means the Office of Historic Preservation for the City of San Antonio, Bexar County, Texas.
- (7) *Director* refers to the director of the Office of Historic Preservation for the City of San Antonio, Bexar County, Texas, and his/her designees.

-
- (8) *Half-mile perimeter* means a radius distance of one-half (½) mile extending from the perimeter of an area into the surrounding neighborhoods which are within the city limits.
- (9) *Historic district* means an area designated as such through approved means by city council, state or federal authority, and as previously defined and adopted in this Code.
- a. *Historic landmark* means an individual structure or property which has been designated as such through approved means by city council, state or federal authority, and as previously defined and adopted in this Code.
- (10) *Neighborhood conservation district* means an area designated as such through approved means by city council, state or federal authority, and as previously defined and adopted in this Code.
- (11) *Owner* means any person, agent, firm, partnership or corporation having a legal interest in the property.
- (12) *Private school* means a school that offers a course of instruction for students in one or more grades from prekindergarten through grade 12 and is not operated by a governmental entity.
- (13) *Public school* means a school that offers instruction for students in one or more grades from prekindergarten through grade 12 that is operated by a governmental entity or funded by a governmental source.
- (14) *Secured* means that all accessible means of ingress and egress to the vacant structure, including but not limited to all exterior doorways and windows are locked so as to prevent unauthorized entry by vagrants and criminals.
- a. *Temporarily secured* means that all accessible means of ingress and egress to the vacant structure, including but not limited to all exterior doorways and windows are covered with plywood which has been nailed or bolted in place so as to prevent unauthorized entry by vagrants and criminals.
- (15) *Structure* means that which is built or constructed.
- (16) *Vacant structure* means that all lawful activity has ceased, or reasonably appears to have ceased for thirty (30) days.
- a. *Lawful activity* is that the current use of the structure is also that which the structure was built for or intended to be used for.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14; Ord. No. 2016-09-15-0699, § 1, 9-15-16; Ord. No. 2023-09-21-0672, § 1, 9-21-23)

Sec. 12-2. Applicability and administration.

- (a) This article shall apply to all vacant structures, as defined herein, which are now in existence or which may hereafter be constructed or converted from other uses and which are located within the boundary of or within a one-half-mile perimeter of the Central Business District, all historic districts, neighborhood conservation districts, city initiated TIRZ, as well as all vacant historic landmarks and vacant structures within a one-half-mile perimeter of all active military bases and defense base authorities, and all vacant structures located within one thousand (1,000) feet of a public or private school or a child-care facility that is open and in operation.
- (b) The director is authorized to administer and enforce the provisions of this article.
- (c) The director shall have the authority to render interpretations of this title and to adopt policies and procedures in order to clarify the application of its provisions. The director, at his sole discretion, may also

enter into an agreement with a registered property owner to obtain compliance with this article by a date certain.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14; Ord. No. 2016-09-15-0699, § 1, 9-15-16; Ord. No. 2023-09-21-0672, § 1, 9-21-23)

Sec. 12-3. Registration required.

- (a) The vacant structure property owner shall have ninety (90) days in which to register from the date that written notice is issued to the property owner. Written notice shall be issued to the vacant structure property owner by means of personal service, or by first class mail to their last known address according to Bexar County Appraisal District records, and by posting on the property. The Director may consider evidence provided that the property is listed for sale or lease for fair market value and for a reasonable length of time for purposes of extending the length of time before the property must be registered.
- (b) Upon the issuance of notice to register vacant structure, property owners shall register with the Department and provide the following information:
 - (1) The address and legal description of the property;
 - (2) The current name, physical address, mailing address, telephone number, and email information for any owner(s) with an ownership interest in the property. Corporations or corporate entities shall submit the same information pertaining to their registered agent.
 - (3) The contact information for a local manager of the properties and/or improvements located on said property, as applicable.
 - (4) Proof of liability insurance, no less than one hundred thousand dollars (\$100,000.00), for the property and/or a surety bond for the value of structure if insurance cannot be obtained. Said value shall be the appraised value as determined by the Bexar County Appraisal District. This subsection is not applicable to single family residential structures.
 - (5) Complete the comprehensive plan of action form, provided by the department, detailing a timeline for correcting violations, rehabilitation, maintenance while vacant, and future use of the structure. The plan of action must be updated every six (6) months.
 - (6) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.
 - (7) Criminal trespass affidavits shall be filed with the San Antonio Police Department by the property owner and said property owner shall post "No Trespass" placards on the premises. Additional employment of security services for the property for a specified number of hours every day, may be required by the director on the basis of the property's history of code and/or criminal violations.
 - (8) Vacant structure property owners shall provide written notice to the director, including a copy of the deed, of a change in:
 - a. Ownership of the property;
 - b. Contact information for either the owner or the designated manager.Written notice must be provided to the department no later than 30 days after said changes have occurred.
- (c) Continued annual registration of the property by the vacant structure property owner is required until said structure is deemed occupied and in compliance with all relevant code requirements by the director.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14)

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(Supp. No. 144, Update 1)

Sec. 12-4. Registration fees.

- (a) Vacant structure property owners shall tender an annual registration fee of two hundred fifty dollars (\$250.00) for single-family residential structures or seven hundred fifty dollars (\$750.00) for all other structures, with an annual inspection fee of one cent (\$0.01) per square foot, as determined by Bexar County Appraisal District, with a fifty-dollar (\$50.00) minimum charge. The registration fee shall be pro-rated for the first time a property is registered with the city. Subsequent annual registration fees shall be due and postmarked no later than January 31st of each year.
- (b) If the registration paperwork is submitted in its entirety within forty-five (45) days of the date the written notice was mailed, then the property owner may be entitled to a one hundred dollar (\$100.00) discount. However, failure to submit the registration paperwork in its entirety within the ninety (90) day time period may result in an additional one hundred fifty dollar (\$150.00) fee.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14; Ord. No. 2016-06-16-0466, § 1, 6-16-16)

Sec. 12-5. Property manager or agent.

- (a) Vacant structure property owners must designate a local manager for said properties and include the relevant contact information for the designated manager upon registering the property with the department. Property managers shall act as agents for the property owner for purposes of accepting legal service, however the vacant property owner remains personally liable in criminal prosecutions for code violations.
- (b) The property manager or agent must be available at the number listed at all times in the event of an emergency or catastrophe. For all vacant properties except for single-family residential structures: the name and telephone number of the property manager or agent must be posted at the front of the building, in large, legible print.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14)

Sec. 12-6. Standard of care for vacant property.

- (a) The standard of care, subject to approval by the director, shall include, but is not limited to:
 - (1) *Protective treatment:* All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition, weather tight and in such condition so as to prevent the entry of rodents and other pests. All exposed wood or metal surfaces subject to rust or corrosion, other than decay resistant woods or surfaces designed for stabilization by oxidation shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment. All surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. All siding, cladding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight.
 - (2) *Premises identification:* The property shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102mm) high with a minimum stroke width of one-half inch (12.7mm). All buildings shall display a vacant building identification placard as required by the director.

-
- (3) *Structure*: All structural members and foundation shall be maintained free from deterioration, and shall be capable of safely supporting the imposed loads.
 - (4) *Exterior walls*: All exterior walls shall be kept in good condition and shall be free from holes, breaks, and loose or rotting materials. Exterior walls shall be maintained weatherproof and properly surface coated where necessary to prevent deterioration.
 - (5) *Roof and drainage*: The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent accumulation, dampness or deterioration. Roof drains, gutters and downspouts shall be maintained in good repair, free from obstructions and operational.
 - (6) *Decorative features*: All cornices, belt courses, corbels, applications, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
 - (7) *Overhang extensions and awnings*: All overhang extensions including, but not limited to canopies, marquees, signs, awnings, and fire escapes shall be maintained in good repair and be properly anchored and supported as to be kept in a sound and safe condition.
 - (8) *Stairways, decks, porches and balconies*: Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
 - (9) *Chimneys and towers*: All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair.
 - (10) *Handrails and guards*: Every exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
 - (11) *Window, skylight and door*: Every window, storefront, skylight and exterior door part, including but not limited to the frame, the trim, window screens and hardware shall be kept in sound condition and good repair. All broken or missing windows shall be replaced with glass and secured in a manner so as to prevent unauthorized entry. All broken or missing doors shall be replaced with new doors which shall be secured to prevent unauthorized entry. All glass shall be maintained in sound condition and good repair. All exterior doors, door assemblies and hardware shall be maintained in good condition and secured. Locks at all exterior doors, exterior attic access, windows, or exterior hatchways shall tightly secure the opening. Windows and doors shall not be secured by plywood or other similar means mounted on the exterior except as a temporary securing measure, and the same shall be removed within a period of time designated by the director.
 - (12) *Basement hatchways and windows*: Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against entry of rodents.
- (b) All repairs shall be subject to approval by the director. All required permits and final inspections prior to and/or following repairs shall be in accordance with applicable laws and rules. Historic properties and properties within designated historic districts are additionally subject to all applicable rules and regulations as codified in chapter 35 of the Code.
 - (c) Failure to maintain the vacant property to the standard of care specified by the department is a violation of this article.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14)

Sec. 12-7. Fee waivers.

All fee waivers must be applied for, using the forms provided, on an annual basis, and are subject to approval by the director. A fee waiver is only valid for twelve (12) months.

- (1) Property which has been devastated by a catastrophe such as fire or flood: The owner has thirty (30) days to register from the date of the disaster but may be exempt from the fees. This exemption is for the duration of one (1) year from the date of the catastrophe; thereafter all applicable fees are due.
- (2) A property owner who is indigent must register and is otherwise subject to this article but may be exempt from the fees.
- (3) Representatives of a property owner who is deceased or is no longer legally competent must register the property and are otherwise subject to this article but may be exempt from the registration fees.
- (4) Where the owner of the property has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy, the owner must register the property and is otherwise subject to this article but may be exempt from the registration fees.
- (5) Where the property owner of a property that is not a single-family residence has maintained the property to the standard of care required under this article, as well as all other applicable ordinances and laws, the owner must register the property but may be exempt from the registration fees.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14; Ord. No. 2016-06-16-0466, § 1, 6-16-16)

Sec. 12-8. Exemptions.

Single-family residential structures which meet the standard of care as stated in section 12-6 are exempt from this article.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14)

Sec. 12-9. Jurisdiction, enforcement and penalties.

- (a) Written notice of violation will precede the issuance of a criminal citation, in which the vacant property owner will be given a reasonable length of time, as determined by the director, to remedy the violation. Written notice shall be issued to the vacant structure property owner by means of personal service, or by first class mail to their last known address according to Bexar County Appraisal District records, and by posting on the property.
- (b) Failure to register with the department after written notice to the vacant structure property owner, as is hereinafter specified, is a violation of this article.
- (c) Violation of this chapter is a Class C misdemeanor.
 - (1) This is a strict liability offense in which no mental state is required.
 - (2) The fine for this offense may not exceed five hundred dollars (\$500.00).
- (d) Administrative, civil, and criminal enforcement are alternative remedies which may be sought independently of each other. Criminal prosecution may occur regardless of pursuit of civil or administrative remedies and vice versa.

(Ord. No. 2014-06-19-0461, § 1, 6-19-14)

Secs. 12-10—12-19. Reserved.

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 11D

Department: Office of the City Manager

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss potential updates to Appendix A: Utilities fee schedule as previously adopted and amended by Ordinance 2021-01-02, Ordinance 2021-04-04, and subsequent resolutions. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

In January 2021, the City Council adopted Ordinance 2021-01-02, establishing Appendix A: Utilities, which requires that utility rates and fees be adopted by Council resolution. This framework was later amended by Ordinance 2021-04-04. Since implementation, the City Council has approved a series of resolutions updating the fee schedule, including Resolution 2021-09-34, Resolution 2022-09-01, Resolution 2023-09-01, and Resolution 2024-08-23.

Current Issue

As part of ongoing discussions related to utility system sustainability, staff have identified concerns that the City's current fee structure does not adequately recover baseline costs of service. The recently reviewed Asset Management Plan for Small Systems Study (AMPSS) confirms that current rates are insufficient to meet operating and maintenance expenses.

Additionally, the City faces significant infrastructure and capital needs, including:

- **Skyway Gardens II development project** – requiring expanded water system capacity and pressure improvements.
- **Water and wastewater system improvements** – to maintain regulatory compliance and improve reliability.
- **Broader infrastructure issues** – including repair, replacement, and modernization of critical utility assets.

Purpose of Discussion

This item is intended to facilitate City Council discussion regarding potential updates to Appendix A: Utilities. The goal is to evaluate whether adjustments to the fee schedule are

necessary to align rates with the actual costs of service, ensure system sustainability, and fund critical infrastructure projects.

Next Steps

Following Council discussion, staff may be directed to prepare a proposed resolution updating the Appendix A: Utilities fee schedule, for Council's formal consideration at a future meeting.

SUPPORTING MATERIALS

1. 2024-08-23 Utilities Fee Schedule
2. 2024-08-23 Utilities Fee Schedule - Clean

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2024-08-23**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING APPENDIX A: UTILITY FEES; SETTING THE RATES AND FEES FOR CITY UTILITY SERVICES FOR THE FISCAL YEAR 2024-2025.**

WHEREAS, the City Council of the City of Alpine has cause in its legislative pursuit to modify systems, processes, and fees that enhance the City's mission of providing quality service to the citizens of Alpine; and

WHEREAS, the City Council passed ordinance 2021-04-04 which established a streamlined fee structure that improved the readability of utility fees and basic account charges; and

WHEREAS, pursuant to Ordinance 2021-04-04, the City Council shall pass an annual resolution updating the fee schedule in the utilities appendix; and

WHEREAS, a recommendation from the Utility Department has been made to increase fees to cover increased costs in material and to provide for continued maintenance of the utility system.

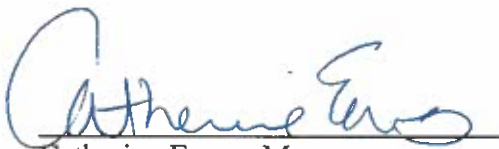
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:

SECTION I. All of the premises attached in the form hereto described as Exhibit "A" are hereby found to be true and correct findings of the City Council of the City of Alpine.

SECTION II. The City Manager is hereby directed to implement the updated Utility Fees.

SECTION III. This resolution is effective October 1, 2024.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 20th DAY OF AUGUST 2024 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.


Catherine Eaves, Mayor

ATTEST:


Geoffrey R. Calderon, City Secretary



EXHIBIT "A"

APPENDIX A: UTILITIES FEES			
SECTION	DESCRIPTION	CODE SECTION	FEE
I.	Franchise Application	Sec. 98-2	
	Franchise Application Fee		\$250.00
	Security Deposit Fees	Sec. 98-4	
	Residential water, sewer, and sanitation		\$200.00
	Small Commercial water, sewer, and sanitation		\$250.00
	Laundromats, recreational vehicle parks, washaterias, and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels, and concrete plants		\$1,500.00
II.	Water and Sewer Extensions	Sec. 98-49	
	1" or less Water extension of front footage, per linear foot		\$30.00
	Greater than 1" water extension of front footage, per linear foot		At Cost
	Water extension of front footage, per linear foot outside CCR		At Cost
	4" Sewer extension of front footage, per linear foot		\$35.00
	Greater than 4" sewer extension of front footage, per linear foot		At Cost
	Sewer extension of front footage outside CCR		At Cost
	Water Taps and Meter Settings	Sec. 98-49	
	¾ inch tap		\$1,325.00 <u>\$1,500.00</u>
	1 inch tap		\$1,620.00 <u>\$1,800.00</u>
	1½ inch tap		\$2,025 or AT COST
	2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two hours</u>

	Greater than 2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2)</u> hours
	Water tap Impact fee		\$500.00 / Each street cut required
	Residential 4 inch sewer tap		\$1,620.00
	All other sewer taps		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2)</u> hours
	Sewer tap Impact fee		\$500.00 / Each street cut required
III.	Meter and Cutoff	Sec. 98-82	
	5/8 - inch meter		\$110.00 \$150.00
	3/4 - inch meter		\$110.00 \$150.00
	(a) Minimum charges for metered accounts - Residential Rates	Sec. 98- 93 83	
	¾-inch		\$8.00
	1-inch		\$11.00
	1½-inch		\$16.00
	2-inch		\$20.00
	Minimum charges for metered accounts - Commercial and Sul Ross State University Rates	Sec. 98- 93 83 (a)	
	¾-inch		\$9.00
	1-inch		\$12.00
	1½-inch		\$17.00
	2-inch		\$21.00
	3-inch		\$34.00
	4-inch		\$43.00
	6-inch		\$58.00
	8-inch		\$69.00
	(b) Residential and Commercial water rates per meter	Sec. 98- 93 83 (b)	
	Minimum for the first 2,000 gallons		\$8.57

	For every 1,000 gallons over 2,000 gallons		\$3.30
	For every 1,000 gallons over 5,000 gallons		\$3.35
	For every 1,000 gallons over 12,000 gallons		\$3.40
	For every 1,000 gallons over 25,000 gallons		\$3.50
	For every 1,000 gallons over 100,000 gallons		\$3.60
		<u>Sec. 98-85</u>	
	<u>Rates Outside the City Limits</u>		<u>Water Rates outside the City Limits shall be one and one-half times the minimum in-city amended rates</u>
	(c) Bulk water rates	Sec. 98-93- 83 (c)	
	For first 1,000 gallons		\$50.00
	For the next 1,000 gallons and thereafter/per 1,000		\$45.00
	Effluent bulk water		
IV.	Delinquency	Sec. 98-86	
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Meter re-read after 1st re-read within 1 year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation fee off		\$25.00
	Meter testing fee		At Cost
	Faulted Meters		Expense of the City
	Non-Faulted meters		Expense of the customer AT COST plus \$60/hour of labor and \$100/hour for <u>Equipment</u> – <u>MINIMUM of one (1) hour</u>
	Tampering Fee	Sec. 98-89	\$150.00 + Damages, any additional cost to fix, gas usage, and

			possible criminal charges
V.	(a) Sewer rates	Sec. 98-123	
	(1) Residential flat rate		\$15.50 <u>\$17.50</u>
	(2) Commercial		
	Minimum rates for the first 4,000 gallons on the average water consumption of the previous 12 months		\$14.55
	Minimum rates for every 1,000 gallons over 4,000		\$2.78
	Camera Fee		\$75.00
	Liquid sewage wastes fees	Sec. 98-196	
	0 to 300 gallons		\$50.00 <u>\$75.00</u>
	Spillage cleanup fee		\$100.00 <u>\$150.00</u>
VI.	Gas rates, deposits, and penalties	Sec. 98-333	
	(a) Gas rates		
	Gas rates are set by City Council via Contract with Natural Gas Vendor		
	To Determine the Spot Rate: Cost of gas 5% allowance for losses, Contracted Rate $\times$ 1.05 = Amount		
	Plus cost of service, City of Alpine		\$10.00 <u>\$11.00</u>
	-		
	Excess flow valve (EFV) in gas distribution systems: Effective June 20, 2017	Sec. 98-333	
	Poly Services		\$250.00
	Steel Services		\$750.00
	(b) Deposits	Sec. 98-333	
	Residential deposits		\$200.00

