



CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
July 16, 2024 – 5:30 PM

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

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, or at one singular agenda item. 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.

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 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 second and final reading of Ordinance 2024-07-02, an ordinance approving Rezone Application 2024-06-01; Amending the official zoning map of the city by rezoning the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District.

4. PUBLIC PRESENTATIONS.

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

- i) Mayor Announcements
- ii) City Manager Announcements
- iii) 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 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 withdrawn from the consent agenda section 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 request that time-sensitive items be considered during that section.

6. **CONSENT AGENDA.**

- A. Approval of June 11, 2024 Special Meeting Minutes. (G. Calderon, City Secretary)
- B. Approval of July 2, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
- C. Approval of the Fiscal Year 2024-2025 Boards, Commissions, and Committees calendar. (G. Calderon, City Secretary)
- D. Approval of the appointment of Iris De Leon to the Place 6 position on the Parks and Recreation Board. (C. Eaves, Mayor)
- E. Approval of the appointment of Kirsten Moody to the Place 3 (Arts & Historic) position on the Hotel Occupancy Tax Committee. (C. Eaves, Mayor)
- F. Approval of Fiscal Year 2023 - 2024 2nd Quarter Investment Report. (M. Antrim, City Manager)
- G. Approval of Fiscal Year 2023 - 2024 3rd Quarter Investment Report. (M. Antrim, City Manager)
- H. Approve payment of the June 2024 monthly billing summary for Bojorquez Law Firm services. (M. Antrim, City Manager)

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

8. **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. Office of the City Secretary (OCS) Quarterly Reports including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates:

- i. Quarter I Summary.
- ii. October 2023, November 2023, December 2023.
- iii. Quarter II Summary.
- iv. January 2024, February 2024, March 2024.
- v. Quarter III Summary.
- vi. April 2024, May 2024, June 2024.

(G. Calderon, City Secretary)

- B. Update from the Director of Tourism Chris Ruggia. (M. Antrim, City Manager)

9. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss to move city elections to November general election. (R. Stone, City Council)
- B. Discussion on city employee salaries. (R. Stone, City Council)
- C. Discuss the FY 2024–2025 Budget and Capital Improvement Plan. (M. Antrim, City Manager)

10. **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 second and final reading of Ordinance 2024-07-02, an ordinance approving Rezone Application 2024-06-01; Amending the official zoning map of the city by rezoning the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. (M. Antrim, City Manager)
- B. Approve Resolution 2024-07-10, a resolution requesting that the Texas Legislature repeal Texas Tax Code Section 351.1035 stipulating how the City of Alpine may expend its Municipal Hotel Occupancy Tax Revenue. (M. Antrim, City Manager)
- C. Approve Resolution 2024-07-11, a resolution authorizing an Advanced Funding Agreement (AFA) with the State of Texas for a Mobility Plan Study for the City of Alpine. (M. Antrim, City Manager)
- D. Approve Resolution 2024-07-12, a resolution allocating expenditure of \$39,250 from the Hotel Occupancy Tax fund for Post Oak Preservation Solutions, LLC to conduct a Historic District

Survey. (R. Stephens, City Council)

- E. Approve Lizard Bob Construction for utility repairs, to include Hwy 118 water leak, Gallego & Phelps Fire Hydrant, and 8th and Uvalde sewer line replacement (M. Antrim, City Manager)
- F. Approve proposed City Charter propositions. (M. Antrim, City Manager)

11. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each.

City Mayor Report

City Manager Report

- i) Update on Water Infrastructure
- ii) Update on Wastewater Infrastructure
- iii) Update on Street Infrastructure
- iv) Update on Employee Compensation Plan and Actions

12. **CITY COUNCIL MEMBER COMMENTS.**

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).*

13. **EXECUTIVE SESSION.**

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

- i. Discuss Customs and Border Protection Hangar Lease Renewal. (M. Antrim, City Manager)
- ii. Discuss Pending Public Information Requests and Attorney General Responses. (M. Antrim, City Manager)
- iii. Discuss the possible sale and/or acquisition of property for long-term overall city goals and planning, including city-owned structures. (M. Antrim, City Manager)

14. **ACTION AFTER EXECUTIVE SESSION.**

- A. Action, if any, concerning any of the items listed in executive session. (M. Antrim, City Manager)

15. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said

notice was posted by 2:00 P.M. on Friday, July 12, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 12th day of July, 2024



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



CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of June 11, 2024 Special Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

NONE.

SUPPORTING MATERIALS

1. 6-11-24 Special Meeting Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

City of Alpine
City Council Special Meeting
Monday, June 11, 2024
Minutes

1. **CALL TO ORDER** – 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:

Catherine Eaves, *Mayor*
Councilor Eva Olivas, *Ward 2*
Councilor Darin Nance, *Ward 3*
Councilor Rick Stephens, *Ward 5*

City Council Members Not Present:

Councilor Lucy Escovedo, *Ward 4*
Councilor Reagan Stone, *Ward 1*

City Staff and Stakeholders Present:

Megan Antrim, *City Manager*
Geoffrey R. Calderon, *City Secretary*
Darrell Losoya, *Chief of Police*

Others Present:

Approximately 2 other attendees in person.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 5:00 P.M. on Friday, June 7, 2024.

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 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.

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 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.

Minutes: 06-11-2024

Approved: 07-02-2024

4. PUBLIC PRESENTATIONS.

A. Presentations & 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.

I. Mayor Announcements.

II. City Manager Announcements.

III. 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.

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 request that time-sensitive items be considered during that section.

6. TIME-SENSITIVE ITEMS.

7. CONSENT AGENDA.

8. ITEMS REMOVED FROM THE CONSENT AGENDA.

9. 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.

10. INFORMATION OR DISCUSSION ITEMS.

11. ACTION ITEMS. *(Limited to 10 per meeting).*

1. Approve renewal of Declaration No. 2024-D06-01, a declaration due to the massive fire in downtown Alpine on May 26, 2024. (C. Eaves, Mayor)

RESOLUTION 2024-06-20: Councilor Olivas moved to approve. The motion was not seconded and the item was lost. The declaration was not extended.

12. EXECUTIVE REPORTS.

Executive reports 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. 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 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).

14. EXECUTIVE SESSION.

15. ACTION AFTER EXECUTIVE SESSION.

16. ADJOURN. (5:34 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

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

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that notice of this meeting was posted at City Hall, in a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on Friday, June 7 2024, and remained so posted for at least 72 hours preceding the

Minutes: 06-11-2024

Approved: 07-02-2024

scheduled time of the said meeting.

WITNESS MY HAND AND SEAL OF OFFICE,
this _____ day of _____ 2024.

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

Minutes: 06-11-2024
Approved: 07-02-2024

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6B

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of July 2, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

NONE.

SUPPORTING MATERIALS

1. 7-2-24 Regular Meeting Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

City of Alpine
Regular City Council Meeting
Tuesday, July 2, 2024
Minutes

1. **CALL TO ORDER** – 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:

Catherine Eaves, *Mayor*
Councilor Reagan Stone, *Ward 1*
Councilor Eva Olivas, *Ward 2*
Councilor Darin Nance, *Ward 3*
Councilor Lucy Escovedo, *Ward 4*
Councilor Rick Stephens, *Ward 5*

City Staff and Stakeholders Present:

Megan Antrim, *City Manager*
Geoffrey R. Calderon, *City Secretary*
Alessandra Gad, *City Attorney*
Darrell Losoya, *Chief of Police*
Robert Rückes, *Building Official*
Abel Hinojos, *Airport Supervisor*

City Council Members Not Present: None.

Others Present:

Approximately 4 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 3:00 P.M. on Friday, June 28, 2024.

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 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.

- A. Joanna Laxton, Ward 5, addressed the City Council regarding zoning.

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.

Minutes: 07-02-2024

Approved: 07-16-2024

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 (5:32 P.M.)

- A. Public Hearing to obtain citizen views and comments regarding Replat 2024-06-01, a replat application allowing the applicant, Penelope V. Avery, to amend the setback requirements of the subject property. The subject property is located at 1308 N. 4th Street and is legally described as Lot Seven (7), Block Forty-Seven (47), North Addition, located in the City of Alpine, Brewster County, Texas, according to the Plat of said subdivision recorded in Plat Envelope No. 108 in the Office of the County Clerk of Brewster County, Texas. The record property owner is Penelope V. Avery. The Property ID of the subject property is 11666. The current zoning classification of the property is R-1 One Family District. If the replat is approved the zoning classification will remain R-1 One Family District.
- B. Public Hearing to obtain citizen views and comments regarding the first reading of Ordinance 2024-07-02, an ordinance approving Rezone Application 2024-06-01; Amending the official zoning map of the city by rezoning the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District.
- C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2024-06-02, a short term rental special use permit allowing a short term rental to be established at 503 N. Harrison. The property owner of record is Jam and Jam Enterprises, LLC. The Parcel ID of the subject property is 11044.