	Small commercial to include but not be limited to grocery stores, shops, storages, automatic laundry, automobile parking lots, bakery, bank, barber and beauty shops, billiard or pool hall, cafeteria, clinic, cleaning and pressing shops, drug store, filling station, florists shop, ice retail distributing, mortuaries, picture theater, office, radio repair and sales, real estate office, restaurants, taverns, radio studio, shoe repair, stores and shops for the sale of products at retail, stores and shops for custom work or the making of articles to be sold at retail on the premises, and studios (art, music, photo, etc.)		\$250.00
	Laundromats, recreational vehicle parks, washaterias and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels and concrete plants		\$1,500.00
	(c) Penalties, disconnect, reconnect, and other miscellaneous service fees	Sec. 98-333	
	Meter re-read after first re-read within one year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation off		\$25.00
	Customers with 500 MCF'S and over shall receive a \$3.00 per MMBTU discount.		
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Late Fee		%5 of Gas Billed
	Meter Guard Fee		\$200.00
	Tampering fee	Sec. 98-334	\$150.00 + Damages, any additional cost to fix, gas usage, and possible criminal charges

	Emergency Shut Off Valves - Customer Side		\$25.00 (If Gas Department Installs)
	Gas tap fees	Sec. 98-335	
	Retirement of gas tap		\$375.00
	1" gas tap		\$1,000.00
	Retirement of gas tap & relocate		\$1,375.00
	Over 1" gas tap		At Cost
	Main Extensions		\$10.00 per linear foot
	Gas tap Impact fee...\$500.00 each cut required		\$500.00 each cut required
VII.	Garbage		
	Garbage rates are set by City Council via Contract with Disposal Company		
	Garbage Permit Deposit		\$200.00

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EXHIBIT "A"

	APPENDIX A: UTILITIES FEES		
SECTION	DESCRIPTION	CODE SECTION	FEE
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	Laundromats, recreational vehicle parks, washaterias, and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels, and concrete plants		\$1,500.00
II.	Water and Sewer Extensions	Sec. 98-49	
	1" or less Water extension of front footage, per linear foot		\$30.00
	Greater than 1" water extension of front footage, per linear foot		At Cost
	Water extension of front footage, per linear foot outside CCR		At Cost
	4" Sewer extension of front footage, per linear foot		\$35.00
	Greater than 4" sewer extension of front footage, per linear foot		At Cost
	Sewer extension of front footage outside CCR		At Cost
	Water Taps and Meter Settings	Sec. 98-49	
	¾ inch tap		<u>\$1,500.00</u>
	1 inch tap		<u>\$1,800.00</u>
	2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two hours</u>

	Greater than 2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2) hours</u>
	Water tap Impact fee		\$500.00 / Each street cut required
	Residential 4 inch sewer tap		\$1,620.00
	All other sewer taps		AT COST + \$60/hour of labor and \$100/hour for Equipment – <u>MINIMUM of two (2) hours</u>
	Sewer tap Impact fee		\$500.00 / Each street cut required
III.	Meter and Cutoff	Sec. 98-82	
	5/8 - inch meter		\$150.00
	3/4 - inch meter		\$150.00
	(a) Minimum charges for metered accounts - Residential Rates	Sec. 98- 83	
	¾-inch		\$8.00
	1-inch		\$11.00
	1½-inch		\$16.00
	2-inch		\$20.00
	Minimum charges for metered accounts - Commercial and Sul Ross State University Rates	Sec. 98- 83 (a)	
	¾-inch		\$9.00
	1-inch		\$12.00
	1½-inch		\$17.00
	2-inch		\$21.00
	3-inch		\$34.00
	4-inch		\$43.00
	6-inch		\$58.00
	8-inch		\$69.00
	(b) Residential and Commercial water rates per meter	Sec. 98- 83 (b)	
	Minimum for the first 2,000 gallons		\$8.57

	For every 1,000 gallons over 2,000 gallons		\$3.30
	For every 1,000 gallons over 5,000 gallons		\$3.35
	For every 1,000 gallons over 12,000 gallons		\$3.40
	For every 1,000 gallons over 25,000 gallons		\$3.50
	For every 1,000 gallons over 100,000 gallons		\$3.60
		<u>Sec. 98-85</u>	
	<u>Rates Outside the City Limits</u>		<u>Water Rates outside the City Limits shall be one and one-half times the minimum in-city amended rates</u>
	(c) Bulk water rates	Sec. 98- 83 (c)	
	For first 1,000 gallons		\$50.00
	For the next 1,000 gallons and thereafter/per 1,000		\$45.00
	Effluent bulk water		
IV.	Delinquency	Sec. 98-86	
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Meter re-read after 1st re-read within 1 year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation fee off		\$25.00
	Meter testing fee		At Cost
	Faulted Meters		Expense of the City
	Non-Faulted meters		Expense of the customer AT COST plus <u>\$60/hour of labor and \$100/hour for Equipment – MINIMUM of one (1) hour</u>
	Tampering Fee	Sec. 98-89	\$150.00 + Damages, any additional cost to fix, gas usage, and

			possible criminal charges
V.	(a) Sewer rates	Sec. 98-123	
	(1) Residential flat rate		<u>\$17.50</u>
	(2) Commercial		
	Minimum rates for the first 4,000 gallons on the average water consumption of the previous 12 months		\$14.55
	Minimum rates for every 1,000 gallons over 4,000		\$2.78
	Camera Fee		\$75.00
	Liquid sewage wastes fees	Sec. 98-196	
	0 to 300 gallons		<u>\$75.00</u>
	Spillage cleanup fee		<u>\$150.00</u>
VI.	Gas rates, deposits, and penalties	Sec. 98-333	
	(a) Gas rates		
	Gas rates are set by City Council via Contract with Natural Gas Vendor		
	To Determine the Spot Rate: Cost of gas 5% allowance for losses, Contracted Rate $\times$ 1.05 = Amount		
	Plus cost of service, City of Alpine		<u>\$11.00</u>
	-		
	Excess flow valve (EFV) in gas distribution systems: Effective June 20, 2017	Sec. 98-333	
	Poly Services		\$250.00
	Steel Services		\$750.00
	(b) Deposits	Sec. 98-333	
	Residential deposits		\$200.00

	Small commercial to include but not be limited to grocery stores, shops, storages, automatic laundry, automobile parking lots, bakery, bank, barber and beauty shops, billiard or pool hall, cafeteria, clinic, cleaning and pressing shops, drug store, filling station, florists shop, ice retail distributing, mortuaries, picture theater, office, radio repair and sales, real estate office, restaurants, taverns, radio studio, shoe repair, stores and shops for the sale of products at retail, stores and shops for custom work or the making of articles to be sold at retail on the premises, and studios (art, music, photo, etc.)		\$250.00
	Laundromats, recreational vehicle parks, washaterias and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels and concrete plants		\$1,500.00
	(c) Penalties, disconnect, reconnect, and other miscellaneous service fees	Sec. 98-333	
	Meter re-read after first re-read within one year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation off		\$25.00
	Customers with 500 MCF'S and over shall receive a \$3.00 per MMBTU discount.		
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Late Fee		%5 of Gas Billed
	Meter Guard Fee		\$200.00
	Tampering fee	Sec. 98-334	\$150.00 + Damages, any additional cost to fix, gas usage, and possible criminal charges

	Emergency Shut Off Valves - Customer Side		\$25.00 (If Gas Department Installs)
	Gas tap fees	Sec. 98-335	
	Retirement of gas tap		\$375.00
	1" gas tap		\$1,000.00
	Retirement of gas tap & relocate		\$1,375.00
	Over 1" gas tap		At Cost
	Main Extensions		\$10.00 per linear foot
	Gas tap Impact fee...\$500.00 each cut required		\$500.00 each cut required
VII.	Garbage		
	Garbage rates are set by City Council via Contract with Disposal Company		
	Garbage Permit Deposit		\$200.00

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12A

Department: Office of the City Manager

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve the first and final reading of Ordinance 2025-10-01, an ordinance amending the Fiscal Year 2025-2026 budget to appropriate funds for water infrastructure improvements; providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (R. Stephens, City Council)

EXECUTIVE SUMMARY

The purpose of this item is to consider Ordinance 2025-10-01, a budget amendment to the FY 2025–2026 Budget to appropriate \$1.2 million from the City of Alpine’s fund balance to the Water Department for priority infrastructure improvements. This ordinance was originally scheduled for consideration on October 21, 2025 - but the City Council tabled consideration to the November 4, 2025 meeting for the purpose of holding a workshop ahead of the budget amendment.

Background

During the FY 2025–2026 budget process, the City allocated \$1.4 million in transfers from fund balance to support operations. Subsequent review of financial performance and available fund balance prompted a request to reallocate additional funds toward pressing water infrastructure needs.

Amendment Details

Exhibit A outlines the reallocation of \$1.2 million for four specific projects.

1. Sul Ross Pressure Plane Modifications (\$900,000): Address water pressure requirements for the new Sky Way Gardens addition and improve service reliability in Southeast Alpine.
2. Lead & Copper Rule Compliance (\$100,000): Provide manpower and resources to complete the federally mandated lead and copper service line inventory.
3. Clay Valve System Repairs (\$150,000): Repair the Clay water valve system on the Sunny Glen Pressure Plane and develop a plan to mitigate long-term distribution issues.
4. Upper Hill/Lower Hill Pump Station (\$50,000): Resolve operational deficiencies at the pump station to ensure reliable service.

Fiscal Impact

Funding is supported by a transfer from the City’s un-obligated fund balance, ensuring no increase to tax rates or utility fees. This amendment maintains compliance with the Local Government Code and ensures Council-directed infrastructure priorities are fully resourced.

Recommendation

Approval of Ordinance 2025-10-01 is recommended to support essential water system improvements, regulatory compliance, and service reliability for Alpine residents.

SUPPORTING MATERIALS

1. 2025-10-01 ORDINANCE 2025-2026 BUDGET AMENDMENT Water Priorities
2. Exhibit A - FY 2025-2026 Budget Amendment

BUDGET CONSIDERATIONS

Expenditure Required: \$1,200,000.00

Savings Anticipation: N/A

Current Budget FY 2025-2026: \$2,226,125.00

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

ORDINANCE 2025-10-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING THE CITY OF ALPINE FISCAL YEAR 2025-2026 BUDGET TO APPROPRIATE FUNDS FOR WATER INFRASTRUCTURE IMPROVEMENTS; PROVIDING FOR THE FOLLOWING CLAUSES: FINDINGS OF FACT, CUMULATIVE, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine, Texas, in the exercise of its legislative authority, finds it necessary to modify budgets, systems, processes, and fees that support the City's mission of providing quality services to the citizens of Alpine; and

WHEREAS, the City Council has determined that the FY 2025-2026 Budget should be amended to reflect updated revenues and expenses; and

WHEREAS, it is in the public interest to amend the FY 2025-2026 Budget to incorporate the updated revenues and expenditures as outlined in Exhibit "A."

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

**SECTION I
FINDINGS OF FACT**

All of the amendments set forth in Exhibit "A," attached hereto and incorporated herein, are hereby found to be true and accurate representations of the changes approved by the City Council of the City of Alpine to the FY 2025-2026 Budget.

**SECTION II
CUMULATIVE CLAUSE**

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

**SECTION III
SEVERABILITY CLAUSE**

It is hereby declared the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this ordinance is declared unconstitutional or invalid by the valid judgment of a court of competent jurisdiction, such ruling shall not affect the validity of the remaining portions, which shall continue in full force and effect, as the City Council would have enacted them regardless of the invalid portion.

**SECTION 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 proper notice of the time, place, and purpose of said meeting was given in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

**SECTION V
EFFECTIVE DATE**

This ordinance shall take effect immediately upon its passage and publication as required by state and local law.

PASSED, APPROVED, AND ADOPTED THIS 4TH DAY OF NOVEMBER, 2025, BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

FIRST AND FINAL READING

NOVEMBER 4, 2025

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

"Exhibit A"

FY 2025-2026 Budget Amendments

Requestor: Council Member Stephens

1) Modify the Sul Ross Pressure Plane to meet water pressure requirements for the new Sky Way Gardens addition and improve water pressure in the southeast part of Alpine

Department	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment	Amended Budget
WATER DEPARTMENT			Increase/(Decrease)			
Transfer In	04-599-9100	Transfer In	\$ 601,572.00	\$ 601,572.00	\$ 900,000.00	\$ 1,501,572.00
			Transfer		\$ 900,000.00	
Appropriation	04-653-9201	Sul Ross Pressure Plane/Sky Way Gardens Project	\$ -	\$ -	\$ 900,000.00	\$ 900,000.00
			Appropriation		\$ 900,000.00	

Note:

2) Provide manpower to support completion of the lead and copper rule inventory (Federal requirement)

Department	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment	Amended Budget
WATER DEPARTMENT			Increase/(Decrease)			
Transfer In	04-599-9100	Transfer In	\$ 601,572.00	\$ 1,501,572.00	\$ 100,000.00	\$ 1,601,572.00
			Transfer		\$ 100,000.00	
Appropriation	04-653-0102	Salary/Project Based - Lead & Copper Rule Invento	\$ -	\$ -	\$ 78,000.00	\$ 78,000.00
	04-653-0201	Social Security	\$ 42,180.00	\$ 42,180.00	\$ 5,967.00	\$ 48,147.00
	04-653-0202	Insurance - Group	\$ 131,881.00	\$ 131,881.00	\$ 10,145.00	\$ 142,026.00
	04-653-0203	Retirement	\$ 12,099.00	\$ 12,099.00	\$ 3,900.00	\$ 15,999.00
	04-653-0204	Unemployment	\$ 1,524.00	\$ 1,524.00	\$ 231.00	\$ 1,755.00
	04-653-0205	Insurance Workmen's Comp	\$ 12,320.00	\$ 12,320.00	\$ 1,757.00	\$ 14,077.00
			Appropriation		\$ 100,000.00	

Note: Amended budget reflects request listed above.

3) Repair Clay water valve system on the Sunny Glen Pressure Plane and put in place a plan to resolve the water distribtution issue in the Sunny Glen Pressure Plane

Department	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment	Amended Budget
WATER DEPARTMENT					Increase/(Decrease)	
Transfer In	04-599-9100	Transfer In	\$ 601,572.00	\$ 1,601,572.00	\$ 150,000.00	\$ 1,751,572.00
				Transfer	\$ 150,000.00	
Appropriation	04-653-9202	Clay Water Valve System Project	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
				Appropriation	\$ 150,000.00	

Note: Amended budget reflects requests listed above.

4) Resolve issues with the Upper Hill/Lower Hill Pump Station

Department	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment	Amended Budget
WATER DEPARTMENT					Increase/(Decrease)	
Transfer In	04-599-9100	Transfer In	\$ 601,572.00	\$ 1,751,572.00	\$ 50,000.00	\$ 1,801,572.00
				Transfer	\$ 50,000.00	
Appropriation	04-653-9203	Upper Hill/Lower Hill Pump Station Project	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
				Appropriation	\$ 50,000.00	

Note: Amended budget reflects requests listed above.

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12B

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve the first reading of Ordinance 2025-11-01, an Ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances; Amending Article II – Rules of Procedure by Amending Agenda Deadlines for City Council Meetings and by Adding Section 23-8(d) to Authorize the Mayor to Sign Certain Letters of Support That Do Not Obligate City Funds or Commit City Resources, Relate to Projects or Initiatives That Benefit the Community or Promote Intergovernmental or Community Partnerships, and Are Subsequently Placed on the Consent Agenda for City Council Approval; Providing Cumulative and Severability Clauses; Providing for the Following Clauses: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and Effective Date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Purpose

The proposed Ordinance 2025-11-01 updates the City of Alpine Code of Ordinances, Chapter 23 – City Council, Article II – Rules of Procedure, to refine agenda deadlines and establish a new provision authorizing the Mayor to sign certain letters of support under specific conditions. These changes are intended to improve procedural efficiency, enhance transparency, and formalize practices that align with Council’s direction and past discussions. This item was added on October 21, 2025 for information or discussion and no amendments to the ordinance were recommended.

Key Provisions

1. Agenda Deadlines

- Adjusts deadlines for submission of City Council agenda items and backup documentation.
- Extends Council Members an additional 24 hours for agenda submissions, aligning packet delivery with agenda posting timelines.

- Revises packet completion and posting requirements to ensure compliance with statutory notice and Council directives

2. Letters of Support – Section 23-8(d)

- Authorizes the Mayor to sign letters of support **only when**:
 - The letter does not obligate City funds or commit City resources.
 - The letter relates to projects, initiatives, or applications that benefit the community or promote intergovernmental or community partnerships.
 - The letter is subsequently placed on the **consent agenda** for Council approval at the next regular meeting, ensuring transparency and oversight.
- Explicitly prohibits the Mayor from signing contracts, agreements, or other binding instruments without Council approval.

3. Clarifications to Rules of Procedure

- Confirms that motions to postpone may be offered as standalone subsidiary motions.
- Provides flexibility for Council to reopen votes prior to adjournment if a member wishes to change their vote.

Rationale

- The agenda deadline revisions give Council and staff more time for review and ensure consistent and transparent packet delivery.
- The letters of support provision provides the Mayor limited authority to act on time-sensitive opportunities while maintaining Council oversight through the consent agenda process.
- These updates are consistent with best practices for municipal governance, ensuring efficient meeting management while safeguarding accountability.

Implementation Timeline

- **October 7, 2025** – Initial Council discussion on letters of support authority.

- **October 21, 2025** – Council discussion of full ordinance revisions.
- **November 4, 2025** – First Reading.
- **November 18, 2025** – Second Reading and Public Hearing

SUPPORTING MATERIALS

1. 2025-11-01 ORDINANCE - Rules of Procedure Sec. 23-9

BUDGET CONSIDERATIONS

Expenditure Required: N/A
 Savings Anticipation: N/A
 Current Budget FY 2025-2026: N/A
 Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
 Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
 Final Approval - 10/24/2025

ORDINANCE 2025-11-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL OF THE ALPINE CODE OF ORDINANCES; AMENDING ARTICLE II – RULES OF PROCEDURE BY AMENDING AGENDA DEADLINES FOR CITY COUNCIL MEETINGS AND BY ADDING SECTION 23-8(D) TO AUTHORIZE THE MAYOR TO SIGN CERTAIN LETTERS OF SUPPORT THAT DO NOT OBLIGATE CITY FUNDS OR COMMIT CITY RESOURCES, RELATE TO PROJECTS OR INITIATIVES THAT BENEFIT THE COMMUNITY OR PROMOTE INTERGOVERNMENTAL OR COMMUNITY PARTNERSHIPS, AND ARE SUBSEQUENTLY PLACED ON THE CONSENT AGENDA FOR CITY COUNCIL APPROVAL; PROVIDING CUMULATIVE AND SEVERABILITY CLAUSES; PROVIDING FOR THE FOLLOWING CLAUSES: FINDINGS OF FACT, INCLUSION IN THE CODE OF ORDINANCES, CUMULATIVE, SEVERABILITY, PROPER NOTICE AND MEETING, PUBLIC HEARING, AND EFFECTIVE DATE.

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

WHEREAS, the City Council shall determine by ordinance its own rules of procedure and order of business, pursuant to Section 3.08 of the Alpine Home Rule Charter; and

WHEREAS, the City Council previously adopted Ordinance No. 2003-07-11, Ordinance No. 2004-09-04, Ordinance No. 2005-09-25, Ordinance No. 2006-06-7, Ordinance 2006-06-08, Ordinance No. 2007-06-01, Ordinance No. 2008-07-01, Ordinance No. 2009-11-03, Ordinance No. 2012-01-01, Ordinance 2014-08-01, Ordinance 2015-07-01, Ordinance No. 2021-11-01, Ordinance No. 2022-01-01, and Ordinance No. 2024-04-03, which implemented updates to the City Council Rules of Procedure; and

WHEREAS, the City Council of the City of Alpine is tasked with the governance of the City and holds public meetings to gather information, take action, obtain input, and lead the City; and

WHEREAS, it is critical that proper rules of procedure, general guidelines, and rules of decorum are set to ensure efficient governance of meetings of the City Council; and

WHEREAS, such rules of procedure and rules of decorum may assist the Council in maintaining order of meetings, enable members to conduct business more efficiently, and allows the Council to enact official processes that increase productivity; and

WHEREAS, such rules and guidelines must ensure that civil discourse, intimidation, discrimination, personal attacks, and other obstructions are mitigated so that the business of the City may be conducted efficiently without detracting from the purposes and goals of the City Council; and

WHEREAS, it is deemed by the City Council of the City of Alpine to be in the public interest to amend the previously passed, written, and universal Rules of Decorum for

Council Members, staff, and other participants to abide by during proceedings of the Alpine City Council.

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

**SECTION I
FINDINGS OF FACT**

Chapter 23 – City Council to the Alpine Code of Ordinances is hereby amended to reflect the updates attached hereto as Exhibit “A.” The premises attached as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

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

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

**SECTION III
CUMULATIVE CLAUSE**

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

**SECTION IV
SEVERABILITY CLAUSE**

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

**SECTION V
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.

**SECTION VI
PUBLIC HEARING**

A public hearing was held on November 18, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the

hearing and notice of how to obtain copies of the proposed ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on November 13, 2025.

**SECTION VII
EFFECTIVE DATE**

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

PASSED AND ADOPTED THIS 18th DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

NOVEMBER 4, 2025

SECOND AND FINAL READING

NOVEMBER 18, 2025

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

EDITOR’S NOTE:

Additions are Underlined.

~~Omissions appear in Red Strikethrough Text.~~

Chapter 23 CITY COUNCIL

ARTICLE I. IN GENERAL

Sec. 23-1. Authority.

Pursuant to article III, section 3.08 of the city Charter, the city council shall determine by ordinance its own rules of procedure and order of business.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21)

Sec. 23-2. Construction of authority.

The construction of authority in all matters associated with city council meetings and activities of the city council, including the agenda, shall be:

- (1) The United States Constitution and statutes of the United States of America;
- (2) The Texas Constitution and statutes of the State of Texas;
- (3) The Alpine City Charter; and
- (4) The Code of Ordinances of the City of Alpine, Texas.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21)

Sec. 23-3. Meetings shall be public.

The city council shall follow both the letter and the spirit of V.T.C.A., Government Code ch. 551 (the Texas Open Meetings Act). Accordingly, meetings shall be open to the public.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21)

Sec. 23-4. Types of meetings.

- (a) *Regular meetings.* Regular city council meetings shall be held on the first and third Tuesday of each month at 5:30 p.m. in city council chambers at 803 W Holland Avenue, or at such other location as circumstances may necessitate. The location of the meeting shall be clearly delineated on the council agenda. Posting proper notice may change the location or time, or part, or all of any meeting. The city council shall approve an annual meeting calendar that sets the schedule for the upcoming year prior to the end of each fiscal year. All unfinished meetings shall recess no later than completion of the agenda item pending at 9:00 p.m., unless by motion and majority vote the council decides to continue the meeting; meetings shall be recessed under the following conditions:
 - (1) If any of the five councilmembers present cannot attend the next day to reconvene, the meeting must adjourn unless all of the council members who cannot attend the next day give permission to recess.
 - (2) If recessed, the meeting shall be reconvened in the same place, at the same time, and on the next day, unless by motion and majority vote the council decides to set a different time and/or place.
- (b) *Workshop meetings.* A workshop is a meeting to discuss or explore matters of interest to the city, review and discuss agenda items, meet with city boards, commissions or committee members, city staff or officers of civic organizations, governing bodies or individuals specifically invited to the session by the mayor, city manager or the council. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The mayor may allow any citizen to participate in the discussion at a work session, but only as recognized by the mayor. The mayor may end citizen participation in a work session in order to allow the city council to proceed with discussion.
- (c) *Town hall meetings.* Town hall meetings may be held by the city council, by individual city council members, or the mayor. Town halls are informal and meant to engage the citizenry to provide feedback, hold discussions, and to provide input to the city. Town hall meetings may be held at any location, are not recorded,

and minutes do not have to be taken for the meeting. Town halls where more than a quorum of the city council may be present must be published in accordance with the Texas Open Meetings Act. No formal action may be taken at a town hall.

- (d) *Special meetings or called meetings.* Special meetings may be called by the city secretary upon written request of the mayor, or by any three members of the city council. The city secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings shall normally be held at 5:30 p.m. in city council chambers located at 803 W Holland Avenue. The mayor or three council members may designate a location for the special meeting other than city council chambers as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.
- (e) *Emergency meetings.* In case of emergency or urgent public necessity, pursuant to V.T.C.A., Government Code § 551.045, an emergency meeting may be called by the mayor, city manager, or two members of the city council. The emergency shall be clearly expressed in the notice of the meeting and the notice must be posted at least two hours before the meeting is convened. Notice shall be provided to the media in accordance with V.T.C.A., Government Code § 551.047.
- (f) *Closed meeting or executive session.* The city council may meet in a closed meeting but only under conditions enumerated in V.T.C.A., Government Code ch. 551. An executive session item relating to personnel matters must be conducted in an open meeting upon the request for a public hearing by the officer or employee who is the subject of the deliberation. Details discussed in closed meetings shall be considered confidential and shall not be discussed or disclosed outside of the meeting. The city council shall determine who may or may not attend executive session by majority vote. No action may be taken by the city council in executive session. Any final action resulting from an executive session must be taken during the open public session.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-5. Types of council action.

The council adopts standing policy for the city primarily in three forms: (1) ordinances, (2) resolutions, and (3) orders.

- (1) *Ordinances.* An ordinance adopted by the council is a law of the city that may be enforced through the court system. Copies of proposed ordinances are furnished to members of the council in their agenda packets. Copies of proposed ordinances are made available at city hall and will be furnished to residents upon request to the city secretary. General ordinances are those ordinances of a permanent or continuing nature that affect the residents of the city at large. The council may legislate by ordinance only. Ordinances are maintained by the city secretary.
 - a. *Ordinance policy.* In addition to the requirements set forth in the city Charter, section 3.13 and section 3.14, it is the policy of the city to hold two readings for each ordinance:
 - 1. At a city council meeting prior to publication of the draft ordinance for official public hearing, the city council will take action to review, amend (as necessary), and vote on the draft ordinance. The agenda action item for the preliminary reading of the ordinance will be designated the "first reading" of the ordinance.
 - 2. If the draft ordinance is approved by city council at the first reading, then the ordinance, with or without amendment, will proceed as delineated in the city Charter to a public hearing and presentation to the city council for official adoption. The presentation to the city council for official adoption after the public hearing will be designated the "second and final reading" of the ordinance.
 - 3. A proposed ordinance may be amended during the first reading, but any ordinance amended in substance at a second and final reading (and public hearing), must be again reconsidered at the next regular meeting. If the ordinance is amended as to any matter of substance at the second and final reading, the council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures required in the case of a newly introduced ordinance in accordance with section 3.14 of the city Charter.

4. The exceptions to the two-reading ordinance policy are ordinances authorizing the issue of bonds or other obligations, budget amendments, and ordinances calling or canvassing an election. These ordinances may be adopted at a "first and final reading" so long as the publication requirements with section 3.14 of the city Charter are met. Emergency ordinances may be considered and adopted in accordance with applicable state law and are not subject to the two-reading ordinance policy.
- b. *Ordinance procedures.* Being that ordinances have the force and effect of law, the city implements the following ordinance procedures to ensure the most efficient use of time and resources, to ensure adequate legal and stakeholder review and input, and to ensure transparency in government:
1. To maximize review by members of the community during the ordinance process, all ordinances shall be recommended by the relevant board, commission, or committee, when the subject of matter of the ordinance would clearly benefit from input from a specific board, commission, or committee.
 2. An ordinance change may be requested by the mayor, by any member of the city council, by city administration ("the city manager and/or the city secretary"), or by official action of a board, commission, or committee. The initial request to amend, or establish an ordinance must be made to city administration.
 3. Upon receiving a request to amend or establish an ordinance, city administration must research and provide initial feedback, including a timeline to organize, request staff input, and write the proposed ordinance. The more complex the changes, the longer the time it will take for research and preparation. The initial feedback and tentative schedule for the proposed ordinance will be provided to the requestor within seven days of receiving the request. Ordinances proposed to be considered by boards, commissions, and committees are subject to the same scheduling steps and timelines outlined in this section to provide city staff with necessary time to review the proposed ordinances, consult with the appropriate departments, and to prepare official recommendations at the board meeting which the proposed ordinance will be considered.
 4. Before official presentation at a city council meeting, a copy of the draft ordinance should be submitted to the city council and to the city attorney for review. A minimum of two weeks will be provided to the city council and city attorney to review proposed ordinances.
 5. Once the two-week deadline has been met, the ordinance may be scheduled for a first reading, may be referred to a board, commission, or committee, or may be scheduled for further discussion.
 6. Once the ordinance is approved at a first reading, a second and final reading may be scheduled for city council consideration. Publication requirements must be followed in accordance with section 3.14 of the city Charter.
 7. Upon approval of the second and final reading of an ordinance, city administration shall notify the city codifier of the passed ordinance and provide notice of the passed ordinance to the public in accordance with section 3.14 of the city Charter.
- (2) *Resolutions.* Resolutions do not have the force of law. A resolution is adopted to state a policy or to define in writing the intent or action of the council when a law is not necessary. The city hereby adopts a policy by which each council action is assigned a resolution number correlating with the action. Resolutions formally document approval of a council action, may be used to define the council's policy on an issue, or may otherwise be used as dictated by ordinance or state statute. In the absence of a formal, written or typed, and signed document, the resolution and associated action shall be verifiable in the minutes of the meeting at which the action was approved by the council. Resolutions are maintained by the city secretary.
- (3) *Orders.* Orders are a type of council action that may be approved in limited circumstances. Orders may be considered as for election-related matters, disaster declarations, emergency declarations, or any other acceptable action permitted by law. Orders are maintained by the city secretary.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-6. Record of meetings.

- (a) The city secretary shall keep written minutes and video recordings of all city council meetings. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the city council. The official minutes of the city council should not include discussion or everything that was said at the meeting, but at minimum shall include:
 - (1) Action taken by the council.
 - (2) The text of all main motions, as amended.
 - (3) The text of all "points of order" and "appeals," along with the reason given by the mayor or mayor pro tem for the ruling.
 - (4) The results of the vote, as to whether the motion was "adopted," "lost," or "failed."
 - (5) A record of the council member who made the motion, the council member who seconded the motion, any council member who moves to amend a main motion, and how each council member voted on the item.
 - (6) A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council entered in the minutes. If the council consents thereto by a majority vote, such statement shall be entered in the minutes.
 - (7) The council may, by majority vote, request to add or amend minutes as the council deems appropriate.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

ARTICLE II. RULES OF PROCEDURE

Sec. 23-7. Quorum.

In accordance with section 3.07(b) of the city Charter, the mayor shall, with three of the councilmembers, constitute a quorum. In the absence of the mayor, any four of the council members shall constitute a quorum. If, because of one or more vacancies, the council comprises less than six members, 60 percent of the membership shall constitute a quorum. At any meeting at which both the mayor and mayor pro tem are absent, the quorum may appoint any councilmember to preside as acting mayor.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21)

Sec. 23-8. Parliamentary procedure.

- (a) *General procedure.* General rules of parliamentary procedure as defined herein, consistent with the city Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the city council. To the extent not inconsistent with these rules, the city council shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by the city council. These rules of parliamentary procedure are intended solely as a guideline. The city council may adopt or revoke any specific rules of procedure at any time by resolution or ordinance.
- (b) *Parliamentarian.* The city secretary is designated as the parliamentarian of the city council. He/she shall make recommendations to the presiding officer as appropriate to advise on parliamentary procedure. The parliamentarian may offer advice and recommendations, but the presiding officer makes the final ruling on procedural issues, subject to appeal by a majority vote of the city council.

(c) *Duties of the presiding officer.* The presiding officer of the council shall be the mayor. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He/she shall state every question coming before the council, announce the decision of the council on all subjects and decide all questions of order. All rulings by the presiding officer are subject to an appeal to the city council, in which event a majority vote of the city council shall govern and conclusively determine such question of order. He/she shall sign all ordinances and resolutions adopted by the council during his/her presence. In the event of the absence of the mayor, the mayor pro tem shall sign ordinances or resolutions as then adopted. The mayor pro tem shall also serve as the presiding officer of a meeting at which the mayor is not physically present, including meetings where the mayor is in attendance virtually. The city secretary shall countersign all official documents and signatures of the mayor or mayor pro tem.

- (1) The mayor or mayor pro tem shall preside with fairness and impart maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The mayor, or mayor pro tem when presiding over a meeting, is entitled to offer an opinion on all matters being considered by the city council. The mayor, mayor pro tem, or any council member shall not restrict orderly speech, in any way, of any council member or city manager presentation or discussion of any item.

(d) *Letters of Support.*

The Mayor is authorized to sign letters of support on behalf of the City of Alpine, provided that:

- 1) *The letter does not obligate City funds or commit City resources;*
- 2) *The letter relates to projects, initiatives, or applications that benefit the community or promote intergovernmental or community partnerships; and*
- 3) *Any such letter signed by the Mayor shall be placed on the consent agenda for City Council approval at the next regular meeting and included in the meeting packet for transparency.*

Nothing in this section authorizes the Mayor to sign agreements, contracts, or other instruments that legally bind the City without prior Council approval.

(de) *Council deliberations.* The presiding officer has the responsibility to control the discussion and the order of speakers. Council members will generally be called upon in the order of the request to speak, although privilege to speak shall generally begin with the moving party or individual who sponsored the item on the agenda, respectively. A council member may not be recognized to speak subsequently until each council member has had an opportunity to obtain the floor. A council member holding the floor may address a question to another council member and that council member may, should they so choose, respond to the question while the floor is still held by the council member asking the question.

(e-f) *Obtaining the floor.* Any member of the council wishing to speak shall first obtain the floor by making a request for the floor to the presiding officer. The presiding officer shall recognize any council member who seeks the floor when appropriately entitled to do so.

(f g) *Motions.* Motions may be made and seconded by any member of the city council, excluding the presiding officer.

(g h) *Procedures for motions.* The following is the general procedure for making motions:

- (1) The item is announced or read aloud by the presiding officer or the individual who sponsored the item on the agenda.
- (2) After an agenda item is announced or read by the presiding officer, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. A motion and a second is not required for information-only items. The ensuing discussion must be limited to the subject matter or motion currently being considered.
- (3) A council member may make an affirmative motion on the item before discussion may take place.
- (4) A council member may second the motion on the item before discussion may take place.
- (5) Once the motion has been properly made and seconded, the presiding officer shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any council member recognized by the presiding officer.