Open (5:35 P.M.)

4. PUBLIC PRESENTATIONS.

- A. **Presentations & 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.

- I. Mayor Announcements.
- II. City Manager Announcements.
- III. Council Member Announcements.

5. CHANGES TO POSTED AGENDA.

Minutes: 07-02-2024

Approved: 07-16-2024

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.

Councilor Stephens requested that item no. 10-C be withdrawn.

RESOLUTION 2024-07-01: On a motion by Councilor Stephens and seconded by Councilor Escovedo to continue item no. 10-C, the City Council unanimously adopted the motion.

- 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.

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 items were added to the consent agenda.

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

No items were added to the Time-Sensitive Items section of the agenda.

6. **TIME-SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of June 18, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. Approval of the Fiscal Year 2024-2025 City Council Meeting Calendar. (G. Calderon, City Secretary)
- C. Approval of 2024-2025 Holiday Calendar. (M. Antrim, City Manager)
- D. Approval of the appointment of Nancy Burton to the Place 2 position on the Animal Advisory Board. (E. Olivas, City Council)
- E. Approval of Special Use Permit 2024-06-02, a short term rental special use permit allowing a short term rental to be established at 503 N. Harrison. The property owner of record is Jam and Jam Enterprises, LLC. The Parcel ID of the subject property is 11044. (G. Calderon, City Secretary)

RESOLUTION 2024-07-02: On a motion by Councilor Stephens and seconded by Councilor Olivas to accept the consent agenda as presented, the City Council unanimously adopted the motion.

Minutes: 07-02-2024

Approved: 07-16-2024

8. ITEMS REMOVED FROM THE CONSENT AGENDA.

9. 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.

10. INFORMATION OR DISCUSSION ITEMS.

- A. Discuss the Alpine Historical Association proposal and grant application to engage Post Oak Historical Solutions to conduct a Historic District Survey for downtown Alpine and Kokernot Field. (R. Stone, City Council)

Abbey Ward Branch, Ward 4, addressed the City Council regarding the Post Oak Historical Solutions proposed Historic District Survey.

Ellis Mumford-Russel, Post Oak Historical Solutions, addressed the City Council regarding the proposed Historic District Survey.

Mayor Eaves called a short break. (6:49 P.M.)

The meeting resumed. (6:55 P.M.)

- B. Discuss the state statute requirement that the City of Alpine expend 50% of Hotel Occupancy Tax on advertising and discuss the possibility of working with state representatives to consider proposed legislation to remove the requirement. (D. Nance, City Council)
- C. Discuss next steps for Comprehensive Plan. (R. Stephens, City Council)
- D. Discuss the 2024-2028 Capital Improvement Plan. (M. Antrim, City Manager)

11. ACTION ITEMS. (Limited to 10 per meeting).

- A. Approve the first reading of Ordinance 2024-07-01, an ordinance authorizing the vacation, abandonment, and sale of the unimproved portion of South 5th Street lying between lot 5, block 1 and lot 10, block 2, of Ferguson's Second Addition to the City of Alpine, Brewster County, Texas to Horticultural Consulting, LLC; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city's interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof. (M. Antrim, City Manager)

RESOLUTION 2024-07-03: On a motion by Councilor Stephens and seconded by Councilor Nance to approve the first reading of Ordinance 2024-07-01 as presented, the City Council unanimously adopted the motion.

RESOLUTION 2024-07-03A: On a motion by Councilor Stephens and seconded by Councilor Olivas to amend the motion to postpone the item until the August 6th meeting to give the city the opportunity to understand the utility and easement requirements, the City Council unanimously adopted the motion. The council subsequently unanimously voted to adopt the original motion as amended.

- B. Approve the first reading of Ordinance 2024-07-02, an ordinance approving Rezone Application 2024-06-01; Amending the official zoning map of the city by rezoning the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County,

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Approved: 07-16-2024

Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. (M. Antrim, City Manager)

RESOLUTION 2024-07-04: On a motion by Councilor Nance and seconded by Councilor Olivas to approve the first reading of Ordinance 2024-07-02 as presented, the City Council unanimously adopted the motion.

- C. Approve Replat 2024-06-01, a replat application allowing the applicant, Penelope V. Avery, to amend the setback requirements of the subject property. The subject property is located at 1308 N. 4th Street and is legally described as Lot Seven (7), Block Forty-Seven (47), North Addition, located in the City of Alpine, Brewster County, Texas, according to the Plat of said subdivision recorded in Plat Envelope No. 108 in the Office of the County Clerk of Brewster County, Texas. The record property owner is Penelope V. Avery. The Property ID of the subject property is 11666. The current zoning classification of the property is R-1 One Family District. If the replat is approved the zoning classification will remain R-1 One Family District. (M. Antrim, City Manager)

RESOLUTION 2024-07-05: On a motion by Councilor Stephens and seconded by Councilor Nance to approve the replat 2024-06-01 as presented, the City Council unanimously adopted the motion.

12. EXECUTIVE REPORTS.

Executive reports 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. 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 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).

RESOLUTION 2024-07-06: On a motion by Councilor Nance and seconded by Councilor Escovedo to recess into executive session, the City Council unanimously adopted the motion. **(7:59 P.M.)**

14. EXECUTIVE SESSION.

Minutes: 07-02-2024

Approved: 07-16-2024

Consultation with Attorney § 551.071, Texas Government Code

- A. Discuss the possible sale and/or acquisition of property for long-term overall city goals and planning, including city-owned structures. (M. Antrim, City Manager)

15. ACTION AFTER EXECUTIVE SESSION.

RESOLUTION 2024-07-07: On a motion by Councilor Stone and seconded by Councilor Olivas to move into open session, the City Council adopted the motion with all members present voting in favor. **(8:51 P.M.)**

- A. Action, if any, concerning any of the matters listed in executive session. (M. Antrim, City Manager)

RESOLUTION 2024-07-08: On a motion by Councilor Stephens and seconded by Councilor Olivas to authorize the City Manager to have discussion with property owners that are aligned with the city's long term comprehensive plan, the City Council unanimously adopted the motion.

RESOLUTION 2024-07-09: On a motion by Councilor Stone and seconded by Councilor Olivas to adjourn, the meeting was adjourned.

There being no further business, the meeting was adjourned by Mayor Eaves.

16. Adjourn. (8:52 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

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

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that notice of this meeting was posted at City Hall, in a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on Friday, June 28, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL OF OFFICE,
this _____ day of _____ 2024.

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

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6C

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the Fiscal Year 2024-2025 Boards, Commissions, and Committees calendar. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

Each year City Administration creates a master calendar with City Council meetings, holiday schedules, Municipal Court meetings, and Board Meetings. Scheduling meetings in advance increases transparency in government by providing a set date and time for residents to be able to attend meetings. This also provides for efficient planning and efficient utilization of staff and board member resources by providing the ability for stakeholders to better plan vacations and time off. Due to the advanced scheduling, board members may view the schedule and plan to be in attendance at those meetings.

SUPPORTING MATERIALS

1. FY 2024-2025 Boards, Commission, and Committees Calendar

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

FY 2024-2025 CITY BOARDS CALENDAR

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Holidays Fiscal Year 2024-2025

Oct 14, 2024	Columbus Day	Jan 1, 2025	New Year's Day	Jun 19, 2025	Juneteenth
Nov 11, 2024	Veterans Day	Jan 20, 2025	Martin L. King Day	Jul 4, 2025	Independence Day
Nov 27,28,29	Thanksgiving Day break	Feb 17, 2025	Presidents' Day	Sep 1, 2025	Labor Day
Dec 23,24,25	Christmas Break	Abr 18,21	Good Friday Weekend		
Dec 31, 2024	New Year's Eve	May 26, 2025	Memorial Day		

Planning & Zoning
Building & Standards
Parks & Recreation Board

Animal Advisory Board
Hotel Occupancy Tax Committee
City Council Meeting

City Offices Closed

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6D

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the appointment of Iris De Leon to the Place 6 position on the Parks and Recreation Board. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

NONE.

SUPPORTING MATERIALS

1. I. Deleon Boards & Commissions Questionnaire_Redacted

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

ADMINISTRATION: BOARDS & COMMISSION APPLICATION

Print

Submitted by: Iris De Leon

Submitted On: 2024-06-27 21:10:01

Submission IP: (207.218.128.84)
proxy IP (raw IP)

Status: Acknowledged

Priority: Normal

Assigned To: Geo Calderon

Due Date: Open

Attachments

- [IRIS DE LEON.pdf](#) - 2024-06-27 09:10:01 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

* Last Name

Iris

De Leon

* Street Address

* City

* State

* Zip code

Alpine

Tx

79830

* Email Address

* Phone

* Occupation

* Are you a resident of Alpine, Texas?