- (~~h~~ i) *Amendments to motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (~~f~~ j) *Motion to table.* A motion to table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next city council agenda.
- (~~j~~ k) *Motion to postpone, motion to postpone indefinitely.* A motion to postpone until a specific date may be made if a council member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a council members wishes to postpone an item indefinitely. A motion to postpone may not be offered as an amendment but as a standalone subsidiary motion that would kill the original motion without having to vote on the original motion.
- (~~k~~ l) *Points of order.* The city manager, the city secretary, the presiding officer, or any council member may call a point of order to facilitate the running of the meeting, but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion. The presiding officer will determine if a point of order is well taken or not well taken, subject to an appeal to the city council.
- (~~f~~ m) *Call for the question, previous question, calling for a vote.* Any council member, once recognized, may call for the question to request that discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A call for the question shall not be used to limit constructive feedback or debate pertaining to the discussion. The presiding officer will determine if a call for the question is well taken or not well taken, subject to an appeal to the city council.
- (~~m~~ n) *Continuance of discussion or hearings.* Any item being discussed or any public hearing at a city council meeting may, by order, notice, or motion, be continued or tabled to any subsequent meeting.
- (~~n~~ o) *Recess.* The presiding officer may call for a recess of up to 15 minutes at regular intervals at appropriate points in the meeting agenda.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-9. Agenda.

- (a) The mayor, the city manager, the city secretary, the city attorney, or any member of the city council by written request, may place an item on a city council agenda. Residents may not add items to an agenda, but may make a request to their city council member to place an item on an agenda. Resident requests may be added to an agenda at the sole discretion of their city council member. All resolutions or ordinances require sponsorship by a council member or the city manager, excluding resolutions or ordinances that pertain to the office of the city secretary. Ordinances or resolutions pertaining to the office of the city secretary may be added by the individual holding said office.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the council (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only. The written request shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) Agenda requests and backup documentation shall be filed with the city secretary by 5:00 p.m., ~~13~~ 12 days prior to the Tuesday night city council meeting for regular city council meetings. Agenda requests and backup documentation for special meetings shall be filed with the city secretary by 5:00 p.m. ~~six~~ seven days prior to the meeting. All communications, ordinances, resolutions, contract documents, or other matters to be submitted to the council shall also be delivered to the city secretary on the same schedule. The draft agenda shall be sent to the office of the city attorney once the agenda and packet deadline has been met for both regular and special meetings. The office of the city attorney shall conduct a legal review and provide any changes within 24 hours.

- (d) Any agenda item requiring financial expenditure by the city must identify the line item of the budget that the expenditure will come from, the financing strategy to be utilized by the city, or the future budget requirements necessary to fulfill the request. The city manager shall be available to assist or advise any council member in gathering the information that they need to make a recommendation.
- (e) The city secretary will coordinate the placement and content of items on the agenda with the city manager, who shall resolve any conflicts with mayor and council members. Agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (f) Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the city secretary or city manager in a manner timely enough to allow for the city attorney review prior to the submittal deadline above.
- (g) City council meeting agenda packets will be assembled and maintained by the city secretary. Packets for regular meetings shall be completed and delivered to the city council ~~seven~~ six days prior to the city council meeting by 5:00 p.m. Packets for special meetings shall be completed and delivered to the city council four days prior to the special city council meeting by 5:00 p.m.
- (1) The city council meeting agenda packet for regular meetings, with confidential information redacted, shall be posted to the city website four days prior to the scheduled meeting by 5:00 p.m. The city council meeting agenda packet for special meetings, with confidential information redacted, shall be posted to the city website within 24 hours of the scheduled special meeting.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-10. Rules for attendance at regular meetings of the city council.

- (a) Section 3.02(B) of the city Charter provides that a member of city council shall forfeit his or her office if absent from three consecutive regular council meetings without being excused by the council.
- (b) A member of city council who will not be able to attend a regular council meeting shall make a reasonable effort to notify the mayor, the city manager's office, or the city secretary's office prior to the meeting, and shall indicate the reason for his or her inability to attend.
- (c) Section 3.05(B) of the city Charter provides that if any member of the council is absent from a regularly scheduled meeting of the council without being excused by the council, that member shall forfeit 50 percent of his or her monthly compensation for each such absence, not to exceed 100 percent in any one month. If a member is excused from a regularly scheduled meeting, the reason for the absence shall be reported by the mayor or acting mayor at the meeting at which the absence occurs, or at the following regularly scheduled meeting, and recorded in the minutes.
- (d) Absences shall be considered excused if for personal illness, family illness, emergencies, funerals, military service, family events including vacations, weddings, and graduations, business obligations, official city business such as attendance at a conference for municipal officers, or for other good cause as determined by the council. At the next regular meeting following the meeting at which the member was absent, the city council shall consider a vote to determine whether the member's absence is deemed excused or unexcused.
- (e) Absence from a regular meeting shall be considered unexcused if the member fails to convey the reason for his or her absence to the mayor, city manager or city secretary or otherwise fails to give sufficient information to the city council to enable it to determine the reason for the absence.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21)

Sec. 23-11. Voting.

- (a) Presiding officer may not vote. In accordance with section 3.03 of the city Charter, the mayor, or the mayor pro tem while presiding over the council in the absence of the mayor, shall vote only in the case of a tie except to pass an ordinance when the voting membership of the council is reduced below five owing to one or more

absences and/or vacancies and/or abstentions. Neither the mayor nor the mayor pro tem shall have the power of veto.

- (b) Before a vote is taken on any item, the mayor or mayor pro tem shall restate the motion to ensure that the matter being considered is clearly understood prior to being voted on by the city council.
- (c) When a vote is called, a voice vote shall be taken by roll call in sequential order by ward (district). In the case of a tie, the presiding officer must also announce the tie breaking vote by voice vote.
- (d) After the result of a vote is announced, a council member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present before the adjournment of the meeting.
- (de) In all matters before the council, including a vote to hire or to terminate a city manager, the mayor may only vote as outlined in subsection (a) of this section.
 - (1) The term "full city council" means the five city council members who may vote.
 - (2) Any matter requiring "a majority vote of the full city council" means such matter requires a vote of three members of the council in favor of said matter.
 - (3) No supermajority of four votes out of five of the city council permitted to vote, in favor of hiring or terminating a city manager, is allowed by the Charter, nor is required.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-12. Order of business.

The order of business for city council meetings is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting.

- (1) *Call to order.*
 - a. Pledge of Allegiance to the United States Flag.
 - b. Pledge of Allegiance to the Texas Flag.
 - c. Determination of a quorum and proof of notice of the meeting.
- (2) *Public comments.* Each person in attendance who desires to speak to the city council on an item on the agenda shall speak during this section. A public comment card must be filled out and completed at least five minutes prior to the start time of the meeting. The public comment card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the city council. Comments by proxy are not allowed. Public comments are limited to three minutes per person. Unused time may not be yielded to other attendees.

Please note that the city council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the council from deliberating or taking action on an item not listed on the agenda. City staff may ask commenters clarifying questions, respond with facts, and explain policy.
- (3) *Public hearings.* At this time, the mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the city council. Comments by proxy are not allowed. Public comments made during public hearings are limited to three minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.
- (4) *Public presentations.*
 - a. Presentations and recognitions.

- b. Proclamations.
 - c. Community interest items. With respect to items not listed elsewhere on this agenda, city council members and staff may report on items of community interest, including announcing community events, announcing employee or community recognitions, requesting specific, factual, information or a recitation of existing policy from staff, or requesting placement of items on the agenda for discussion or action at a following meeting.
 - 1. Mayor announcements.
 - 2. City manager announcements.
 - 3. Council member announcements.
- (5) *Changes to posted agenda.* NOTICE: The city council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.
- a. *Items to be continued or withdrawn.* Items may be continued to the next city council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
 - b. *Items to be removed from the consent agenda for separate discussion.* Items may be removed from the consent agenda by a simple request by the mayor or any city council member. Items removed from the consent agenda will be considered in the items removed from the consent agenda section directly after approval of the items not requiring separate discussion. The items may then be approved individually after consideration during said section of the meeting.
 - c. *Action items to be added to the consent agenda.* Adding action items to the consent agenda must be requested by the mayor or any city council member and requires a motion, a second, and a majority vote.
 - d. *Time-sensitive items.* The mayor, any city council member, or a member of city staff may, by simple request, request that time-sensitive items be considered during the time sensitive items section.
- (6) *Time-sensitive items.*
- (7) *Consent agenda.*
- (8) *Items removed from the consent agenda.*
- (9) *Reports and presentations.* Presentations are limited to six minutes each. A bell will ring when the six-minute timeframe has been reached. If further time is needed the presentation may be extended an additional four minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the city council.
- (10) *Information or discussion items.*
- (11) *Action items.* Limited to ten per meeting.
- (12) *Executive reports.* Executive reports are limited to six minutes each. A bell will ring when the six-minute timeframe has been reached. If further time is needed the presentation may be extended an additional four minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the city council. Executive reports do not require individual items to be listed for presentation, but no discussion may take place during this section unless the items are listed on the agenda.
- a. City mayor report.
 - b. City manager report.
- (13) *City council member comments.* No discussion or action may take place.

NOTICE: The city council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into executive session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by V.T.C.A., Government Code §§ 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (development).

(14) *Executive session.*

(15) *Action after executive session.*

(16) *Adjourn.*

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2022-01-01, § I(Exh. A), 1-18-22; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-13, 23-14. Reserved.

ARTICLE III. RULES OF DECORUM

Sec. 23-15. Decorum.

- (a) *By council members.* While the council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- (b) *By attendees.* Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the council shall be forthwith, by the presiding officer, subject to loss of speaking privileges unless permission to continue be granted by a majority vote of the council.
 - (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the council and during debate between councilpersons are inappropriate and are not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
 - (2) It is not the intention of the city council to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the city council to allow a member (or members) of the public to insult the honesty and/or integrity of the city council as a body, the proceedings of the city council, or any member or members of the city council, individually or collectively. The mayor and council will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
 - (3) Members of the public shall not engage in any of the following in the meeting room during a city council meeting:
 - a. Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
 - b. Defamation, intimidation, personal affronts, profanity, or threats of violence.
 - c. Booing, hissing, foot stomping, ripping of paper, parading, signing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
 - (4) Members of the public may utilize electronic equipment in a manner that does not disrupt the meeting. Phone calls or other disruptive behavior will not be permitted.
 - (5) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the city council on how to properly conduct a meeting. The mayor and the

city council are the formal authority to determine what is, or is not: in order, out of order, or the correct way to conduct business of the city. The mayor, any city council member, the city manager, and the city secretary are the only individuals permitted to call a point of order or make recommendations as to how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.

- (6) No offensive, vulgar, or distracting placards, banners, signs, or apparel shall be permitted to be erected or displayed by persons in attendance in city council chambers or in any other room in which the city council is holding a meeting. Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-16. Enforcement of decorum.

- (a) Disturbances, transgressions of the rules or disorderly conduct in the council chamber may cause the transgressor to be removed from the meeting. The presiding officer of the meeting, shall exercise control over persons who disrupt the meeting in the following ascending order of action:
 - (1) Call the person to order, advising that person of the infraction.
 - (2) Order the person to leave the meeting. If the offending person is a member of council, the presiding officer shall call for a vote on the expulsion of that member from the meeting, and such vote requires a majority for adoption.
 - (3) A police officer may remove an individual or individuals for disrupting a meeting as authorized by V.T.C.A., Penal Code § 42.05.
- (b) The chief of police, or such member or members of the police department as they may designate, shall be sergeant-at-arms of the council meetings. They shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting. Upon instructions of the presiding officer unless otherwise directed by a majority vote of the council, it shall be the duty of the designated sergeant(s)-at-arms to remove any person who violates the order and decorum of the meeting.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-17. Audience participation.

At meetings of the city council, the business of the city is conducted between the members of the city council and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of the city council, excluding executive sessions, and to ensure that meetings of the city council are conducted in a way that allows the business of the city to be effectively conducted, the public's participation therein is to be governed by the following:

- (1) Audience participation is limited to the role of observers except for during the public comment portion or public hearing portion of the meeting.
- (2) Members of the public in attendance at any regular, special, emergency, and/or workshop meeting of the city council shall conduct themselves with proper respect and decorum in speaking to and/or addressing the city council, in participating in public discussions before the city council, and in all actions in the presence of the city council. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the city council. Comments by proxy are not allowed.
- (3) City council members shall not have discussions during the public comment and public hearing portions of the agenda, nor take any action thereon other than to refer the item to city staff for research and possible future action. City staff may ask commenters clarifying questions, respond with facts, and explain policy.

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- (4) It is the intention of the city council to provide open access to the resident and affected persons of the city to address the city council and express themselves on issues under consideration by the city council. In accordance with such, members of the public in attendance at city council meetings must be respectful of individuals making public comments before, during, and after such comments are made.
 - (5) It is the intention of the city council to hold meetings in a professional, organized, and structured manner. Accordingly, it is prohibited for printed or other material to be passed out during meetings. Residents are welcome to email materials to the council at any time. Residents may also deliver materials to be distributed to council members at city hall during normal business hours.
 - (6) As described in subsection 23-9(a), resident requests may be added to an agenda at the sole discretion of the mayor or a city council member. Residents who are added to an agenda through the mayor or a city council member may provide backup documentation to be included with the item in the city council packet, subject to approval by the member who added the item to the agenda. Approved backup documentation is subject to the same deadlines as provided in subsection 23-9(c).
 - (7) The presiding officer or city council member may, by simple request, call upon a member of the public who is physically present to provide feedback during consideration of any action item. The feedback provided by the public will be limited to three minutes per person.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-18. Addressing the city council.

- (a) *Public comments.* Before each meeting of city council the city secretary shall make public comment card available, on which any city taxpayer or resident may sign his/her name, ward (district) and indicate the agenda item on which he/she wishes to speak. Members of the public that live outside of the city limits may make comments at the discretion of the presiding officer if time permits. Only public comments regarding agenda items will be allowed. Individuals must be physically present to address the city council. Comments by proxy are not allowed.
 - (1) Individuals may address the council by oral communication by completing all requested information on the public comment card no later than five minutes before commencement of the meeting.
 - (2) Each person addressing the council shall step up to the podium, shall give his/her name and ward (district) for the record, and, unless further time is granted by the presiding officer, shall limit his/her address to three minutes. Unused public comment time may not be "designated" or "yielded" to other attendees. All remarks shall be addressed to the council as a body.
 - (3) Persons wishing to address the council on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their three-minute presentation. Additional time is not given for additional items (however, emailing, writing, calling, or visiting with council members outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).
- (b) *Public hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items, final ordinance readings, the annual adoption of the municipal budget, and the annual adoption of the tax rate.
 - (1) There is not a form or sign up requirement for public hearings at city council meetings. Only comments regarding a public hearing agenda item may be made during the public hearing portion of the meeting. Each person that wishes to address the council during the public hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the presiding officer that they would like to speak. Once acknowledged by the presiding officer, the person shall step up to the podium and shall give his/her name and ward (district) for the record. Unless further time is granted by the presiding officer, the person addressing the council shall limit his/her address to three minutes. Individuals must be physically present to address the city council. Comments by proxy are not allowed. All remarks shall be addressed to the council as a body.

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2022-01-01, § I(Exh. A), 1-18-22; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Secs. 23-19—23-29. Reserved.

ARTICLE IV. ETHICS

Sec. 23-30. Definitions.

- (a) In this section, the word "member" means a member of the city council, including the mayor, or a member of a city board, commission, or committee.
- (b) In this section, the word "board" means the city council, or a city board, commission, or committee.

(Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-31. Purpose.

Local government depends on the service of community-minded individuals to perform many of its services and regulatory responsibilities. Public servants are subject to increased responsibilities and laws designed to ensure the transparency and impartiality of government. The purpose of these guidelines is to outline conflict of interest rules and provide explanations as to how they pertain to a public servant's service on the city council and city boards, commissions, and committees.

(Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-32. Minimum standards of conduct.

This explanation of the rules is not an endorsement of mere compliance as a standard of behavior. The rules set a minimum standard. The purpose of the ordinance is to create and maintain public confidence in the decisions of the government by avoiding even the appearance of impropriety. Members may not:

- (1) Transact any business in the member's official capacity with any entity in which the member has a "substantial interest."
- (2) Formally appear before the board of which he or she is a member while acting as an advocate for himself or herself, or for any other person, group, or entity.
- (3) Represent a private person or entity in an action in municipal court that was instituted by or arises from a decision of the member's board.
- (4) Solicit or accept a gift or favor that might reasonably tend to influence the member in the discharge of the member's duties or that the member should know has been offered with the intent to influence or reward official conduct.
- (5) Solicit or accept employment that could reasonably be expected to impair the member's independence in judgment or the member's performance of city duties.
- (6) Use city facilities, personnel, equipment or supplies for private purposes, except to the extent those things are available to the public.
- (7) Accept paid campaign work relating to a ballot proposition if the member's board exercised discretionary authority with respect to the proposition and the member participated in the board's discussion or vote.

(Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

Sec. 23-33. Conflict of interest.

Members are subject to city ordinances regarding conflicts of interest and to the state conflict of interest statute, V.T.C.A., Local Government Code ch. 171. Members who serve on boards that involve the use of federal funds can also have conflict of interest requirements under federal law.

- (1) In order to assure their independence or impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating a sense or appearance of impropriety in their actions and decisions.
- (2) A conflict of interest exists when a person's personal interests would reasonably be expected to affect the person's performance of a duty to another person or institution, or if it would reasonably appear so to an observer.
- (3) When a conflict of interest exists, the board member must recuse herself or himself from discussion on the topic and action on the topic.
- (4) V.T.C.A., Local Government Code ch. 171 regulates local public officials' conflicts of interest. Members are prohibited from voting or participating on a matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public, or in the case of a

substantial interest in real property, it is reasonably foreseeable that the action will have a special economic effect on the value of the property, distinguishable from its effect on the public.