Personal Banker at West Texas National Bank

☒ Yes

☐ No

* How long have you been a resident of, or been involved with, Alpine?

* Are you a qualified (registered) voter of Brewster County?

10 years

☐ 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 & Recreation

* Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board:

Bachelor of Science in Criminal Justice Verizon Sales Manager (2019-2022) WTNB Personal Banker (2022-) Skills -Bilingual (English & Spanish) Leadership Customer Service Accounting Microsoft Office

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 because it has been my home for the past 10 years , and I wish to contribute to this beautiful community. I believe that contributing as a board member would teach me how the city, regulations, and community works. It takes one person to make a difference, and I know I can make a difference by becoming a member.

* 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

Iris De Leon

Please type full name

* Date

12/30/1995

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

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6E

Department: Office of the City Secretary

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of the appointment of Kirsten Moody to the Place 3 (Arts & Historic) position on the Hotel Occupancy Tax Committee. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

1. K. Moody - Boards & Commissions Questionnaire_Redacted

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

ADMINISTRATION: BOARDS & COMMISSION APPLICATION

Print

Submitted by: Kirsten Moody

Submitted On: 2024-07-02 20:31:23

Submission IP: (65.65.156.38)

proxy IP (raw IP)

Status: Acknowledged

Priority: Normal

Assigned To: Geo Calderon

Due Date: Open



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

Kirsten

* Last Name

Moody

* **Street Address**

[REDACTED]

* **City**

Austin

* **State**

TX

* **Zip code**

78722

* **Email Address**

[REDACTED]

* **Phone**

[REDACTED]

* **Occupation**

volunteer

* **Are you a resident of Alpine, Texas?**

☒ **Yes**

☐ **No**

* **How long have you been a resident of, or been involved with, Alpine?**

I was born and brought up in Alpine, and have owned a home here for almost 20 years. I go back and forth between Alpine and Austin.

* **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:**

HOT Committee

* **Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board:**

I am from Alpine and have a deep love for it. Most of my volunteer work is in Alpine, with a group called Alpine Community Projects. I'm interested to learn about the HOT funds process. I've served on an Alpine city board once before and was a reliable member.

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

I enjoy learning about city government and I think it's important to have citizens involved in it.

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

☒ **Yes**

☐ **No**

If yes, in what capacity?

I was on the Parks and Recreation Advisory Board

How long?

3 4 years

* **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:

No to receiving compensation. Possibly yes to a conflict. If Alpine Community Projects has an application in front of the HOT Committee, I would recuse myself.

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

Kirsten Moody

Please type full name

* Date

07/02/2024

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

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6F

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approval of Fiscal Year 2023 - 2024 2nd Quarter Investment Report. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Quarterly Investment Report 2023-2024 2ND QTR

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

CITY OF ALPINE
QUARTERLY COUNCIL REPORT
FY 2023 - 2024 2nd QUARTER
INVESTMENT REPORT

ACCOUNT TYPE	PURCHASE DATE	MATURITY DATE	Beginning Balance 01/01/24	INTEREST 03/31/24	CHANGE AMOUNT	INTEREST/DIVIDE ND EARNED	BOOK VALUE	MARKET VALUE	Fund Distribution
TexStar	N/A	On Demand	\$2,112,635.96	0.999936%	\$0.00	\$28,077.04	\$2,140,713.00	\$2,140,713.00	All Funds
Resolution 2021-12-01 - 1st Payment of ARPA (\$741,127.78) - DEDICATED TO WASTEWATER Collateral Limits Reached at WTNB- Transferred \$500,000 May 17, 2022 from General Fund - Council notified Collateral Limits at WTNB - Transferred 2nd Payment of ARPA (\$742,592.47)									
TXClass - Capital Improvements	7/27/2016	On Demand	\$301,021.95	5.4652%	\$0.00	\$4,141.65	\$305,163.60	\$305,163.60	General Fund - Road Repair
TXClass - Airport Reserve	8/10/2015	On Demand	\$30,299.47	5.4652%	\$0.00	\$416.89	\$30,716.36	\$30,716.36	Airport
TXClass - HOT Reserve	8/11/2015	On Demand	\$92,170.26	5.4652%	\$0.00	\$1,268.15	\$93,438.41	\$93,438.41	Tourism
TXClass - Creek Project	7/17/2017	On Demand	\$244,480.92	5.4652%	\$0.00	\$3,363.69	\$247,844.61	\$50,000.00	General Fund - Splash Pad
Resolution 2021-08-02 - \$50,000 dedicated to Splash Pad - remaining funds for purchase of generators									
TXClass - Fire Dept	7/17/2017	On Demand	\$210,690.30	5.4652%	\$0.00	\$2,898.78	\$213,589.08	\$213,589.08	General Fund - Fire
TXClass - Water/Sewer Infrastructure	6/20/2017	On Demand	\$845,594.72	5.4652%	\$0.00	\$13,254.12	\$976,590.95	\$976,590.95	Water/Sewer
Lift Station Repairs \$117,742.11 RB 03 Reserve Closed - Resolution - Holiday Inn Lift Station Repairs									
TXClass - Pueblo Nuevo Park	9/27/2022	On Demand	\$230,920.88	5.4652%	-\$75,000.00	\$2,145.26	\$158,066.14	\$158,066.14	Pueblo Nuevo - City Match
Beginning Total Investments			\$4,185,556.57	Total Interest		\$55,565.58	Total Investments	\$4,166,122.15	

This quarterly report is in full compliance with the investment strategy as established for the City's funds in the City's Investment Policy and meets the reporting requirements mandated by the Public Funds Investment Act (Chapter 2256) as amended.

Prepared by


Megan Antrim
City Manager

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6G

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approval of Fiscal Year 2023 - 2024 3rd Quarter Investment Report. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Quarterly Investment Report 2023-2024 3RD QTR

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

CITY OF ALPINE
QUARTERLY COUNCIL REPORT
FY 2023 - 2024 3rd QUARTER
INVESTMENT REPORT

ACCOUNT TYPE	PURCHASE DATE	MATURITY DATE	Beginning Balance	INTEREST	CHANGE AMOUNT	INTEREST/DIVIDE ND EARNED	BOOK VALUE	MARKET VALUE	Fund Distribution
			04/01/24	06/30/24					
TexStar	N/A	On Demand	\$2,140,713.00	99.993900%	\$0.00	\$28,455.39	\$2,169,168.39	\$2,169,168.39	All Funds
Resolution 2021-12-01 - 1st Payment of ARPA (\$741,127.78) - DEDICATED TO WASTEWATER									
Collateral Limits Reached at WTNB- Transferred \$500,000 May 17, 2022 from General Fund - Council notified									
Collateral Limits at WTNB - Transferred 2nd Payment of ARPA (\$742,592.47)									
Resolution 2024-06-01 - 2nd Payment of ARPA (\$742,592.47) - DEDICATED TO WASTEWATER									
TXClass - Capital Improvements	7/27/2016	On Demand	\$305,163.60	5.4278%	\$0.00	\$4,145.71	\$309,309.31	\$309,309.31	General Fund - Road Repair
TXClass - Airport Reserve	8/10/2015	On Demand	\$30,716.36	5.4278%	-\$25,000.00	\$298.38	\$6,014.74	\$6,014.74	Airport
TXClass - HOT Reserve	8/11/2015	On Demand	\$93,438.41	5.4278%	\$0.00	\$1,269.35	\$94,707.76	\$94,707.76	Tourism
TXClass - Creek Project	7/17/2017	On Demand	\$247,844.61	5.4278%	\$0.00	\$3,367.00	\$251,211.61	\$50,000.00	General Fund - Splash Pad
								\$201,211.61	Generators
Resolution 2021-08-02 - \$50,000 dedicated to Splash Pad - remaining funds for purchase of generators									
TXClass - Fire Dept	7/17/2017	On Demand	\$213,589.08	5.4278%	\$0.00	\$2,901.66	\$216,490.74	\$216,490.74	General Fund - Fire
TXClass - Water/Sewer Infrastructure	6/20/2017	On Demand	\$858,848.84	5.4278%	\$0.00	\$13,267.13	\$989,858.08	\$989,858.08	Water/Sewer
			Lift Station Repairs	\$117,742.11	RB 03 Reserve Closed - Resolution - Holiday Inn Lift Station Repairs				
TXClass - Pueblo Nuevo Park	9/27/2022	On Demand	\$158,066.14	5.4278%	\$0.00	\$2,147.35	\$160,213.49	\$160,213.49	Pueblo Nuevo - City Match
Beginning Total Investments			\$4,166,122.15	Total Interest		\$55,851.97	Total Investments	\$4,196,974.12	

This quarterly report is in full compliance with the investment strategy as established for the City's funds in the City's Investment Policy and meets the reporting requirements mandated by the Public Funds Investment Act (Chapter 2256) as amended.