- (5) A member who has a substantial interest in an action, business entity, or real property is required to file, before a deliberation, vote, or decision on any matter involving the action, business entity, or real property, an affidavit with the office of the city secretary stating the nature and extent of the interest. The affidavit is a state-created form that is available from the office of the city secretary and must be filed within seven days of when the member becomes aware that the matter is under consideration by the city. In addition, a member is required to abstain from further participation in the matter. A member should also submit the conflict of interest affidavit as to avoid the appearance of impropriety, even if a substantial conflict of interest does not exist, but it reasonably appears to an observer that a conflict exists. However, a councilmember who is required to file an affidavit is not required to abstain from participating in the matter if a majority of the councilmembers of the governing body have a substantial interest and are required to file and do file affidavits of similar interests on the same official matter.
- (6) The existence of a conflict of interest does not speak to the personal honesty or integrity of any individual, whether the individual will be influenced by the conflict or not. No matter how honest a person may be, and regardless of the member's ability to set aside their own personal interest, if a conflict exists it undermines the appearance of fairness and impartiality. It undermines the public's acceptance that all public decisions are being made for the public good.
- (7) It is not unusual for a conflict of interest to exclude a person from participating in a matter where the person would have a great deal to contribute. The same set of life experience that gives rise to expertise, often gives rise to personal interests that create conflicts. Forgoing this source of expertise is one of the trade-offs that are made in the interest of wide public acceptance of governmental actions.

(Ord. No. 2024-04-03, § I(Exh. A), 5-7-24)

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12C

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve the first reading of Ordinance 2025-11-02, an Ordinance amending Chapter 16 – Boards, Commissions, and Committees of the Alpine Code of Ordinances; Amending Article IV through Article IX to Provide Updates to Board Member Terms and Board Member Appointment Processes for Each City Board, Commission, and Committee; Amending Article II – Rules of Procedure by Amending Agenda Deadlines for Board Meetings; Providing Cumulative and Severability Clauses; Providing for the Following Clauses: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and Effective Date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Purpose

The proposed Ordinance 2025-11-02 updates **Chapter 16 – Boards, Commissions, and Committees** of the Alpine Code of Ordinances. The revisions address board member terms, the appointment process, and board agenda deadlines. These changes ensure compliance with updated state requirements (HB 1522), provide consistency across all City boards, commissions, and committees, and align governance with City Council policy direction. This item was added as an information or discussion item on October 21, 2025 and no updates were recommended to the proposed ordinance.

Key Provisions

1. Board Agenda Deadlines

- Revises the submission deadline for board agendas to **seven (7) days prior to the meeting at 5:00 p.m.**
- Aligns deadlines with **House Bill 1522** requirements, ensuring staff has sufficient time to compile and post agendas within statutory notice periods.

2. Board Appointment Process

- Updates appointments to reflect that board members serve for an **indefinite term**, or until the appointing Council Member (or their successor in office) appoints a replacement.
- Clarifies that **only the Council Member whose place is vacant** may appoint the replacement for that seat.
- Provides consistency and transparency across all board sections by cleaning up appointment language.

3. Board Member Terms and Placement

- Amends Articles IV through IX to specify placement, appointment authority, and confirmation process for each City board, commission, and committee (e.g., Animal Advisory Board, HOT Committee, Music Advisory Board, Parks & Recreation Board, Planning & Zoning Commission, and Building & Standards Commission).
- Clarifies procedures for removals, vacancies, and reappointments to ensure alignment with City Council intent and continuity in board operations.

Rationale

- **Compliance:** Brings City processes into compliance with new state law (HB 1522).
- **Consistency:** Provides uniformity in appointment and term language across all boards.
- **Efficiency:** Ensures staff and elected officials have adequate time for agenda preparation and legal compliance.
- **Transparency:** Clarifies responsibilities and procedures for both appointers and board members.

Implementation Timeline

- **October 8, 2025** – Distributed to City Council and City Attorney for two-week review.
- **October 21, 2025** – Council discussion of proposed revisions.
- **November 4, 2025** – First Reading.

- **November 18, 2025** – Second Reading & Public Hearing.

SUPPORTING MATERIALS

1. 2025-11-02 ORDINANCE - Boards, Commissions, Committees Update

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

ORDINANCE 2025-11-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 16 – BOARDS, COMMISSIONS, AND COMMITTEES TO THE ALPINE CODE OF ORDINANCES; AMENDING ARTICLE IV – THROUGH ARTICLE IX TO PROVIDE UPDATES TO BOARD MEMBER TERMS AND BOARD MEMBER APPOINTMENT PROCESSES FOR EACH CITY BOARD, COMMISSION, AND COMMITTEE; AMENDING ARTICLE II – RULES OF PROCEDURE BY AMENDING AGENDA DEADLINES FOR BOARD MEETINGS; PROVIDING CUMULATIVE AND SEVERABILITY CLAUSES; PROVIDING FOR THE FOLLOWING CLAUSES: FINDINGS OF FACT, INCLUSION IN THE CODE OF ORDINANCES, CUMULATIVE, SEVERABILITY, PROPER NOTICE AND MEETING, PUBLIC HEARING, AND EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Alpine is tasked with the governance of the City and appoints boards, commissions, and committees (“boards”) to hold public meetings to gather information, take action, obtain input, and provide citizen input to the City Council; and

WHEREAS, the City Council previously adopted Ordinance No. 2022-10-03, which established Chapter 16 – Boards, Commissions, and Committees to the Alpine Code of Ordinances and implemented rules of procedure and decorum for City boards; and

WHEREAS, it is critical that proper rules of procedure, general guidelines, and rules of decorum are set to ensure efficient governance of meetings of City boards; and

WHEREAS, such rules of procedure and rules of decorum shall assist city boards in maintaining order of meetings, enable members to conduct business more efficiently, and enhances official processes that increase productivity; and

WHEREAS, such rules and guidelines must ensure that civil discourse, intimidation, discrimination, personal attacks, and other obstructions are mitigated so that the business of the City may be conducted efficiently without detracting from the purposes and goals of the City Council; and

WHEREAS, it is deemed by the City Council of the City of Alpine to be in the public interest to amend the previously passed, written, and universal rules of procedure for Council Members, staff, and other participants to abide by during proceedings of the Alpine City Council.

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

**SECTION I
FINDINGS OF FACT**

Chapter 16 – Boards, Commissions, and Committees to the Alpine Code of Ordinances is hereby amended to reflect the updates attached hereto as Exhibit “A.” The premises attached as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

SECTION II INCLUSION IN THE CODE OF ORDINANCES

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

SECTION III CUMULATIVE CLAUSE

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

SECTION IV SEVERABILITY CLAUSE

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

SECTION V 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.

SECTION VI PUBLIC HEARING

A public hearing was held on November 18, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on November 13, 2025.

SECTION VII EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 18th DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

NOVEMBER 4, 2025

SECOND AND FINAL READING

NOVEMBER 18, 2025

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

EDITOR’S NOTE:

Additions are Underlined.

~~Omissions appear in Red Strikethrough Text.~~

Chapter 16 BOARDS, COMMISSIONS, AND COMMITTEES

ARTICLE I. IN GENERAL

Sec. 16-1. Advisory boards, commissions, and committees.

- (a) The construction of authority and governance of all processes and procedures concerning boards, commissions, and committees shall be:
- (1) The United States Constitution and statutes of the United States of America.
 - (2) The Texas Constitution and statutes of the State of Texas.
 - (3) The City Charter of Alpine, Texas.
 - (4) The Code of Ordinances of the City of Alpine, Texas.
 - (5) Resolutions of the City Council of the City of Alpine, Texas.

- (6) The Boards, Commissions, and Committees handbook established by city council resolution.
- (b) The city council shall provide directives to all boards, commissions, and committees at least annually by city council resolution. Directives of the city council shall provide assignments, objectives, and tasks that boards, commissions, and committees should focus on throughout the year. Directives shall provide insight as to matters of importance to the council upon which the city council desires to be advised.
- (c) All proposed board actions must be presented to and approved by the city council. No directive from a board, commission, or committee will be permitted.
- (d) Reserved.
- (e) It shall be the duty of the city manager to place all official recommendations from a board, commission, or committee on a city council agenda for consideration.
- (f) Duties of the advisory boards are to advise, not delegate, or administer projects. Boards may only administer projects with explicit authorization from the city council.
- (g) Board members may not contact city staff without the permission of the city council or the city manager. This provision excludes the city secretary and designated city representatives of a board, commission, or committee.
- (h) The chairperson or designee of a board, commission, or committee, shall provide reports to the city council at an open meeting at least quarterly. This provision does not include the hotel occupancy tax committee and the music advisory board, who may provide annual updates to the city council.
- (i) Boards, commissions, and committees shall have no power to contract for, or on behalf of, the city. No contract, lease, or agreement shall be valid unless it has been executed by the order of the city council.
- (j) Board members may be removed by the city council member who appointed them, or by a majority vote of the city council. If a board member is absent for three consecutive meetings, it will be deemed that they have resigned.
- (k) The city council may, as deemed necessary from time to time, establish temporary ad-hoc committees, task forces, or other temporary special committees by city council resolution. Any permanent or long-term boards, commissions, or committees must be established by ordinance.
- (l) City employees may not be appointed to an official city council board, commission, or committee. This provision does not apply to ad-hoc committees, task forces, the grievance committee, or other temporary special committees established by the city council. This provision does not apply to city employee appointments that are established by ordinance.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-2. Meetings shall be public.

Boards, commissions, and committees shall follow both the letter and the spirit of V.T.C.A., Government Code ch. 551 (the Texas Open Meetings Act). Accordingly, meetings shall be public, and all boards, commissions, and committees shall adhere to requirements established by the Texas Open Meetings Act.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-3. Types of meetings.

- (a) *Regular meetings.* Regular board meetings shall be held on the same date and time of each month at 5:30 p.m. in city council chambers at 803 W. Holland Avenue, or at such other date, time, and location as circumstances may necessitate. The location of the meeting shall be clearly delineated on the board agenda. Meetings held at a location other than the city council chambers should be exceedingly rare and of a clearly significant nature. Approval by the city secretary and the posting of proper notice may change the location or time, or part, or all of any meeting.

- (b) *Workshop meetings.* A workshop is a meeting to discuss or explore matters of interest to a board. Workshops are typically held to hold a discussion regarding specific subject matters, and/or to invite feedback from the public on any given topic. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The chair of the board may allow any citizen to participate in the discussion at a work session, but only as recognized by the chair. The chair may end citizen participation in a work session in order to allow the board, commission, or committee to proceed with the discussion.
- (c) *Special meetings or town hall meetings.* Special meetings may be called by the city secretary upon written request of three members of a board and with the approval of the city secretary. Special meetings should be exceedingly rare and of a clearly significant or urgent nature. For approved special meetings, the city secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings shall normally be held at 5:30 p.m. in city council chambers located at 803 W. Holland Avenue. An alternate location or time other than the city council chambers may be designated subject to the approval of the city secretary under extenuating circumstances as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.
- (d) *Closed meeting or executive session.* The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards will not have the occasion or legal basis to meet in closed or executive sessions. A closed meeting may only occur with the approval of the city secretary and the city manager with the advice and consent of the city attorney. Approved closed meetings for boards, commissions, and committees will be conducted in accordance with the Texas Open Meetings Act.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-4. Role of the chairperson.

- (a) The function of the chairperson (chair) is to provide leadership for the group by presiding over the group's meetings. The chair is selected by a majority vote of the board, commission, or committee. The chair has additional duties and responsibilities which must be performed.
- (b) The chair ensures the smooth operation of the board, commission, or committee and must make certain that the meeting is run by the rules but democratic enough to use the power and authority of the position wisely. The chair's ability to effectively manage meetings will have a significant impact on the group's success. An effective chair must make certain that discussions remain focused and do not get sidetracked on irrelevant issues.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-5. Role of other officers.

- (a) A vice-chair may be selected by a majority vote of the board, commission, or committee members, and the role of the vice-chair is to preside in the absence of the chair. The vice-chair will typically have increased responsibility which may include serving as the secretary of the board. In case both the chair and the vice-chair are absent from a meeting, the remaining membership may appoint an acting chair to preside over the meeting.
- (b) If the chair fails or refuses to act, the vice-chair shall perform the duties of the chair. Other officers and duties may be determined by the respective board, commission, or committee.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-6. Records of meetings.

- (a) The chair, the vice-chair, or the chair designee shall keep written minutes of all board meetings. All board meetings shall be recorded. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the board. Unapproved minutes may be released at the discretion of the city secretary, but shall be clearly marked as "Unapproved and Unofficial."

The official minutes of boards should not include discussion or everything that was said at the meeting, but at a minimum shall include:

- (1) Action taken by the board.
 - (2) The text of all main motions, as amended.
 - (3) The text of all "points of order" and "appeals" along with the reason given by the chair, vice-chair, or acting chair for the ruling.
 - (4) The results of the vote as to whether the motion was "adopted," "lost," or "failed."
 - (5) A record of the board member who made the motion, the board member who seconded the motion, any board member who moves to amend the main motion, and how each board member voted on the item.
 - (6) A board member may request, through the chair, the privilege of having an abstract of his/her statement on any subject under consideration by the board, commission, or committee entered in the minutes. If the board consents thereto by a majority vote, such statement shall be entered in the minutes.
 - (7) The board may, by majority vote, request to add or amend minutes as the board deems appropriate.
- (b) Record of board agenda packets will be assembled and maintained by the city secretary, or city secretary designee, and delivered to the board members electronically prior to the board meeting.
- (Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-7—16-30. Reserved.

ARTICLE II. RULES OF PROCEDURE

Sec. 16-31. Quorum.

The chair shall, with three of the board members, constitute a quorum. In the absence of the chair, any four of the board members shall constitute a quorum. At any meeting at which both the chair and vice-chair are absent, the quorum may appoint any board member to preside as acting chair. Vacancies on a board do not reduce the number of members necessary to establish a quorum.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-32. Parliamentary procedure.

- (a) *General procedure.* General rules of parliamentary procedure as defined herein, consistent with the city Charter and any applicable city ordinance, statute, or other legal requirements, shall govern the proceedings of boards, commissions, or committees (boards). To the extent not inconsistent with these rules, boards shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by a board. These rules of parliamentary procedure are intended solely as a guideline.
- (b) *Duties of the presiding officer.* The presiding officer of a board shall be the chair. The chair shall preserve strict order and decorum at all meetings of the board. The chair shall state every question coming before the board, announce the decision of the board on all subjects and decide all questions of order, subject, however, to an appeal to the board, in which event a majority vote of the board shall govern and conclusively determine such question of order. The chair shall sign all official documents adopted by the board in their presence. In the event of the absence of the chair, the vice-chair or acting chair shall sign documents as adopted, respectively.

- (1) The chair shall preside with fairness, impartiality, and maintain absolute neutrality by posture, demeanor, action, and language during all meetings. The chair, vice-chair, acting chair, or any board member shall not:
 - a. Restrict orderly speech, in any way, of any board member or city staff presentation of any item.
 - b. Restrict orderly speech, in any way, of any board member or city staff discussion of any item.
- (d) *Board deliberations.* The chair has the responsibility to control the discussion and the order of speakers. Board members will generally be called upon in the order of the request to speak, although the privilege to speak shall generally begin with the moving party or individual who sponsored the item on the agenda, respectively. A board member may not be recognized to speak subsequently until each board member has had an opportunity to obtain the floor. A board member holding the floor may address a question to another board member and that board member may, should they so choose, respond to the question while the floor is still held by the board member asking the question.
- (e) *Limits to deliberations.* After an agenda item is announced or read by the chair, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. The ensuing discussion must be limited to the subject matter or motion currently being considered.
- (f) *Obtaining the floor.* Any member of the board wishing to speak shall first obtain the floor by making a request for the floor to the chair. The chair shall recognize any board member who seeks the floor when appropriately entitled to do so.
- (g) *Motions.* Motions may be made and seconded by any member of the board.
- (h) *Procedures for motions.* The following is the general procedure for making motions:
 - (1) The item is announced or read aloud by the chair or the individual who sponsored the item on the agenda.
 - (2) A board member may make an affirmative motion on the item before discussion may take place.
 - (3) A board member may second the motion on the item before discussion may take place.
 - (4) Once the motion has been properly made and seconded, the chair shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any board member recognized by the chair.
- (i) *Amendments to motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (j) *Motion to table.* A motion to table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next board agenda.
- (k) *Motion to postpone; motion to postpone indefinitely.* A motion to postpone until a specific date may be made if a board member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a board member wishes to postpone an item indefinitely. A motion to postpone may not be offered as an amendment but as a standalone subsidiary motion that would kill the original motion without having to vote on the original motion.
- (l) *Points of order.* The chair, a board member, or city staff may call a point of order to facilitate the running of the meeting but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion.
- (m) *Call for the question, previous question, calling for a vote.* Any board member may call for the question to request that the discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A call for the question shall not be used to limit constructive feedback or debate pertaining to the discussion.

- (n) *Continuance of discussion or hearings.* Any item being discussed or any public hearing at a board meeting may be continued or tabled to any subsequent meeting by order, notice, or motion. Tabling or continuing the item will not stop the consideration of the item by the board.
- (o) *Recess.* The chair may call for a recess of up to 15 minutes at regular intervals at appropriate points in the meeting agenda, subject to appeal and reversal by a majority vote of the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-33. Agenda.

- (a) By written request, the chair, the city manager, the city secretary, or any member of the board may place an item on a board agenda. In addition, designated city staff representatives and department heads may add items to a board agenda.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the board (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, and shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) All action items should originate as an information or discussion item before being presented as an action item so that thoughtful input can be provided by board members before an official action item may be presented to the board. This rule excludes items that are routine and administrative in nature, such as periodic permit approvals and other procedural items. Any deviation from this rule should be exceedingly rare, should be of a clearly significant nature, and will be subject to approval by the city secretary.
- (d) Agenda requests and backup documentation shall be filed with the chair by 5:00 p.m. seven days prior to the board meeting (and a commensurate period for special meetings).
- (e) The agenda and backup documentation must be sent by the chair to the city secretary by 5:00 p.m. ~~six~~ seven days prior to the meeting. Deviations from the deadlines or the submission of additional items past the established deadlines or once the agenda has been posted should be exceedingly rare, should be of a clearly significant nature, and will be subjected to approval by the city secretary.
- (f) The chair will coordinate the placement and content of items on the agenda and agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (g) Drafts of proposed resolutions, ordinance changes, and other items requiring review should be submitted to the city secretary or city staff in a manner timely enough to allow for the proper review of the material. City staff should be given adequate time to produce proposed ordinance changes or other documents.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-34. Rules for attendance at regular meetings of boards, commissions, or committees.

- (a) All board, commission, or committee members are expected to attend meetings to ensure the community is well represented. Attendance is extremely important to the board, commission, or committee.
- (b) Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board.
- (c) A board member who will not be able to attend a regular board meeting shall make a reasonable effort to notify the chair or the office of the city secretary prior to the meeting and shall indicate the reason for their inability to attend.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-35. Voting.

- (a) All board members, including the chair of the board, shall generally have the privilege of voting, except when the approved board, commission, or committee guidelines dictate otherwise. No member or board officer shall have the power of veto.
- (b) Before a vote is taken on any item, the chair shall restate the motion to ensure that the matter being considered is clearly understood prior to being voted on by the board.
- (c) When a vote is called, every board member present shall vote either "Aye" or "Nay" or shall abstain. In order to ensure clarity about the position of each board member during a vote, the chair shall ask for a positive statement for those in favor of a motion by stating "Aye" or raising of their hand, those not in favor of a motion by stating "Nay" or raising of their hand, and those who abstain from voting by stating "Abstain" or raising of their hand.
- (d) *Silence constitutes affirmative vote.* Unless a board member states that they are not voting, or that they abstain, their silence shall be recorded as an affirmative vote.
- (e) On the request of the chair, a city staff member, or a board member, a roll call vote shall be taken. After the result of a vote is announced, a board member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present before the adjournment of the meeting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-36. Order of business.

- (a) The order of business for board meetings is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting. An informational page of the agenda explaining meeting information, processes, and procedures may be established and amended from time to time by city council resolution.

AGENDA

- (1) Call to order.
- (2) Determination of quorum.
- (3) Public comments (limited to three minutes per person).
- (4) Public hearings.
- (4~~5~~) Approval of minutes of the previous meeting.
- ~~(5) —Public hearings.~~
- (6) Information or discussion items.
- (7) Action items.
- (8) Board member comments.
- (9) Adjourn.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-37—16-60. Reserved.

ARTICLE III. RULES OF DECORUM

Sec. 16-61. Decorum.

- (a) *By board members.* While the board is in session, board members must preserve order and decorum. A board member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the board nor disturb any member while speaking nor refuse to obey the orders of the board or its chair, except as otherwise herein provided.
- (b) *By attendees.* Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the board shall immediately be subject to loss of speaking privileges by the chair unless permission to continue is granted by a majority vote of the board.
 - (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the board and during debate between board members are inappropriate and are not permitted. The chair will ensure that the decorum of the meeting is maintained and is appropriate.
 - (2) It is not the intention of the city to provide a public forum for demeaning any individual or group. Neither is it the intention of the board to allow a member or members of the public to insult the honesty and/or integrity of the board as a body, the proceedings of the board, or any member or members of the board, individually or collectively. Therefore, the chair and board will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
 - (3) Members of the public shall not engage in any of the following in the meeting room during a board meeting:
 - a. Shouting, unruly behavior, distracting side conversations or speaking out when another person is talking.
 - b. Defamation, intimidation, personal affronts, profanity, or threats of violence.
 - c. Use of phones, pagers, radios, computers, or other electronic equipment—except as authorized by state law. The chair may authorize the use of equipment on a case-by-case basis, subject to appeal and/or reversal by a majority vote of the board.
 - d. Booing, hissing, foot-stomping, ripping of paper, parading, signing, or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
 - (4) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the board on how to conduct a meeting properly. The chair and the board are the formal authority to determine what is or is not: in order, out of order, or the correct way to conduct the board's business. The chair, any board member, and city staff are the only individuals permitted to call a point of order or make recommendations on how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.
 - (5) No offensive, vulgar, or distracting placards, banners, signs, or apparel shall be permitted to be erected or displayed by persons in attendance in city council chambers or in any other room in which the board is holding a meeting. Exhibits, displays, and visual aids used in connection with presentations to the board are permitted.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-62. Enforcement of decorum.

- (a) Disturbances, transgressions of the rules, or disorderly conduct in the city council chambers may cause the transgressor to be removed from the meeting. The chair of the meeting shall exercise control over persons who disrupt the meeting in the following ascending order of action:
 - (1) Call the person to order, advising that person of the infraction.

- (2) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
 - (3) Order the person to leave the meeting. If the offending person is a member of board, the chair shall call for a vote on the expulsion of that member from the meeting, with such vote requiring a majority for adoption.
 - (4) A police officer may remove an individual or individuals for disrupting a meeting as authorized by V.T.C.A., Penal Code § 42.05.
- (b) Upon instructions of the chair unless otherwise directed by a majority vote of the board, it shall be the duty of the city police department to remove any person who violates the order and decorum of the meeting.
- (Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-63. Audience participation.

- (a) At meetings of boards, commissions, and committees, the business of the city is conducted between the members of the board and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of boards, commissions, and committees, the public's participation therein is to be governed by the following:
 - (1) Audience participation is limited to the role of observers except during the public comment portion of the meeting, the public hearing portion of the meeting, or at other times that the chair of the board deems appropriate.
 - (2) Members of the public in attendance at any regular, special, emergency, and/or workshop meeting of a board, commission, or committee shall conduct themselves with proper respect and decorum in speaking to and/or addressing the board, in participating in public discussions before the board, and in all actions in the presence of the board. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the board. Comments by proxy are not allowed.
 - (3) Board members shall not have discussions during the public comment and public hearing portions of the agenda, nor take any action thereon other than to refer the item to city staff for research and possible future action.
 - (4) It is the intention of the city to provide open access to the resident and affected persons of the city to address boards, commissions, and committees, and express themselves on issues under consideration by the board. In accordance with such, members of the public in attendance at board meetings must be respectful of individuals making public comments before, during, and after such comments are made.
 - (5) Persons may present printed material, subject to approval by the city secretary, to be included in the board agenda packets one week prior to a meeting. Persons may present printed material to the city secretary to distribute to the board, commission, or committee during a meeting, subject to the same approval and deadline.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-64. Addressing the board, commission, or committee.

- (a) *Public comments.* Any city taxpayer or resident may make a public comment during the public comments portion of a meeting. Members of the public that live outside of the city limits may make comments at the discretion of the chair if time permits. Individuals must be physically present to address the board. Comments by proxy are not allowed.
 - (1) Each person addressing the board shall raise their hand to notify the chair that they would like to speak. Once acknowledged by the chair, the person shall step up to the podium and shall give their name and ward for the record, and, unless further time is granted by the board, shall limit their address to three

minutes. Unused public comment time may not be "designated" or "yielded" to other attendees. All remarks shall be addressed to the board as a body and not to any member thereof.

- (2) Persons wishing to address the board on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their three-minute presentation. Additional time is not given for additional items (however, emailing, writing, or visiting with board members and city staff outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).
- (b) *Public hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items.
 - (1) Only comments regarding a public hearing agenda item may be made during the public hearing portion of the meeting. Each person who wishes to address the board during the public hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the chair that they would like to speak. Once acknowledged by the chair, the person shall step up to the podium and shall give their name and ward for the record. Unless the chair grants further time, the person addressing the council shall limit their address to three minutes. Individuals must be physically present to address the board. Comments by proxy are not allowed.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-65—16-130. Reserved.

ARTICLE IV. ANIMAL ADVISORY BOARD

Sec. 16-131. Created.

An animal advisory board is created to provide recommendations and suggestions to the city council and city manager regarding the welfare of impounded animals and the welfare of animals within the city limits.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-132. Purpose.

The purpose of the animal advisory board is to provide recommendations and suggestions to the city council regarding the welfare of animals within the city.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-133. Duties.

The animal advisory board shall hold public meetings, conduct work sessions, and make recommendations to the city council regarding the welfare of animals within the city, the welfare of animals in the city animal shelter, and policy decisions that affect the health and safety of animals and residents within the city. The board may, from time to time advise the city council upon other matters in regard to which the council may seek such board's advice.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-134. Composition of the board.

The board shall be comprised of seven county registered voters who have a vested interest in the health and safety of animals within the city. One member shall be a licensed veterinarian, and one member shall be a representative of the Alpine Humane Society. A minimum of three members shall be resident, qualified voters of the

city. One city council member and the head animal control officer/animal services supervisor shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-135. Appointment of board members; vacancies.

~~Each member of the city council and the mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of the city council, the appointed board member shall serve until their successor is appointed. ~~Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer or by the person who holds the position of the original appointer.~~ Vacancies may be filled at any time ~~by a member of the city council or the mayor,~~ subject to confirmation by a majority vote of the city council. Members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-136. Placement.

Each board member will be designated by "place" on the board:

Place 1: appointed by council member ward 1, subject to city council confirmation.

Place 2: appointed by council member ward 2, subject to city council confirmation.

Place 3: appointed by council member ward 3, subject to city council confirmation.

Place 4: appointed by council member ward 4, subject to city council confirmation.

Place 5: appointed by council member ward 5, subject to city council confirmation.

Place 6: licensed veterinarian. Appointed by any council member or the mayor, subject to city council confirmation.

Place 7: Alpine Humane Society representative. Appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by majority vote of the city council.

Ex officio: head animal control officer/animal services supervisor.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-137. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms, except the licensed veterinarian whose position has no term limit. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board. Members may serve for an indefinite period of time.~~

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-138. Removal of board members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-139. Board officers.

The board shall appoint the chairperson (chair) of the board by majority vote. From among its members, the board may also elect a vice-chairperson (vice-chair), and a secretary. Officers shall be elected for a two-year term. The chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the vice-chair shall perform the duties of the chair. If the chair and vice-chair are absent or refuse to act, any board member may be appointed as acting chair by the board to preside over the meeting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-140. City representative.

The head animal ~~control~~ services officer/animal services supervisor is the official city representative for the AAB. The city representative will attend all meetings of the board, assist board members with questions regarding the department, processes, procedures, and communicate issues or areas of concern to the board. The city representative will serve as an ex officio member of the board and shall not have the privilege of voting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-141. Board meetings.

The animal advisory board meets on the second Tuesday of each month at 6:00 p.m. in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business. The animal advisory board must meet at least quarterly.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-142—16-170. Reserved.

ARTICLE V. HOTEL OCCUPANCY TAX COMMITTEE

Sec. 16-171. Created.

There is created and established for the city, being a home rule municipality, a hotel occupancy tax advisory committee.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-172. Purpose.

The purpose of the hotel occupancy tax committee (hereafter, the "HOT committee") shall be to receive suggestions, study situations, plans, and projects, and generally to act in an advisory capacity to such extent as the city council may desire to be advised relative to hotel occupancy tax funds of the city.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-173. Duties.

The HOT committee shall hold public meetings, conduct work sessions, and make recommendations to the city council regarding the expenditure of hotel occupancy tax funds. The board may, from time to time, advise the city council upon other matters ~~in regard to which~~ the council may seek such board's advice.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-174. Composition of the board.

The board shall be comprised of seven county registered voters. A minimum of five members shall be qualified, resident voters of the city. Two members shall come from hotels, three members shall come from the arts or historic preservation, and two members, aged 18 years of age or older, will serve at large. One city council member and the director of tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting. The director of tourism may only vote to break a tie.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-175. Appointment of board members; vacancies.

~~Each member of the city council and the mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of city council, the appointed board member shall serve until their successor is appointed. Each board member shall be eligible for reappointment. ~~Reappointments can be made to each position by the original appointer, or the person who holds the position of the original appointer.~~ Vacancies may be filled at any time ~~by a member of the city council or the mayor,~~ subject to confirmation by a majority vote of the city council. Board members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-176. Placement.

Each board member will be designated by "place" on the board:

Place 1: hotelier. Appointed by any council member or the mayor, subject to city council confirmation.

Place 2: hotelier. Appointed by any council member or the mayor, subject to city council confirmation.

Place 3: arts and historic preservation. Appointed by any council member or the mayor, subject to city council confirmation.

Place 4: arts and historic preservation. Appointed by any council member or the mayor, subject to city council confirmation.

Place 5: arts and historic preservation. Appointed by any council member or the mayor, subject to city council confirmation.

Place 6: at-large. Appointed by any council member or the mayor, subject to city council confirmation.

Place 7: at-large. Appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by a majority vote of the city council.

Ex officio: HOT committee liaison/director of tourism.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-177. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.~~ Members may serve for an indefinite period of time.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-178. Removal of board members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-179. Board officers.

The director of tourism shall serve as the official HOT committee liaison of the board. Among the HOT committee liaison's duties shall be to call and preside at the meetings of the board, make reports and suggestions to the city manager and city council as the board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between the board and the city manager and city council. From among its members, the board may elect a vice-chairperson (vice-chair), and secretary. Officers shall be elected for a two-year term.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-180. City representative.

The HOT committee liaison is the official city representative of the HOT committee.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-181. Board meetings.

The HOT committee must meet at least annually in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-182—16-210. Reserved.

ARTICLE VI. MUSIC ADVISORY BOARD

Sec. 16-211. Created.

There is created and established for the city, being a home rule municipality, a music advisory board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-212. Purpose.

The purpose of the music advisory board shall be to receive suggestions, study situations, plans, projects, and generally to act in an advisory capacity to such extent as the city council may desire to be advised relative to the music industry of the city.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-213. Duties.

The music advisory board shall hold public meetings, conduct work sessions, and make recommendations to the city council regarding the music industry of the city. The board may, from time to time, advise the city council on other matters upon which the council may seek the boards advice.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-214. Composition of the board.

The board shall be comprised of seven county registered voters who represent the music industry of the city. A minimum of five members shall be qualified, resident voters of the city. Two members shall be musicians, two members shall represent music venues, two members shall represent music-focused events, and one member shall represent music education. One city council member and the director of tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. The director of tourism may only vote to break a tie.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-215. Appointment of board members; vacancies.

~~Each member of the city council and the mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of the city council, the appointed board member shall serve until their successor is appointed. ~~Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer.~~ Vacancies may be filled at

any time ~~by a member of the city council or the mayor~~, subject to confirmation by a majority vote of the city council. Members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-216. Placement.

Each board member will be designated by "place" on the board:

Place 1: musician. Appointed by any council member or the mayor, subject to city council confirmation.

Place 2: musician. Appointed by any council member or the mayor, subject to city council confirmation.

Place 3: music venue. Appointed by any council member or the mayor, subject to city council confirmation.

Place 4: music venue. Appointed by any council member or the mayor, subject to city council confirmation.

Place 5: music-focused events. Appointed by any council member or the mayor, subject to city council confirmation.

Place 6: music-focused events. Appointed by any council member or the mayor, subject to city council confirmation.

Place 7: music education. Appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by a majority vote of the city council.

Ex officio: music liaison/director of tourism.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-217. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board. Members may serve for an indefinite period of time.~~

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-218. Removal of board members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-219. Board officers.

The director of tourism shall serve as the music liaison of the board. Among the music liaison's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the city manager and city council as such board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between such board and the city manager and city council. From among its members the board may elect a vice-chairperson (vice-chair), and secretary. Officers shall be elected for a two-year term.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-220. City representative.

The music liaison is the official city representative of the music advisory board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-221. Board meetings.

The music advisory board meets at least quarterly in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-222—16-250. Reserved.

ARTICLE VII. PARKS AND RECREATION BOARD

Sec. 16-251. Created.

There is created and established, for the city, being a home rule municipality, a parks and recreation board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-252. Purpose.

The purpose of the parks and recreation board is to provide recommendations and suggestions to the city council regarding the parks and recreation endeavors of the city. The parks and recreation board also jointly serves as the beautification and environmental committee with an aim of advising the city council on the beautification and environmental endeavors of the city.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-253. Duties.

The duties of the parks and recreation board shall be to receive suggestions, study situations, plans, and projects, and generally act in an advisory capacity to such extent as the city council may desire to be advised relative to the parks and recreation program and the beautification and environmental program of the city. The parks and recreation board may make such reports as the council may request so that the council may have the benefit of the opinions of interested citizens and groups who have time and are willing to make a more in-depth study of, and reports on, park and recreation matters than time will permit the council to engage in, considering the variety of other city business to be dealt with. Other duties of the parks and recreation board include the evaluation of

conservation development and concerns, to inform and engage citizens in environmental issues, to develop and implement land protection techniques, to educate the public on issues relating to environmental concerns, to advise the city council relative to environmental concerns of the community, to promote preservation and conservation efforts within the community, to evaluate programs and issues that have an environmental impact on the community, and to oversee the planning of open space and development and smart growth issues.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-254. Composition of the board.

The board shall be comprised of seven county registered voters who have a vested interest in the enhancement of parks and recreation within the city. Five members shall be qualified, resident voters of the city, and no more than two members may reside outside of the city limits. One city council member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-255. Appointment of board members; vacancies.

~~Each member of the city council and the mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of the city council, the appointed board member shall serve until their successor is appointed. ~~Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer.~~ Vacancies may be filled at any time ~~by a member of the city council or the mayor,~~ subject to confirmation by a majority vote of the city council. Members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-256. Placement.

Each board member will be designated by "place" on the board:

Place 1: appointed by council member ward 1, subject to city council confirmation.

Place 2: appointed by council member ward 2, subject to city council confirmation.

Place 3: appointed by council member ward 3, subject to city council confirmation.

Place 4: appointed by council member ward 4, subject to city council confirmation.

Place 5: appointed by council member ward 5, subject to city council confirmation.

Place 6: appointed by the mayor, subject to city council confirmation.

Place 7: appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by a majority vote of the city council.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-257. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of~~

~~consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.~~ Members may serve for an indefinite period of time.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-258. Removal of board members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-259. Board officers.

The board shall appoint the chairperson (chair) of the board. From among its members the board may elect a vice-chairperson (vice-chair), and secretary. Officers shall be elected for a two-year term. The chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the vice-chair shall perform the duties of the chair. If the chair and vice-chair are absent or refuse to act, any board member may be appointed as acting chair by the board to preside over the meeting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-260. City representative.

The parks and recreation department of the city will designate an official city representative for the parks and recreation board. The city representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-261. Board meetings.

The parks and recreation board meets on the second Wednesday of each month at 5:30 p.m. in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-262—16-290. Reserved.

ARTICLE VIII. PLANNING AND ZONING COMMISSION

Sec. 16-291. Created.

There is created and established for the city, being a home rule municipality, a planning and zoning commission.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-292. Purpose.