Prepared by


Megan Antrim
City Manager

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 6H

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve payment of the June 2024 monthly billing summary for Bojorquez Law Firm services.
(M. Antrim, City Manager)

EXECUTIVE SUMMARY

N/A

SUPPORTING MATERIALS

1. Bojorquez Law Firm - June 2024 Invoice

BUDGET CONSIDERATIONS

Expenditure Required: \$8,420.20

Savings Anticipation: N/A

Current Budget FY2023- \$100,000
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/3/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

INVOICE

Number	12483
Issue Date	6/30/2024
Due Date	8/2/2024
Ref. Number	12483-A

City of Alpine
Megan Antrim, City Manager
100 N 13th St.
Alpine, TX 79830

Alpine - Code Enforcement

Total for Alpine - Code Enforcement	\$231.00
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Alpine - General

Total for Alpine - General	\$3,090.00
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Alpine - Land Use

Total for Alpine - Land Use	\$1,397.40
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Alpine - Municipal Court

Total for Alpine - Municipal Court	\$3,132.40
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Alpine - Open Records

Total for Alpine - Open Records	\$395.40
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Alpine - Public Safety

Total for Alpine - Public Safety	\$1,001.50
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Total (USD)	\$9,247.70
Paid	\$0.00
Balance	\$9,247.70
I-12403 Previous Balance	\$8,420.20
Total Outstanding	\$17,667.90

Terms & Conditions

WARNING: While this document is a public record subject to release under Tex. Gov't Code Ch. 552.022(a), it might contain *Confidential/Privileged* information exempt from disclosure.

Make checks payable to Bojorquez Law Firm, PC

Tax ID#27-0818127

11675 Jollyville Road, Suite 300

Austin, TX 78759

ALL PAST DUE AMOUNTS ARE SUBJECT TO INTEREST CHARGES

Timekeeper Totals

Name	Rate	Hours	Total
Alessandra Gad	\$206.15	33.10	\$6,823.70
Nicole E Hipp-Follweiler	\$108.76	3.30	\$358.90
Mareia Schreiber	\$108.00	0.30	\$32.40
Chris Gad	\$191.00	9.70	\$1,852.70
Desiree Duarte	\$200.00	0.90	\$180.00

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 8A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Office of the City Secretary (OCS) Quarterly Reports including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates:

- i. Quarter I Summary.
- ii. October 2023, November 2023, December 2023.
- iii. Quarter II Summary.
- iv. January 2024, February 2024, March 2024.
- v. Quarter III Summary.
- vi. April 2024, May 2024, June 2024.

(G. Calderon, City Secretary)

EXECUTIVE SUMMARY

As part of the City Secretary's annual goals for the upcoming year, the Council tasked the City Secretary with conducting regular reports to the Council. This initial reporting period is for the beginning of the fiscal year until the end of the 3rd quarter. We welcome any feedback that the Council may have regarding what type of information the council prefers, in what format, and if anything should be added or removed.

SUPPORTING MATERIALS

1. Quarter 1 FY 2024 OCS Report
2. 10-2023 OCS Report FY 2024
3. 11-2023 OCS Report FY 2024
4. 12-2023 OCS Report FY 2024
5. Quarter 2 FY 2024 OCS Report
6. 1-2024 OCS Report FY 2024
7. 2-2024 OCS Report FY 2024
8. 3-2024 OCS Report FY 2024
9. Quarter 3 FY 2024 OCS Report
10. 4-2024 OCS Report FY 2024
11. 5-2024 OCS Report FY 2024
12. 6-2024 OCS Report FY 2024

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

OFFICE OF THE CITY SECRETARY

FISCAL YEAR 2024 QUARTER 1 SUMMARY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	Q1 2024	FY 2024 YTD
Regular Meetings	4	4
Special Meetings	1	1
Workshops	4	4

Document Type	Q1 2024	FY 2024 YTD
Agendas Prepared/Posted	5	5
Packets Prepared/Posted	5	5
Minutes Completed/Approved	6	6

Agenda Items Processed	Q1 2024	FY 2024 YTD
Ordinances	4	4
Resolutions	9	9
Proclamations	4	4
Contracts/Agreements	2	2
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	8	8
Alcoholic Beverage Permit	2	2
Coin-Operated / Gameroom Permit	0	0
Rezone	2	2
Replat	2	2
Annexation	0	0
Variance	0	0
Other	36	36

Enrolled (Passed) Documents	Q1 2024	FY 2024 YTD
Ordinances	0	0
Resolutions	9	9
Orders	0	0

APPROVED ORDINANCES

Ordinance 2023-12-02: an ordinance amending Appendix C - Zoning, Article I - Schedule of Districts, Section II - R-1 One Family District to the Alpine Code of Ordinances; Repealing the requirement that beauty salons are not an acceptable use in a residential area by approved special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of the ordinance. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

Ordinance 2023-12-03: an ordinance amending the City of Alpine FY 2023-2024 Budget. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

UNAPPROVED ORDINANCES

Ordinance 2023-12-01: an ordinance approving Rezone Application 2023-10-01-A; Amending the official zoning map of the city by rezoning the property located at 401 W. Sul Ross and legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, Envelope 184, Plat Records of Brewster County, Texas, from R-2 Two Family District to C-0 Office Services District. The Planning & Zoning Commission has recommended denial of the zoning change. *The Council met on December 5, 2023 to consider the rezone application. The City Council denied rezone application 3 to 2.*

APPROVED RESOLUTIONS

Resolution 2023-10-01: Designating the Alpine Avalanche as the official newspaper of the City of Alpine for Fiscal Year 2023-2024.

Resolution 2023-10-04: Authorizing the city to participate in the Keep Texas Beautiful - Texas Recycles Days Grant Program for Fiscal Year 2024.

Resolution 2023-10-05: Authorizing the city to participate in the Texas Water Development Board's Asset Management Program for Small Systems Grant.

Resolution 2023-11-01: appointing Council Member Darin Nance to the Brewster County Appraisal District Board of Directors.

Resolution 2023-11-02: authorizing the City to participate in an agreement with the State of Texas through the Department of Transportation to request the closure of North Highway 118 (Between Holland and Avenue E) on November 17 through November 19, 2023.

Resolution 2023-11-03: authorizing the City to participate in the Texas Department of Transportation Aviation Routine Airport Maintenance program (RAMP) Grant 4 of 6 Program for financial assistance used solely and exclusively for airport maintenance at the Alpine Casparis Municipal Airport.

Resolution 2023-11-04: approving the lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

Resolution 2023-12-01: a resolution approving the amended lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

Resolution 2023-12-02: a resolution authorizing participation with the cities served by AEP Texas.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-10-03: a special use permit for the purpose of allowing the applicant, Ole Crystal Bar / Isabelle Varlan Monshaugen & Van Huff, P.C., to obtain a mixed beverage license/permit from the Texas Alcoholic Beverage Commission to operate a bar. The property in question is located at 410 E. Holland Avenue. The record property owner is 410 E. Holland Holdings, LLC. The property ID of the subject property is 12337.

Special Use Permit 2023-11-01: a Short Term Rental Special Use Permit allowing a short term rental to be established at 501 N 2nd St. The property owner of record is Jason and Robin Stone. The Parcel ID of the subject property is 12034.

Special Use Permit 2023-11-02: a Short Term Rental Special Use Permit allowing a short term rental to be established at 405 E Ave E. The property owner of record is Shelley and Cary Shackelford. The Parcel ID of the subject property is 11914.

Special Use Permit 2023-11-06: a short term rental Special Use Permit allowing a short term rental to be established at 401 E. Ave A. The property owner of record is Richard K Zimmer Etux. The Parcel ID of the subject property is 11097.

Special Use Permit 2023-11-05: a special use permit for the purpose of allowing the applicant, Lowe's Market #178, to obtain a Wine-Only Package Store Permit (Q) from the Texas Alcoholic Beverage Commission to operate a grocery store with alcohol sales. The property in question is located at 104 N. 2nd Street. The record property owner is Porter & Company, LTD. The property ID of the subject property is 11792.

UNAPPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-03: a Short Term Rental Special Use Permit allowing a short term rental to be established at 202 N 4th St. The property owner of record is Karl Brauch. The Parcel ID of the subject property is 11906. *Postponed due to parking concerns.*

Special Use Permit 2023-11-04: a Short Term Rental Special Use Permit allowing a short term rental to be established at 1004 W. Del Rio St. The property owner of record is Justin Tallant and Colleen West. The Parcel ID of the subject property is 30379. *Postponed due to parking concerns.*

Special Use Permit 2023-11-07: a short term rental Special Use Permit allowing a short term rental to be established at 907 E. Nations. The property owner of record is Mark Ofenstein. The Parcel ID of the subject property is 11054. *Postponed due to parking concerns.*

APPROVED REPLATS

Replat 2023-11-01: a replat application allowing the applicant, Jose Cobos, to combine lots in order to provide the ability to use a primary address at the subject property without the necessity of building a primary structure on one lot.