The purpose of the planning and zoning commission is to advise the city council on matters related to planning, zoning, or other items that the city council requests to be advised of.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-293. Duties.

The planning and zoning commission shall exercise the powers and duties as prescribed by city ordinance and as prescribed by V.T.C.A., Local Government Code ch. 211.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-294. Composition of the board.

The board shall be comprised of seven county registered voters who are resident citizens, and qualified voters of the city. One city council member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-295. Appointment of board members; vacancies.

~~Each member of the city council and the mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of city council, the appointed board member shall serve until their successor is appointed. ~~Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer.~~ Vacancies may be filled at any time ~~by a member of the city council or the mayor,~~ subject to confirmation by majority vote of the city council. Members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-296. Placement.

Each board member will be designated by "place" on the board:

Place 1: appointed by council member ward 1, subject to city council confirmation.

Place 2: appointed by council member ward 2, subject to city council confirmation.

Place 3: appointed by council member ward 3, subject to city council confirmation.

Place 4: appointed by council member ward 4, subject to city council confirmation.

Place 5: appointed by council member ward 5, subject to city council confirmation.

Place 6: appointed by the mayor, subject to city council confirmation.

Place 7: appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by a majority vote of the city council.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-297. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board. Members may serve for an indefinite period of time.~~

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-298. Removal of board members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-299. Board officers.

The commission shall appoint the chairperson (chair) of the board. From among its members the board may elect a vice-chairperson (vice-chair), and secretary. Officers shall be elected for a two-year term. The chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the vice-chair shall perform the duties of the chair. If the chair and vice-chair are absent or refuse to act, any board member may be appointed as acting chair by the board to preside over the meeting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-300. City representative.

The building official/director of building services is the official city representative for the planning and zoning commission. The city representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-301. Board meetings.

The P&Z meets on the fourth Monday of each month at 5:30 p.m. in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-302—16-330. Reserved.

ARTICLE IX. BUILDING AND STANDARDS COMMISSION

Sec. 16-331. Created.

There is created and established for the city, being a home rule municipality, a building and standards commission.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-332. Purpose.

The building and standards commission (hereafter, the "B&S") is responsible for the preservation of public safety relating to proper materials and methods used for building construction, fire safety, or improvements of buildings and deteriorated buildings within the city. This is a quasi-judicial board that has the authority under state law to authorize the condemnation of hazardous properties in the city.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-333. Duties.

The B&S shall hold public meetings, conduct public hearings, and make decisions related to building and building regulations. The commission is empowered to (V.T.C.A., Local Government Code § 54.036):

- (1) Order the repair, within a fixed period, of buildings found to be in violation of an ordinance;
- (2) Declare a building substandard in accordance with the powers granted by V.T.C.A., Local Government Code ch. 54;
- (3) Order, in an appropriate case, the immediate removal of persons or property found on private property, enter on private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance, and order action to be taken as necessary to remedy, alleviate, or remove any substandard building found to exist;
- (4) Issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the municipality, to enforce and carry out the lawful orders or directives of the commission panel;
- (5) Determine the amount and duration of the civil penalty the municipality may recover as provided by V.T.C.A., Local Government Code § 54.017.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-334. Composition of the board.

The board shall be comprised of seven county registered voters who are resident citizens, and qualified voters of the city. One city council member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. Voting members of the building and standards commission may not be a member of the city council or the planning and zoning commission.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-335. Appointment of board members; vacancies.

~~Each member of the city council and mayor shall present their nominations for board members before the second regular city council meeting in June, following their election to office. At the same meeting in June, the city council shall consider those nominations for appointment.~~ Once appointed by a majority vote of city council, the appointed board member shall serve until their successor is appointed. ~~Each board member shall be eligible for reappointment. Reappointments can be made to each position by the original appointer.~~ Vacancies may be filled at any time ~~by a member of the city council or the mayor~~ subject to confirmation by majority vote of the city council. Members shall serve without compensation.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-336. Placement.

Each board member will be designated by "place" on the board:

Place 1: appointed by council member ward 1, subject to city council confirmation.

Place 2: appointed by council member ward 2, subject to city council confirmation.

Place 3: appointed by council member ward 3, subject to city council confirmation.

Place 4: appointed by council member ward 4, subject to city council confirmation.

Place 5: appointed by council member ward 5, subject to city council confirmation.

Place 6: appointed by the mayor, subject to city council confirmation.

Place 7: appointed by any council member or the mayor, subject to city council confirmation.

Ex officio: city council member. Appointed by a majority vote of the city council.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-337. Terms of board members.

~~The term of each board member shall be two years, from July 1 to June 30, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three consecutive terms. Any person who has served on the board during three consecutive terms will be ineligible to occupy any position on the board for a period of two years. A partial term of less than one year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.~~ Members may serve for an indefinite period of time.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-338. Removal of board members.

Board members serve at the pleasure of the city council. The city council may by majority vote remove a board member at any time for cause on a written charge (V.T.C.A., Local Government Code § 54.033). Before a decision regarding a removal is made, the city council must hold a public hearing on the matter if requested by the commission member subject to the removal action. Any board member who misses three consecutive meetings or one-third of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-339. Board officers.

The commission shall appoint the chairperson (chair) of the board. The chair shall administer oaths and compel the attendance of witnesses. From among its members, the board may elect a vice-chairperson (vice-chair), and secretary. Officers shall be elected for a two-year term. The chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the vice-chair shall perform the duties of the chair. If the chair and vice-chair are absent or refuse to act, any board member may be appointed as acting chair by the board to preside over the meeting.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-340. City representative.

The building official/director of building services is the official city representative for the building and standards commission. The city representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board. The city designates the building official/director of building services as the appropriate official to present all cases before the building and standards commission.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-341. Board meetings.

The building and standards commission meets on the fourth Wednesday of ~~each~~ the month at 5:30 p.m. in city council chambers located at 803 West Holland Avenue. A quorum of four members must be physically present in order to transact business. Meetings shall be held at least quarterly.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

Sec. 16-342. Building and building regulations.

The building and standards commission shall:

- (1) Use the standards of criteria related to the deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures, and other conditions as recognized by the building codes adopted by the city including chapter 18, buildings and building regulations.
- (2) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

(Ord. No. 2022-10-03, § I(Exh. A), 11-1-22)

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12D

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-11-01, a resolution of the City Council of the City of Alpine, Texas, Declaring Certain Accumulated Materials Located Near the Wastewater Treatment Plant as Junk/Rubbish/Debris; Authorizing Disposition of Materials as Surplus or Salvageable Property; Determining That the Condition Constitutes a Public Nuisance; Directing Abatement and Authorizing the Orderly Disposition of Such Materials. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

City staff have identified accumulated piles of junk, rubbish, and debris located on City-owned property adjacent to the Alpine Wastewater Treatment Plant. These materials appear to have built up over time from responses to illegal dumping and temporary storage. With the City now moving forward on the establishment of a regional fire-fighting training facility, including a burn house, in proximity to this site, the presence of such debris raises safety, compliance, and aesthetic concerns.

Legal Authority

Under Texas Health & Safety Code Chapter 342, municipalities are authorized to regulate unsanitary conditions and public nuisances, including the accumulation of rubbish and debris, and to require abatement. Additionally, Texas cities commonly declare City-owned personal property as surplus, salvage, or junk and authorize its disposition by resolution or ordinance in accordance with state law and local policy.

Resolution Overview

Resolution 2025-11-01 formally:

- Declares the accumulated materials as junk/rubbish/debris and a public nuisance.
- Directs staff to secure and abate the site.
- Authorizes the City Manager (or designee) to sort materials and dispose of them in accordance with best practices, including possible auction or sale of salvageable property.

- Provides immediate effect upon Council adoption.

Recommendation

Approval of Resolution 2025-11-01 will allow the City to abate unsafe and unsightly conditions, ensure compliance with state health and safety requirements, and authorize the orderly disposal of accumulated materials, while permitting recovery of value from any salvageable items.

SUPPORTING MATERIALS

1. 2025-11-01 Resolution Declaring Junk Debris WWTP_CT

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-11-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, DECLARING CERTAIN ACCUMULATED MATERIALS LOCATED NEAR THE WASTEWATER TREATMENT PLANT AS JUNK/RUBBISH/DEBRIS; AUTHORIZING DISPOSITION OF MATERIALS AS SURPLUS OR SALVAGEABLE PROPERTY; DETERMINING THAT THE CONDITION CONSTITUTES A PUBLIC NUISANCE; DIRECTING ABATEMENT AND AUTHORIZING THE ORDERLY DISPOSITION OF SUCH MATERIALS.

WHEREAS, City staff have identified accumulated piles of junk, rubbish, and debris near the Alpine Wastewater Treatment Plant that appear to have resulted over time from City response to illegal dumping and temporary storage; and

WHEREAS, the City is establishing a regional fire-fighting training facility (including a “burn house”) in proximity to the location of such accumulated materials; and

WHEREAS, under Texas Health & Safety Code Chapter 342, the City has authority to regulate unsanitary conditions and public nuisances and to require abatement of rubbish and similar conditions; and

WHEREAS, Texas cities commonly declare City-owned personal property as surplus, salvage, or junk and authorize disposition by resolution or ordinance pursuant to locally adopted policies and best practices; and the City Council desires to make such a declaration and authorization here to ensure orderly abatement and compliance with state law.

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

SECTION 1. The recitals above are adopted as findings of the City Council.

SECTION 2. The accumulated materials located on City-owned property near the Wastewater Treatment Plant, as identified by City staff on Exhibit A, are hereby declared junk/rubbish/debris and a public nuisance subject to abatement under Health & Safety Code ch. 342. City staff shall secure the site and proceed with abatement.

SECTION 3. Sorting and Disposition Authority. The City Manager (or designee) is authorized to:

- (a) Dispose of surplus/salvage/junk materials by best-practice methods in compliance with state law, including the auction or sale of salvageable items; and
- (b) Execute any documents necessary to accomplish the foregoing.

SECTION 4. This Resolution shall take effect immediately upon its passage and approval.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ON THIS THE 4TH DAY OF NOVEMBER 2025.

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

EXHIBIT “A”











CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12E

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-11-02, a resolution appointing a representative to the Board of Directors of the Brewster County Appraisal District for a full two-year term; Providing background and context, and providing an effective date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

Under Section 6.03 of the Texas Property Tax Code, each taxing unit participating in an appraisal district is authorized to appoint representatives to the district's Board of Directors. The Brewster County Appraisal District (BCAD) Board oversees the administration of the property tax system within the county, ensuring accurate appraisals and equitable taxation for all taxing entities.

In 1985, BCAD transitioned to staggered terms for its Board members to promote continuity of service and balanced representation across taxing entities. In October 1986, the Appraisal District notified the City of Alpine that its appointments would take place during even-numbered years as part of this structure.

Resolution Overview

Resolution 2025-11-02 provides for the City of Alpine to:

- Formally appoint a representative to the BCAD Board of Directors for the term beginning January 1, 2026, and ending December 31, 2027.
- Authorize the Mayor and City Secretary to execute the necessary documents to notify the Appraisal District of the appointment.
- Confirm that the resolution will take effect immediately upon passage.

Recommendation

Appointment of a City representative ensures that Alpine taxpayers and residents continue to have a voice in the appraisal process and that the City maintains its statutory role in BCAD governance. Staff recommends approval of Resolution 2025-11-02.

SUPPORTING MATERIALS

1. 2025-11-02 BCAD Appointment - Full Term
 2. BCAD APPOINTMENT
-

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

RESOLUTION 2025-11-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, APPOINTING A REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE BREWSTER COUNTY APPRAISAL DISTRICT FOR A FULL TWO-YEAR TERM; PROVIDING BACKGROUND AND CONTEXT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 6.03 of the Texas Property Tax Code establishes the composition of appraisal district boards of directors and authorizes taxing units that participate in the appraisal district to appoint representatives to the Board; and

WHEREAS, in 1985 the Brewster County Appraisal District changed the method of appointing members to the Board of Directors, moving to staggered terms for different taxing entities to ensure continuity of service and equitable representation; and

WHEREAS, in October 1986, the Appraisal District notified the City of Alpine that its appointments would occur in **even-numbered years** in accordance with the staggered term structure; and

WHEREAS, the City of Alpine desires to continue its participation in the governance of the Brewster County Appraisal District by appointing a qualified individual to serve on the Board of Directors; and

WHEREAS, this appointment ensures that the taxpayers and residents of the City of Alpine are represented in the administration of the property tax system within Brewster County.

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

SECTION I. The City Council of the City of Alpine hereby appoints _____ to the Board of Directors of the Brewster County Appraisal District for a term of two (2) years beginning January 1, 2026 and ending December 31, 2027.

SECTION II. The Mayor and City Secretary are authorized to execute any documents necessary to provide formal notice of this appointment to the Brewster County Appraisal District.

SECTION III. This resolution shall take effect immediately upon passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ON THE 4TH DAY OF NOVEMBER 2025.

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

Brewster County Appraisal District

1604 W Hwy 90

Alpine, Texas 79830

(432) 837-2558

Fax: (432) 837-3871

www.brewstercotad.org

appraisaldistrict@brewstercotad.org



Brewster County tax units adopted a 3/4 rule in 1985 that gives each tax unit in the county a place on the appraisal district board. The terms for board members are staggered.

This letter is to notify you that the term of your appointed member to the Brewster County Appraisal District expires December 31, 2025. You should begin the process to ensure that you have appointed a member by December 14, 2025.

The qualifications to serve as a member of the appraisal district board are residency for the past two years, cannot be an employee of a tax unit unless they are an elected official, and to not have delinquent taxes. The term is for two years. Members do not have term limits and can be reappointed.

The appointment should be done by resolution adopted by your tax unit at a regular meeting of your governing body. A sample resolution is attached if you wish to use it. If you have any questions about the process, please feel free to contact me. Please return the resolution by mail or as an attachment to an email.

Richard Petree
Interim Chief Appraiser
BCAD
rpettec@westernvc.com
325 829 0614

BREWSTER COUNTY
APPRAISAL DISTRICT

Box 1231

Alpine, Texas 79831

(915) 837-2558

October 24, 1986

Dear Administrator

In 1985, the terms of the Brewster County Appraisal District Board were staggered by Resolutions from the voting taxing jurisdictions within the County Appraisal District. With the same resolutions representation was extended to one representative for each taxing jurisdiction and giving the Hospital District voting privileges.

In January 1986 with the beginning year of staggered terms, the Board of Directors drew for terms of one year or two years. This drawing set up the terms of membership representation as follows:

Even Year Appointments

San Vicente I. S. D.

City of Alpine

Alpine I. S. D.

Brewster County

Odd Year Appointments

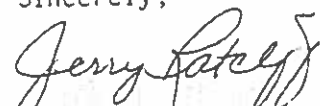
Hospital District

Marathon I. S. D.

Terlingua C. S. D.

For 1987, the districts who drew odd year appointments must appoint a Representative for the Board. Your appointed Representative will be sworn in at the regular meeting in January. Please remember that your representative must be appointed by Resolution in your meeting minutes and a confirmation of the appointment sent to the Appraisal District.

Sincerely,



Jerry Ratcliff, RTA, RPA

Chief Appraiser

Brewster County Appraisal District

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12F

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve resolution 2025-11-03, a resolution amending Appendix D: Administrative Fee schedule to the Alpine Code of Ordinances; Establishing administrative and Civic Center rental fees; And providing for an effective date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

The City of Alpine is seeking to adopt Appendix D: Administrative Fee Schedule to provide consistency in administrative and facility rental fees. Periodic review of these fees is necessary to ensure they reflect the cost of service, administrative efficiency, and regional best practices. Staff have identified areas where adjustments are needed, particularly regarding Civic Center rentals and certain administrative service charges.

Resolution Overview

Resolution 2025-11-03:

- Updates and establishes a uniform fee schedule for administrative services and Civic Center rentals, as outlined in Exhibit “A.”
- Introduces new or adjusted fees including:
 - **Alcohol permits** (\$25 application/permit fee).
 - **Park deposits** (\$30).
 - **Civic Center rentals** – commercial rental fee increased from \$550 to \$600; non-profit and government daily rates remain \$100; security adjusted to \$40/hour for one officer.
 - **Civic Center deposits** increased from \$200 to \$250, with higher alcohol penalty fees (\$500) and new provisions for damages and rule violations.
 - **Miscellaneous facility use fees** such as electric pedestal (\$50), stage setup/take-down (\$250), speaker/sound system (\$100), and a \$25 fee for each broken Civic Center rule.

- Maintains compliance with state law regarding public information request fees.
- Directs staff to publish and implement the revised fee schedule on the City’s website.

Recommendation

Approval of Resolution 2025-11-03 ensures that the City’s administrative and facility rental fees are fair, cost-recovering, and sustainable, while providing updated clarity for residents, businesses, and organizations utilizing City resources.

SUPPORTING MATERIALS

1. 2025-11-03 Administrative Fees

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

RESOLUTION 2025-11-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, AMENDING APPENDIX D: ADMINISTRATIVE FEE SCHEDULE TO THE ALPINE CODE OF ORDINANCES; ESTABLISHING ADMINISTRATIVE AND CIVIC CENTER RENTAL FEES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City of Alpine seeks to establish a uniform fee schedule for administrative permits, licenses, and the rental of City-owned facilities within Appendix D: Administrative Fee Schedule; and

WHEREAS, the City Council of the City of Alpine periodically reviews such fees to ensure they are consistent with operational costs, administrative efficiency, and regional best practices; and

WHEREAS, the City has determined that establishing administrative and facility rental fee schedule is necessary to maintain fairness, cover costs of administration, and ensure the sustainability of City resources.

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

SECTION I. Appendix D: Administrative Fees, attached hereto as *Exhibit "A"* and incorporated herein for all purposes, is hereby adopted as the official fee schedule of the Administration Department and shall be posted at on the City website at www.cityofalpine.com/fees.

SECTION II. The City Manager, or designee, is hereby directed to implement the Animal Services Fee Schedule as set forth in Appendix C.