Replat 2023-11-02: a replat application allowing the applicant, Ruben Montilva, to combine lots to allow the applicant to install a structure over currently existing common lot lines.

APPROVED CONTRACTS / AGREEMENTS

Lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

Interlocal Agreement between the Alpine Independent School District (AISD) and the City of Alpine for financial support of a child care facility.

WORKSHOPS & PRESENTATIONS

12-5-24: Jacob | Martin - Skyway Gardens Feasibility Study Update.

12-5-24: Jacob | Martin - Current Water Projects Update.

12-5-24: Kurt Grant - Communities Unlimited - Water Rate Presentation

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 20 public hearings in Quarter 1. Additionally, we sent 248 letters to owners within 200 feet of properties where proposed zoning changes were being considered. Legal notices of passed ordinances were higher in October due to updated notices being published in the official paper, correcting a deficiency with prior notices.

Public Hearings	Q1 2024	FY 2024 YTD
No. of Hearings Conducted	20	20

Letters	Q1 2024	FY 2024 YTD
No. of Letters Sent	248	248

Official Newspaper Notices	Q1 2024	FY 2024 YTD
Notice of Public Hearing	8	8
Notice of Passed Ordinance	13	13

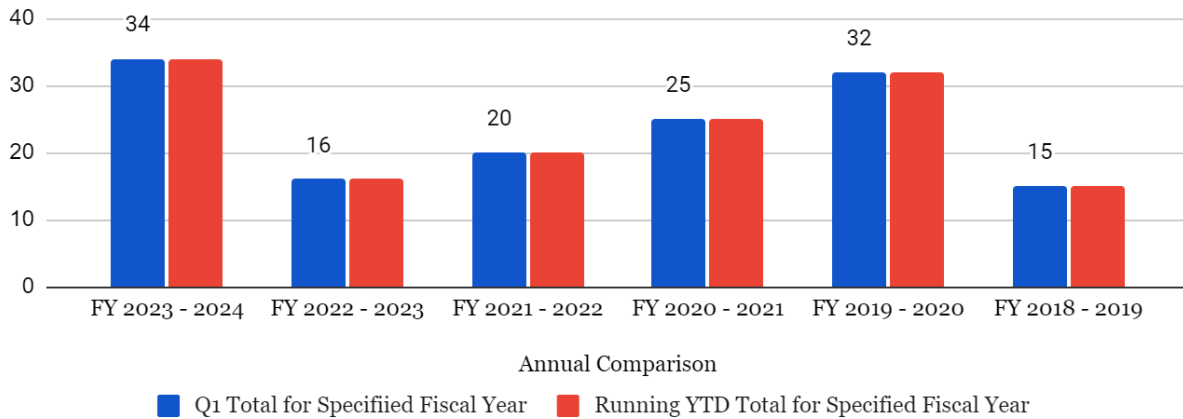
PUBLIC INFORMATION REQUESTS

Public Information Requests	Q1 2024	FY 2024 YTD
Requests Received	36	36
Average Completion Time	4 days	4 days
Referred to Attorney General	1	1

Requests by Department	Q1 2024	FY 2024 YTD
Administration	3	3
Animal Services	1	1
Building Services / Planning / Code	6	6
Finance	1	1
Police	25	25
Public Works	-	-
Utilities	-	-
Utility Billing	-	-
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending December 31*

Annual Comparison	Q1 Total for Specified Fiscal Year	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	36	36
FY 2022 - 2023	16	16
FY 2021 - 2022	20	20
FY 2020 - 2021	25	25
FY 2019 - 2020	32	32
FY 2018 - 2019	15	15

Public Information requests - Year to Date Annual Comparison for 1st Quarter**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	Q1 2024	FY 2024 YTD
Agendas Prepared/Posted	5	5
Packets Prepared/Posted	5	5
Minutes Completed	5	5

Board Meetings Held	Q1 2024	FY 2024 YTD
Animal Advisory Board	1	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	0
Parks and Recreation	1	1
Planning & Zoning	2	2
Building & Standards	0	0

OFFICE OF THE CITY SECRETARY

OCTOBER 2023 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	October 2023	FY 2024 YTD
Regular Meetings	2	2
Special Meetings	0	0
Workshops	0	0

Document Type	October 2023	FY 2024 YTD
Agendas Prepared/Posted	2	2
Packets Prepared/Posted	2	2
Minutes Completed	4	4

Agenda Items Processed	October 2023	FY 2024 YTD
Ordinances	0	0
Resolutions	3	3
Proclamations	2	2
Contracts/Agreements	0	0
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	0	0
Alcoholic Beverage Permit	0	0
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	0	0
Annexation	0	0
Variance	0	0
Board Appointments	0	0
Other	16	16

Enrolled (Passed) Documents	October 2023	FY 2024 YTD
Ordinances	0	0
Resolutions	3	3
Orders	0	0

APPROVED ORDINANCES

Ordinance 2023-12-02: an ordinance amending Appendix C - Zoning, Article I - Schedule of Districts, Section II - R-1 One Family District to the Alpine Code of Ordinances; Repealing the requirement that beauty salons are not an acceptable use in a residential area by approved special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of the ordinance. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

Ordinance 2023-12-03: an ordinance amending the City of Alpine FY 2023-2024 Budget. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

APPROVED RESOLUTIONS

Resolution 2023-10-01: Designating the Alpine Avalanche as the official newspaper of the City of Alpine for Fiscal Year 2023-2024.

Resolution 2023-10-04: Authorizing the city to participate in the Keep Texas Beautiful - Texas Recycles Days Grant Program for Fiscal Year 2024.

Resolution 2023-10-05: Authorizing the city to participate in the Texas Water Development Board's Asset Management Program for Small Systems Grant.

UNAPPROVED ORDINANCES – None.

APPROVED SPECIAL USE PERMITS – None.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS – None.

WORKSHOPS & PRESENTATIONS – None.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held one City Council public hearing and one Planning & Zoning Commission public hearing in October 2023. Additionally, we sent 127 letters to owners within 200 feet of properties where proposed zoning changes were being considered. Legal notices of passed ordinances were higher in October due to updated notices being published in the official paper, correcting a deficiency with prior notices.

Public Hearings	October 2023	FY 2024 YTD
No. of Hearings Conducted	2	2

Letters	October 2023	FY 2024 YTD
No. of Letters Sent	127	127

Official Newspaper Notices	October 2023	FY 2024 YTD
Notice of Public Hearing	4	4
Notice of Passed Ordinance	10	10

PUBLIC INFORMATION REQUESTS

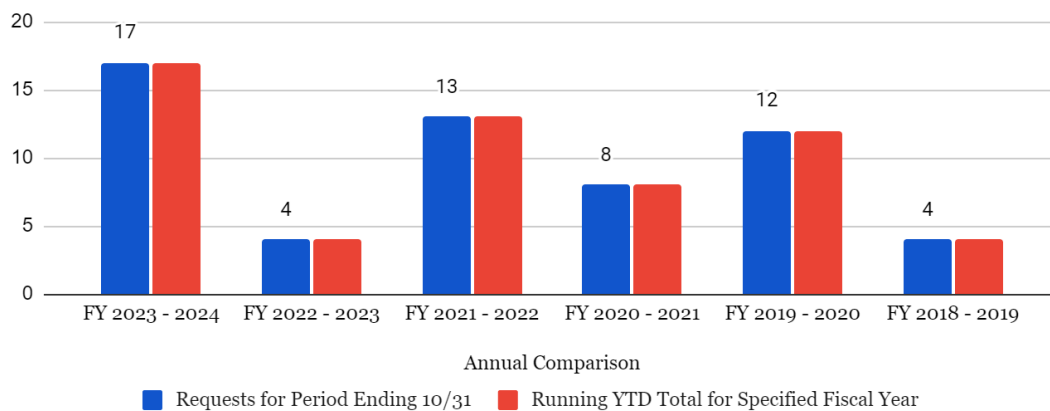
Public Information Requests	October 2023	FY 2024 YTD
Requests Received	17	17
Average Completion Time	5 days	5 days
Referred to Attorney General	1	1

Requests by Department	October 2023	FY 2024 YTD
Administration	2	2
Animal Services	1	1
Building Services / Planning / Code	3	3
Finance	1	1
Police	10	10
Public Works	-	-
Utilities	-	-
Utility Billing	-	-
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending October 31*

Annual Comparison	Requests for Period Ending 10/31	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	17	17
FY 2022 - 2023	4	4
FY 2021 - 2022	13	13
FY 2020 - 2021	8	8
FY 2019 - 2020	12	12
FY 2018 - 2019	4	4

Requests - Annual Comparison for period ending 10/31



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

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Document Type	October 2023	FY 2024 YTD
Agendas Prepared/Posted	3	3
Packets Prepared/Posted	3	3
Minutes Completed/Approved	3	3

Board Meetings Held	October 2023	FY 2024 YTD
Animal Advisory Board	1	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	0
Parks and Recreation	1	1
Planning & Zoning	1	1
Building & Standards	0	0

Animal Advisory Board

Met on October 10, 2023 to discuss progress on Fiscal Year 2022-2023 objectives, to consider the Fiscal Year 2023-2024 meeting calendar, and to discuss the Fiscal Year 2023-2024 objectives.

Parks and Recreation Board

Met on October 11, 2023 to discuss and review the proposed ordinance amending Chapter 74 amending rules and regulations for city parks and to discuss locations for a possible donation of Alpine Public Library shade structure to the Parks Department.

Planning & Zoning Commission

Met on October 23, 2023 to hold a public hearing and consider Rezoning Application 2023-10-01 to rezone the subject property located at 401 W. Sul Ross from R-2 Tow Family District to C-2 Business District. This rezone would allow the applicant to establish a beauty salon at the subject property. The commission voted to recommend denial of the application with one member voting in favor, two voting against, and two abstaining.

Additionally, the commission discussed making necessary updates on M-1 Property Zoning to protect the safety and welfare of Alpine citizens, evaluated an example of a sample industrial zoning ordinance, and discussed recommending updates to the coin operated machine establishment ordinance.

Hotel Occupancy Tax - None.

Music Advisory Board - None.

Building & Standards Commission - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

No board, commission, or committee appointments were made in October 2024. No resignations occurred within the same timeframe. The following boards had vacancies:

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Parks and Recreation Board

Place 2

Place 3

TRAINING ACTIVITY & SPECIAL EVENTS

Attended the Texas Municipal League Annual Conference in Dallas.

- *Go Home Early: A Practical Guide to Streamlined Meetings* - Presentation by Thomas A Gwosdz.
- *The Good, the Bad, and the Real Ugly* - Texas Municipal Clerks Association.
- *Public Engagement* - Texas Association of Municipal Information Officers.
- *City Council and Staff Ethics for Small Cities* - Texas Municipal League, Legal Division.
- *A City Hall Primer to Sovereign Citizens*.

Attended the Texas Municipal Clerk Certification Program Advanced Institute in Frisco, Texas.

- Awarded the \$500 Sandra Watkins Election Law Scholarship.
- Completed the official assessment by the Brunel Group: *A Deeper Way*. The ADW | Profile is a global measure of personality that measures 9 different families (40 scales) of an individual's personality, including the Big 5, Self-Concept, Psychological Values, and Conflict Energies – all at one's best, on a typical day, and under stress. The assessment generates 7 different reports validated for use across multiple situations, including selection and onboarding, individual coaching and development, team development, working through conflict, and any number of people-focused circumstances.

OFFICE OF THE CITY SECRETARY

NOVEMBER 2023 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

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Meeting Type	November 2023	FY 2024 YTD
Regular Meetings	1	3
Special Meetings	1	1
Workshops	1	1

Document Type	November 2023	FY 2024 YTD
Agendas Prepared/Posted	2	4
Packets Prepared/Posted	2	4
Minutes Completed/Approved	1	5

Agenda Items Processed	November 2023	FY 2024 YTD
Ordinances	1	1
Resolutions	4	7
Proclamations	2	4
Contracts/Agreements	2	2
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	4	4
Alcoholic Beverage Permit	1	1
Coin-Operated / Gameroom Permit	0	0
Rezone	1	1
Replat	0	0
Annexation	0	0
Variance	0	0
Board Appointments	2	2
Other	13	29

Enrolled (Passed) Documents	November 2023	FY 2024 YTD
Ordinances	0	0
Resolutions	4	7
Orders	0	0

APPROVED ORDINANCES – None.**UNAPPROVED ORDINANCES**

Ordinance 2023-11-01: an ordinance approving Rezone Application 2023-10-01; Amending the official zoning map of the city by rezoning the property located at 401 W. Sul Ross and legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, Envelope 184, Plat Records of Brewster County, Texas, from R-2 two family district to C-2 business district. *The Council met on November 7, 2023 to consider the rezone application. The City Council sent the rezone request back to the Planning & Zoning Commission for further review to find if C-0 Office Services District would be a more suitable option.*

APPROVED RESOLUTIONS

Resolution 2023-11-01: appointing Council Member Darin Nance to the Brewster County Appraisal District Board of Directors.

Resolution 2023-11-02: authorizing the City to participate in an agreement with the State of Texas through the Department of Transportation to request the closure of North Highway 118 (Between Holland and Avenue E) on November 17 through November 19, 2023.

Resolution 2023-11-03: authorizing the City to participate in the Texas Department of Transportation Aviation Routine Airport Maintenance program (RAMP) Grant 4 of 6 Program for financial assistance used solely and exclusively for airport maintenance at the Alpine Casparis Municipal Airport.

Resolution 2023-11-04: approving the lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-10-03: a special use permit for the purpose of allowing the applicant, Ole Crystal Bar / Isabelle Varlan Monshaugen & Van Huff, P.C., to obtain a mixed beverage license/permit from the Texas Alcoholic Beverage Commission to operate a bar. The property in question is located at 410 E. Holland Avenue. The record property owner is 410 E. Holland Holdings, LLC. The property ID of the subject property is 12337.

Special Use Permit 2023-11-01: a Short Term Rental Special Use Permit allowing a short term rental to be established at 501 N 2nd St. The property owner of record is Jason and Robin Stone. The Parcel ID of the subject property is 12034.

Special Use Permit 2023-11-02: a Short Term Rental Special Use Permit allowing a short term rental to be established at 405 E Ave E. The property owner of record is Shelley and Cary Shackelford. The Parcel ID of the subject property is 11914.

UNAPPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-03: a Short Term Rental Special Use Permit allowing a short term rental to be established at 202 N 4th St. The property owner of record is Karl Brauch. The Parcel ID of the subject property is 11906. *Tabled due to parking concerns.*

Special Use Permit 2023-11-04: a Short Term Rental Special Use Permit allowing a short term rental to be established at 1004 W. Del Rio St. The property owner of record is Justin Tallant and Colleen West. The Parcel ID of the subject property is 30379. *Tabled due to parking concerns.*

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS

Lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

Interlocal Agreement between the Alpine Independent School District (AISD) and the City of Alpine for financial support of a child care facility.

WORKSHOPS & PRESENTATIONS

11-7-21: Workshop proposed changes to Chapter 23 - City Council to the Alpine Code of Ordinances, including updates to the order of business, updates to the rules of procedure, and updates to the rules of decorum for City Council meetings.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held one City Council public hearing and 9 public hearings in November 2023. Additionally, we sent 85 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	November 2023	FY 2024 YTD
No. of Hearings Conducted	9	11

Letters	November 2023	FY 2024 YTD
No. of Letters Sent	85	212

Official Newspaper Notices	November 2023	FY 2024 YTD
Notice of Public Hearing	2	6
Notice of Passed Ordinance	3	13

PUBLIC INFORMATION REQUESTS

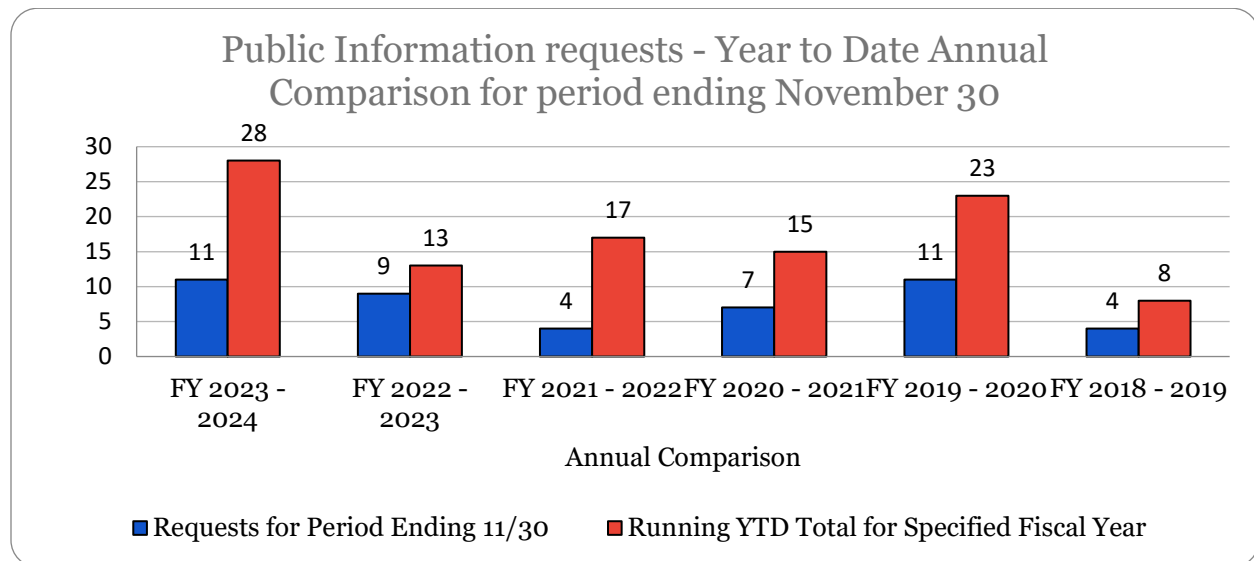
Public Information Requests	November 2023	FY 2024 YTD
Requests Received	11	28
Average Completion Time	3 days	4 days
Referred to Attorney General	0	1

Requests by Department	November 2023	FY 2024 YTD
Administration	-	2
Animal Services	-	1

Building Services / Planning / Code	3	6
Finance	-	1
Police	8	18
Public Works	-	-
Utilities	-	-
Utility Billing	-	-
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending November 30*

Annual Comparison	Requests for Period Ending 11/30	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	11	28
FY 2022 - 2023	9	13
FY 2021 - 2022	4	17
FY 2020 - 2021	7	15
FY 2019 - 2020	11	23
FY 2018 - 2019	4	8

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	November 2023	FY 2024 YTD
Agendas Prepared/Posted	2	5
Packets Prepared/Posted	2	5
Minutes Completed	2	5

Board Meetings Held	November 2023	FY 2024 YTD
Animal Advisory Board	0	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	0
Parks and Recreation	0	1
Planning & Zoning	1	2
Building & Standards	0	0

Hotel Occupancy Tax

The Hotel Occupancy Tax Committee was scheduled to meet on November 20, 2023, but was unable to conduct the meeting due to lack of a quorum.

Planning & Zoning Commission

Met on November 27, 2023, and conducted 3 public hearings concerning two replat applications and a Rezone Application 2023-10-01-A, the replat application sent back to the Commission from the City Council for applicant, Tehra Vaughn. Discussion items included updating the M-1 Industrial District ordinance and updates to parking requirements for the short term rental ordinance. The Commission considered and approved 2 replat applications for applicants Jose Cobos and Ruben Montilva.

The Commission considered Replat 2023-10-01-A, which was previously sent back to the Commission by the City Council. The Commission considered the alternate zoning designation of C-0 Offices Services District, heard objections and support from residents, and unanimously voted to recommend denial of the rezone application.

Animal Advisory Board – None.

Parks and Recreation Board – None.

Music Advisory Board - None.

Building & Standards Commission - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS

Hotel Occupancy Tax Committee

Place 1 (Hotelier): Sarah Hyers

Place 7 (At Large): Evin Hanke (This member previously served as a hotelier, but was removed from the board when she ceased operating a short term rental).

The following transfers were made in November 2023:

Place 7 (At Large) to Place 2 (Hotelier): Jesusita Gonzales (Short Term Rental Operator)

BOARD RESIGNATIONS**Hotel Occupancy Tax Committee**

Place 1 (Hotelier): Sarah Hyers

Sarah Hyers resigned due to the increased meeting times of the HOT Committee. She previously served on the Committee when it met 1 to 2 times per year.

Planning & Zoning Commission

Place 4: Abbey Branch

Abbey Branch, Chair of the Planning & Zoning Commission, resigned due to an increased workload in other endeavors. She presided over her last meeting in November 2023.

BOARD VACANCIES**Parks and Recreation Board**

Place 2

Place 3

TRAINING ACTIVITY & SPECIAL EVENTS

City Secretary attended *Short Term Rentals: Hate, Love, or Regulate?* by City Hall Essentials. Our current ordinance is aligned closely with what most other cities in Texas are regulating.

OFFICE OF THE CITY SECRETARY

DECEMBER 2023 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	December 2023	FY 2024 YTD
Regular Meetings	1	4
Special Meetings	0	1
Workshops	3	4

Document Type	December 2023	FY 2024 YTD
Agendas Prepared/Posted	1	5
Packets Prepared/Posted	1	5
Minutes Completed/Approved	1	6

Agenda Items Processed	December 2023	FY 2024 YTD
Ordinances	3	4
Resolutions	2	9
Proclamations	0	4
Contracts/Agreements	0	2
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	4	8
Alcoholic Beverage Permit	1	2
Coin-Operated / Gameroom Permit	0	0
Rezone	1	2
Replat	2	2
Annexation	0	0
Variance	0	0
Board Appointments	1	3
Other	7	36

Enrolled (Passed) Documents	December 2023	FY 2024 YTD
Ordinances	0	0
Resolutions	2	9
Orders	0	0

APPROVED ORDINANCES

Ordinance 2023-12-02: an ordinance amending Appendix C - Zoning, Article I - Schedule of Districts, Section II - R-1 One Family District to the Alpine Code of Ordinances; Repealing the requirement that beauty salons are not an acceptable use in a residential area by approved special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of the ordinance. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

Ordinance 2023-12-03: an ordinance amending the City of Alpine FY 2023-2024 Budget. *The Council met on December 5, 2023 and approved the first reading of the ordinance.*

UNAPPROVED ORDINANCES

Ordinance 2023-12-01: an ordinance approving Rezone Application 2023-10-01-A; Amending the official zoning map of the city by rezoning the property located at 401 W. Sul Ross and legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, Envelope 184, Plat Records of Brewster County, Texas, from R-2 Two Family District to C-0 Office Services District. The Planning & Zoning Commission has recommended denial of the zoning change. *The Council met on December 5, 2023 to consider the rezone application. The City Council denied rezone application 3 to 2.*

APPROVED RESOLUTIONS

Resolution 2023-12-01: a resolution approving the amended lease agreement between South Plains Community Action Association (SPCAA) and the City of Alpine for the use of property located at 607 W. Gallego Avenue, known as the Neighborhood Center.

Resolution 2023-12-02: a resolution authorizing participation with the cities served by AEP Texas.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-06: a short term rental Special Use Permit allowing a short term rental to be established at 401 E. Ave A. The property owner of record is Richard K Zimmer Etux. The Parcel ID of the subject property is 11097.

Special Use Permit 2023-11-05: a special use permit for the purpose of allowing the applicant, Lowe's Market #178, to obtain a Wine-Only Package Store Permit (Q) from the Texas Alcoholic Beverage Commission to operate a grocery store with alcohol sales. The property in question is located at 104 N. 2nd Street. The record property owner is Porter & Company, LTD. The property ID of the subject property is 11792.

UNAPPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-03: a Short Term Rental Special Use Permit allowing a short term rental to be established at 202 N 4th St. The property owner of record is Karl Brauch. The Parcel ID of the subject property is 11906. *Postponed due to parking concerns.*

Special Use Permit 2023-11-04: a Short Term Rental Special Use Permit allowing a short term rental to be established at 1004 W. Del Rio St. The property owner of record is Justin Tallant and Colleen West. The Parcel ID of the subject property is 30379. *Postponed due to parking concerns.*

Special Use Permit 2023-11-07: a short term rental Special Use Permit allowing a short term rental to be established at 907 E. Nations. The property owner of record is Mark Ofenstein. The Parcel ID of the subject property is 11054. *Postponed due to parking concerns.*

APPROVED REPLATS

Replat 2023-11-01: a replat application allowing the applicant, Jose Cobos, to combine lots in order to provide the ability to use a primary address at the subject property without the necessity of building a primary structure on one lot.

Replat 2023-11-02: a replat application allowing the applicant, Ruben Montilva, to combine lots to allow the applicant to install a structure over currently existing common lot lines.

APPROVED CONTRACTS / AGREEMENTS – None.

WORKSHOPS & PRESENTATIONS

12-5-24: Jacob | Martin - Skyway Gardens Feasibility Study Update.

12-5-24: Jacob | Martin - Current Water Projects Update.

12-5-24: Kurt Grant - Communities Unlimited - Water Rate Presentation

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held one City Council public hearing and one Planning & Zoning Commission public hearing in October 2023. Additionally, we sent 36 letters to owners within 200 feet of properties where proposed zoning changes were being considered. Legal notices of passed ordinances were higher in October due to updated notices being published in the official paper, correcting a deficiency with prior notices.

Public Hearings	December 2023	FY 2024 YTD
No. of Hearings Conducted	9	20

Letters	December 2023	FY 2024 YTD
No. of Letters Sent	36	248

Official Newspaper Notices	December 2023	FY 2024 YTD
Notice of Public Hearing	2	8
Notice of Passed Ordinance	0	13

PUBLIC INFORMATION REQUESTS

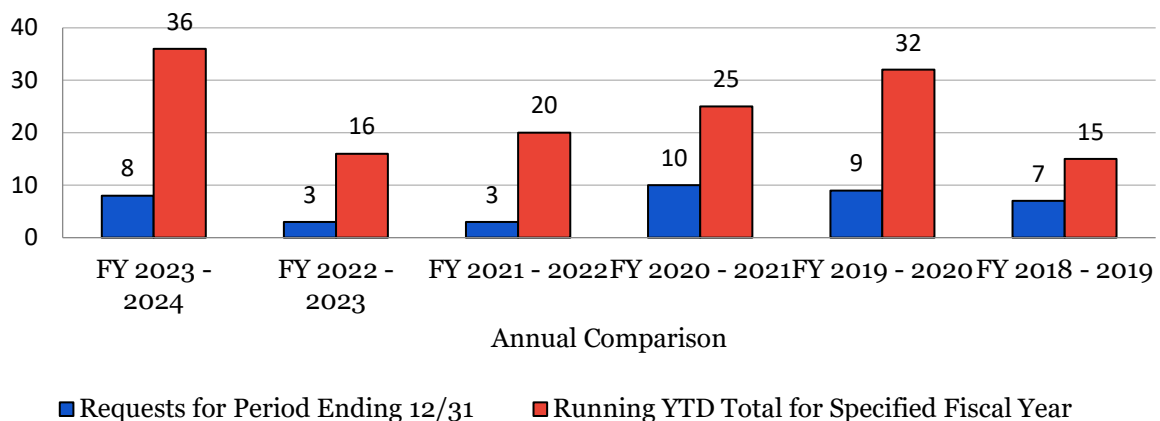
Public Information Requests	December 2023	FY 2024 YTD
Requests Received	8	36
Average Completion Time	4 days	4 days
Referred to Attorney General	0	1

Requests by Department	December 2023	FY 2024 YTD
Administration	1	3
Animal Services	-	1
Building Services / Planning / Code	-	6
Finance	-	1
Police	7	25
Public Works	-	-
Utilities	-	-
Utility Billing	-	-
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending December 31*

Annual Comparison	Requests for Period Ending 12/31	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	8	36
FY 2022 - 2023	3	16
FY 2021 - 2022	3	20
FY 2020 - 2021	10	25
FY 2019 - 2020	9	32
FY 2018 - 2019	7	15

Public Information requests - Year to Date Annual Comparison for period ending December 31

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting

ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	December 2023	FY 2024 YTD
Agendas Prepared/Posted	0	5
Packets Prepared/Posted	0	5
Minutes Completed	0	5

Board Meetings Held	December 2023	FY 2024 YTD
Animal Advisory Board	0	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	0
Parks and Recreation	0	1
Planning & Zoning	0	2
Building & Standards	0	0

Hotel Occupancy Tax – None.

Planning & Zoning Commission – None.

Animal Advisory Board – None.

Parks and Recreation Board – None.

Music Advisory Board - None.

Building & Standards Commission - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS

Parks & Recreation Board

Place 3: Kristal Baca

The following transfers were made in November 2023:

Place 7 (At Large) to Place 2 (Hotelier): Jesusita Gonzales (Short Term Rental Operator)

BOARD RESIGNATIONS

None.

BOARD VACANCIES

Planning & Zoning Commission

Place 4

Parks and Recreation Board

Place 2

OFFICE OF THE CITY SECRETARY
FISCAL YEAR 2024 QUARTER 2 SUMMARY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	Q2 2024	FY 2024 YTD
Regular Meetings	6	10
Special Meetings	0	1
Workshops	7	11

Document Type	Q2 2024	FY 2024 YTD
Agendas Prepared/Posted	6	11
Packets Prepared/Posted	6	11
Minutes Completed/Approved	8	14

Agenda Items Processed	Q2 2024	FY 2024 YTD
Ordinances	6	10
Resolutions	10	19
Orders	6	6
Proclamations	0	4
Contracts/Agreements	4	6
Policy Revisions	0	0
General Special/Conditional Use Permit	1	1
Short Term Rental	4	12
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	0	2
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	3	6
Other	41	77

Enrolled (Passed) Documents	Q2 2024	FY 2024 YTD
Ordinances	4	4
Resolutions	8	17
Orders	6	6

APPROVED ORDINANCES

Ordinance 2023-12-02: an ordinance amending Appendix C - Zoning, Article I - Schedule of Districts, Section II - R-1 One Family District to the Alpine Code of Ordinances; Repealing the requirement that beauty salons are not an acceptable use in a residential area by approved special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of the ordinance. *The Council met on January 2, 2024 and approved the final reading of the ordinance.*

Ordinance 2023-12-03: an ordinance amending the City of Alpine FY 2023-2024 Budget. *The Council met on January 2, 2024 and approved the final reading of the ordinance.*

Ordinance 2024-03-01: an ordinance amending Chapter 70 - Offenses and Miscellaneous Provisions, Article II - Minors to the Alpine Code of Ordinances; Repealing Division II - Curfew; Repealing the Juvenile Curfew within the city limits of Alpine to better align with state law; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

Ordinance 2024-02-02: an ordinance amending Appendix C – Zoning, Article I – Basic Ordinance to the Alpine Code of Ordinances; Amending the city zoning ordinance to provide for regulations in the M-1 – Industrial District Zone; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance.

Ordinance 2024-03-01: an ordinance amending Chapter 70 - Offenses and Miscellaneous Provisions, Article II - Minors to the Alpine Code of Ordinances; Repealing Division II - Curfew; Repealing the Juvenile Curfew within the city limits of Alpine to better align with state law; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

UNAPPROVED ORDINANCES

Ordinance 2024-02-01: an ordinance repealing Chapter 90 – Taxation, Article V – Short Term Rentals to the Alpine Code of Ordinances; Establishing Article V – Short Term Rentals to Chapter 22 – Businesses to the Alpine Code of Ordinances; Amending the parking requirements for short term rentals within the city; Providing the establishment of up to a \$2,000 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of this ordinance. *The Council did not approve the first reading of the ordinance because a general consensus could not be reached for parking concerns, permitting fees, and procedures.*

APPROVED RESOLUTIONS

Resolution 2024-02-01: a resolution approving a directive tasking the Parks and Recreation Board with Key City Objectives for the remaining Fiscal Year 2023-2024.

Resolution 2024-02-02: a resolution authorizing the Environmental Services department to participate in the Keep Texas Beautiful and Texas Department of Transportation's Governor's Community Achievement award program.

Resolution 2024-02-03: a resolution authorizing the City's Police Department to participate in the Office of the Governor's Public Safety Office, Rifle-Resistant Body Armor Grant Program for Fiscal Year 2025.

Resolution 2024-02-04: a resolution authorizing the City's Police Department to participate in the Office of the Governor's, Public Safety Office, Bullet-Resistant Shield Grant Program for Fiscal Year 2025.

Resolution 2024-02-05: a resolution authorizing the City's Police Department to participate in the Office of the Governor's Public Safety Office, Edward Byrne Memorial Justice Assistance Grant Program (JAG) for Fiscal Year 2025.

Resolution 2024-03-01: a resolution authorizing the City's Police Department to participate in the Office of the Governor's Public Safety Office, Homeland Security Grants Division, Operation Lonestar (OLS) Program for Fiscal Year 2025.

Resolution 2024-03-10: a resolution authorizing intervention in AEP Texas Inc's requested rate change proceeding before the commission; Approving cooperation with the Cities served by AEP; Hiring Lloyd Gosselink Attorneys and Consulting Services to negotiate with the company and directing any necessary litigation and appeals; Requiring reimbursement of Cities' rate case expenses; Finding that the meeting at which this resolution is passed is open to the Public as required by Law; Requiring notice of this resolution to the Company and Legal Counsel.

APPROVED ORDERS

Order 2024-02-01: an Order of Special Election for May 4, 2024, for the purpose of electing one Ward 1 Council Member for the remaining unexpired term ending May 2025; with early voting from April 22, 2024, to April 30, 2024.

Order 2024-03-01: an order approving the Certification of Unopposed Candidates for the May 4, 2024 General Election.

Order 2024-03-02: an order of cancellation for the unopposed Ward 2 and Mayoral races for the May 4, 2024 General Election.

Order 2024-03-03: an order appointing and setting the rate of pay for election officials, setting the number of election workers, and designating the Early Voting Ballot Board for the May 4, 2024 General & Special Elections.

Order 2024-03-04: an order approving the agreement between City of Alpine and Brewster County