SECTION III. This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 4TH DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

EXHIBIT "A"

Appendix D: Administrative Fees		
Description	Previous Fee	New Fee
Administration		
Alcohol Permit	\$0.00	\$25.00
Live Music Permit - Single	\$50.00	\$50.00
Live Music Permit - Annual	\$250.00	\$250.00
Movie Filming - Processing Application Fee	\$25.00	\$25.00
Movie Filming - Use of city Equipment and Personnel (determined by City Manager)	On a case by case basis	
Movie Filming - Use of City - Owned Real Estate	Cost per Calendar Day	
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public areas.	\$500.00	\$500.00
Partial, non-disruptive use of a public building, park right-of-way, or public area.	\$250.00	\$250.00
Total closure or obstruction of public street or right -of-way, including parking lots and on-street parking.	\$50.00	\$50.00
Partial closure or obstruction of public street or right-of-way, including parking lots and on street parking.	\$25.00	\$25.00
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00	\$50.00
Alcohol Permit		
Application/Permit Fee	\$0.00	\$25.00
Deposit for any Park in City of Alpine	\$0.00	\$30.00
Civic Center		
Full Day Rental Fee Commercial General Public (keys are picked up prior day and are given day after event to clean)	\$550.00	\$600.00
Additional fee for days prior to event	\$50.00	As Is
Full Day Non-Profit Organization	\$100.00	\$100.00 for any additional days
Full Day Government Agency	\$100.00	\$100.00 for any additional day
Security per hour for 2 officers	\$60.00	\$40.00 per hour for 1 officer
Deposit (facility rental damage & cleaning fee)	\$200.00	\$250.00

Cost for Damages		
Rectangle Table	\$150.00	As Is
Round Table (5')	\$225.00	As Is
Chair	\$75.00	As Is
Lost key	\$100.00	As Is
Late return Key (per day)	\$75.00	As Is
Unlocked Door (per day)	\$75.00	As Is
Lights left on overnight (per day/night)	\$50.00	As Is
A/C's or Heater not turned off (per day)	\$50.00	As Is
Alcohol penalty charge	\$200.00	\$500.00
Damages to facilities, window, doors, wall, etc.	N/A	Repair/Replacement Cost
Miscellaneous		
Fee for Electric Pedestal	\$0.00	\$50.00
Fee for Stage (taking it down and setting it up)	\$0.00	\$250.00
Minimum fee for any other damages (throwing of trash-sweeping, décor left behind, etc.)	\$0.00	\$100.00
Speaker (Sound System)	\$0.00	\$100.00
Adding a provision to the Civic Center's rules and regulations of a \$25 fee be applied for each instance and individual rule is broken.	N/A	\$25.00 for any rule broken
Public Information		
Public Information Request	Set by State Law	Set by State Law

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12G

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-11-04, a resolution establishing Appendix E: Environmental Services Fees; Directing implementation; And providing an effective date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

The City of Alpine provides a range of environmental services, including tire disposal, refrigerant removal, yard waste processing, electronics recycling, and bulk item collection. Historically, fees for these services have not been consolidated in a uniform schedule, making it difficult for staff and residents to clearly identify costs. City staff have identified the need to adopt a standardized fee schedule for the Environmental Services Department to ensure transparency, consistency, and fair cost recovery.

Resolution Overview

Resolution 2025-11-04:

- Formally establishes **Appendix E: Environmental Services Fees** as part of the Alpine Code of Ordinances.
- Adopts the fee schedule included as Exhibit “A,” which provides for:
 - **Tire Disposal Fees** – \$5 for passenger car/light truck tires up to 22”, \$35–\$50 for oversized truck tires, and \$75–\$100 for tractor tires.
 - **Refrigerant Removal** – free for residents with sanitation accounts; \$75 for residential sources without accounts.
 - **Tree Limbs/Yard Waste** – free for residents with sanitation accounts; \$50 per cubic yard for commercial or large trailer sources.
 - **Electronics Recycling** – free for residents with sanitation accounts; \$5–\$20 for small to large electronics without accounts.

- **Bulk Item Disposal** – free for residents with sanitation accounts; \$65 per item for non-account holders.
- **Service Fees** – including a 2.6% service fee (Service Fee A) and \$0.22 per transaction (Service Fee B).
- Directs staff to post the adopted schedule on the City’s website at www.cityofalpine.com/fees.
- Provides immediate effectiveness upon adoption.

Recommendation

Approval of Resolution 2025-11-04 will consolidate environmental service charges into a single, transparent appendix, provide clarity for the public, and ensure that fees reflect the true cost of providing these services, while maintaining no-charge options for residents with sanitation accounts.

SUPPORTING MATERIALS

1. 2025-11-04 Environmental Services Fees

BUDGET CONSIDERATIONS

Expenditure Required: N/A
 Savings Anticipation: N/A
 Current Budget FY 2025-2026: N/A
 Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
 Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
 Final Approval - 10/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-11-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, ESTABLISHING APPENDIX E: ENVIRONMENTAL SERVICES FEES; DIRECTING IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine, Texas, in carrying out its legislative duties, recognizes the importance of periodically reviewing and updating systems, processes, and fee structures to ensure quality municipal services; and

WHEREAS, City staff has identified the need to adopt a uniform schedule of fees for the Environmental Services Department; and

WHEREAS, the establishment of a standardized fee schedule will promote transparency in municipal operations, ensure consistency, and assist the Environmental Services Department in delivering high-quality services to the citizens of Alpine; and

WHEREAS, the City Council finds that adopting an updated schedule of fees for Environmental Services will benefit both the City and the public it serves.

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

SECTION I. The Environmental Services Fee Schedule, attached hereto as *Exhibit "A"* and incorporated herein for all purposes, is hereby established as Appendix E of the Alpine Fee Schedule and shall be posted at www.cityofalpine.com/fees.

SECTION II. The City Manager, or designee, is hereby directed to implement the fees set forth in Appendix E.

SECTION III. This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 4TH DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

EXHIBIT "A"

Appendix E: Environmental Services Fees	
Description	Fee
<i>Tire Fees</i>	
Passenger Car/Light Truck Tire (Up to 22")	\$5.00
Passenger Car/Light Truck Tire & Rim (Up to 22")	\$10.00
Oversized Truck Tire (23" and up)	\$35.00
Oversized Truck Tire & Rim (23" and up)	\$50.00
Tractor Tire	\$75.00
Tractor Tire	\$100.00
Service Fee A	2.6%
Service Fee B	\$0.22
<i>Refrigerant Removal</i>	
Refrigerant Removal <i>(With Sanitation Account or permit)</i>	\$0.00
Refrigerant Removal Residential source <i>(No sanitation account or permit)</i>	\$75.00
<i>Tree Limbs/Yardwaste</i>	
Residential DIY Tree limbs <i>(With Sanitation Account or permit)</i>	\$0.00
Tree limbs Commercial Sources <i>(or large trailers, No sanitation account or permit)</i>	\$50.00/CUBIC YARD (CY)
<i>Electronics</i>	
City of Alpine Resident <i>(With Sanitation Account or permit)</i>	\$0.00
Small Electronic <i>(No sanitation account or permit)</i>	\$5.00
Medium Electronic <i>(No sanitation account or permit)</i>	\$10.00
Large Electronic <i>(No sanitation account or permit)</i>	\$20.00
<i>Bulk Item</i>	
City of Alpine Resident <i>(With Sanitation Account or permit)</i>	\$0.00
Residential Source <i>(No Sanitation Account or permit)</i>	\$65.00/item

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12H

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-11-05, a resolution amending Appendix C: Animal Services Fees; Referencing prior resolutions; Directing implementation; And providing an effective date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

The City of Alpine operates the Animal Services Department, which provides animal shelter operations, animal control, and related community health and safety programs. The Animal Services Fee Schedule was previously established and amended through **Resolution 2023-06-01** and **Resolution 2024-08-03**.

To ensure transparency and consistency, the City Council periodically reaffirms and updates the schedule of fees for services such as impoundment, quarantine, cremation, microchipping, vaccines, adoption, surrender, licensing, permits, and dangerous dog registration. While no changes have been made to the fee amounts since Resolution 2024-08-03, this resolution memorializes the schedule for the upcoming year and provides clarity that the current rates remain in effect.

Resolution Overview

Resolution 2025-11-05:

- Reaffirms and adopts the **Animal Services Fee Schedule** as Appendix C to the Alpine Code of Ordinances (Exhibit "A").
- References and supersedes prior conflicting resolutions while maintaining the same fee amounts as established in 2024.
- Directs the City Manager, or designee, to implement and publish the fee schedule on the City's website at www.cityofalpine.com/fees.
- Provides immediate effect upon passage.

Key Fees (Appendix C – Exhibit A) include:

- **Impoundment/Quarantine:** \$15 per night impound; \$200 for a full 10-night small animal quarantine; \$25/day for exposure quarantines.
- **Cremation Services:** \$30–\$90 communal; \$90–\$170 private, depending on weight.
- **Microchipping:** \$15 including registration.
- **Medical Services:** Vaccinations (\$5–\$12), snap tests (\$17–\$19), euthanasia (\$50 small animal; large animal per cost).
- **Adoptions:** \$100 regular; \$50 for special programs.
- **Licensing:** \$10 for altered pets; \$20 for unaltered; \$5 renewal.
- **Permits:** Livestock permits \$25; kennel permit \$50 with \$25 annual renewal.
- **Dangerous Dogs:** \$100 registration and \$100 removal fee.

Recommendation

Approval of Resolution 2025-11-05 will maintain the City’s existing Animal Services fees, provide clarity and transparency for the public, and reaffirm the City Council’s oversight of animal-related services and operations.

SUPPORTING MATERIALS

1. 2025-11-05 Animal Services Fees
-

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-11-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, AMENDING APPENDIX C: ANIMAL SERVICES FEES; REFERENCING PRIOR RESOLUTIONS; DIRECTING IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Alpine operates the Animal Services Department, which provides animal shelter operations, animal control services within the City, and programs to protect the health and safety of the public and animals in the community; and

WHEREAS, the City Council previously established and amended the Animal Services Fee Schedule through Resolution No. 2023-06-01 and Resolution No. 2024-08-03; and

WHEREAS, the City Council finds it necessary to reaffirm and memorialize the current Animal Services Fee Schedule for the upcoming year to promote transparency and consistency in municipal operations; and

WHEREAS, no changes have been made to the Animal Services Fee Schedule since its adoption under Resolution No. 2024-08-03.

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

SECTION I. Appendix C: Animal Services Fees, attached hereto as *Exhibit “A”* and incorporated herein for all purposes, is hereby adopted as the official fee schedule of the Animal Services Department and shall be posted at on the City website at www.cityofalpine.com/fees.

SECTION II. This Resolution supersedes all prior resolutions in conflict herewith but maintains the same Animal Services Fee Schedule as previously adopted under Resolution No. 2024-08-03.

SECTION III The City Manager, or designee, is hereby directed to implement the Animal Services Fee Schedule as set forth in Appendix C.

SECTION IV. This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 4TH DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

EXHIBIT "A"

Appendix C: Animal Services Fees			
Section	Description	Code Section	Fee
I	<i>Impound Fees</i>		
	Regular impound fee/ night stay	10-120 (a)	\$15
	Impound fees for large animals (livestock)	10-120 (a)	
	Small animal quarantine fee for full 10 night stay	10-120 (c)	\$200
	Small animal quarantine fee/ night stay \$20	-	\$20
	Large animal quarantine fee due to known exposure	10-120 (c)	
	Small animal quarantine due to known exposure	10-147 (h)(1)	\$25/day
II	<i>Cremation</i>		
	Communal prices per pound		
	0-30 lbs	-	\$30
	31-50lbs	-	\$45
	51-70 lbs	-	\$60
	71-90 lbs	-	\$75
	over 90 lbs	-	\$90
	Private prices per pound		
	0-30 lbs	-	\$90
	31-50 lbs	-	\$110
	51-70 lbs	-	\$130
	71-90 lbs	-	\$150
	over 90 lbs	-	\$170
	Removal of deceased animal	Oct-50	-
	Pets (owned pets)	Oct-50	\$15
III	<i>Microchipping</i>		
	Includes chipping and registration	-	\$15
IV	<i>Medical</i>		
	Vaccines		
	Feline Felv/FVRCP combo	-	\$12
	Canine bordetella	-	\$5
	Canine Distemper	-	\$5
	Snap tests		
	Feline Felv/FIV snap test	-	\$19
	Canine 4DX snap test	-	\$17
	Other medical	-	
	Small animal euthanasia	10-120 (e)	\$50
	Large animal euthanasia	10-120 (e)	

V	<i>Adoption</i>		
	Regular adoption	10-120 (d)	\$100
	Thrift store cats	-	\$50
	Pet of the week	-	\$50
	Adoption events	-	\$50
VI	<i>Surrender</i>		
	Cat or dog surrender	10-120(f)	\$30
VII	<i>City Licensing</i>	Oct-48	
	City license for spayed/ neutered animals	10-120 (g)	\$10
	City license for unaltered animals	10-120 (g)	\$20
	City license renewal	10-120 (g)	\$5
VIII	<i>Permits</i>		
	Large livestock	Oct-91	\$25
	Small livestock	Oct-91	\$25
	Yearly renewal for large and small	Oct-91	\$10
	Relocation of permit to different address	Oct-89	\$25
	Permit for kennels	10-221(a)(11)	\$50
	Yearly renewal for kennels	10-221(a)(11)	\$25
IX	<i>Dangerous dogs</i>	10-186	
	Registration fee	10-186(c)(1)	\$100
	Removal of animal from City Limits	10-186(k)	\$100

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 12I

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2025-11-06, resolution authorizing the Interim City Manager to negotiate and execute contracts for electric service on behalf of the City of Alpine; Providing for limitations, ratification requirements, and an effective date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Background

The City of Alpine routinely enters into retail electric service contracts to supply energy for City facilities, utilities, and infrastructure. These contracts often require quick execution due to time-limited pricing in the energy market. Under the City's adopted **Financial Policy**, City Council approval is required for contracts and purchases exceeding **\$50,001**. However, pursuant to **Texas Local Government Code §252.022(a)(15)**, electricity purchases are exempt from competitive bidding requirements.

Historically, the \$50,000 threshold was tied to state law competitive bidding requirements. However, with the State of Texas' recent increase of the statutory bidding threshold to **\$100,000**, the City's \$50,000 approval limit is now purely an **internal policy standard** rather than a state law mandate. This creates a distinction: while Council oversight remains important, requiring approval on every electricity contract above \$50,000 creates a risk of losing advantageous market pricing, potentially increasing costs to taxpayers.

Resolution Overview

Resolution 2025-11-06:

- **Authorizes the Interim City Manager** to negotiate and execute electric service contracts on behalf of the City, notwithstanding the \$50,001 Council approval threshold in the City's Financial Policy.
- **Limits authority** to electric service contracts, including retail supply agreements, with a maximum contract term of **60 months (five years)**.
- **Requires transparency and accountability** by directing the Interim City Manager to present any executed contract to City Council at its next Regular Meeting for ratification and record.

- Clarifies that this delegation of authority applies **only** to electric service contracts; all other purchases and contracts remain subject to the City’s existing Financial Policy.

Recommendation

Approval of Resolution 2025-11-06 will allow the City to respond quickly to volatile electricity markets, secure competitive rates, and reduce financial risk to the City and its taxpayers. At the same time, it maintains accountability through Council ratification and preserves the internal \$50,000 limit for all non-electric contracts.

SUPPORTING MATERIALS

1. 2025-11-06 Retail Electric Service Provider Authorization

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2025-2026: N/A
Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary
Geoffrey R. Calderon, City Secretary

Approved - 10/23/2025
Final Approval - 10/24/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-11-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS FOR ELECTRIC SERVICE ON BEHALF OF THE CITY OF ALPINE; PROVIDING FOR LIMITATIONS, RATIFICATION REQUIREMENTS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Alpine is a home-rule municipality organized under the laws of the State of Texas, and is vested with the authority to manage and control its finances, contracts, and public utilities; and

WHEREAS, the City has adopted a Financial Policy that requires City Council approval for contracts and purchases in excess of \$50,001; and

WHEREAS, pursuant to Texas Local Government Code §252.022(a)(15), expenditures for the purchase of electricity are specifically exempted from the competitive bidding requirements of Chapter 252 of the Local Government Code; and

WHEREAS, the City routinely contracts for electric service to provide energy for City facilities, utilities, and infrastructure, and such contracts often require execution on short notice due to market-sensitive and time-limited pricing; and

WHEREAS, the City Council finds that requiring Council approval for every electric service contract above \$50,001 creates a risk of losing favorable pricing or service terms, thereby exposing the City and its taxpayers to unnecessary financial costs; and

WHEREAS, the City Council desires to delegate authority to the City Manager to negotiate and execute such contracts in order to preserve the City's ability to secure competitive electricity rates while maintaining accountability through appropriate reporting and safeguards;

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

SECTION I. The Interim City Manager of the City of Alpine is hereby authorized to negotiate and execute contracts, agreements, or amendments for the purchase of **electric services** on behalf of the City, notwithstanding the \$50,001 Council approval threshold set forth in the City's Financial Policy.

SECTION II. This authority shall apply only to electric service contracts, including retail electricity supply agreements. The Interim City Manager's authority shall be limited to contracts with a term not to exceed **60 months** (five years).

SECTION III The Interim City Manager shall present any executed electric service contract entered into under this Resolution to the City Council at its next Regular Meeting following execution for ratification and record.

SECTION IV. To the extent this Resolution conflicts with the City's adopted Financial Policy, this Resolution shall control with respect to electric service contracts only.

SECTION V. This Resolution shall take effect immediately upon passage and approval.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 4TH DAY OF NOVEMBER 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 15A

Department: City Attorney

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

A. Consultation with Attorney § 551.071, Texas Government Code:

- i. Review and discuss the Texas Disposal Systems contract terms. (R. Stephens, City Council)
- ii. Discuss Skyway Gardens II Development, the approved Development Agreement, and plan to make improvements to the Water infrastructure for the development moving forward. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

CITY COUNCIL AGENDA ITEM REPORT

November 4, 2025

Agenda Item No. 15B

Department: City Attorney

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

B. Personnel Matters § 551.074, Texas Government Code

i. Discuss the City Manager vacancy and next steps to filling the position. (G. Calderon, Interim City Manager)

ii. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS
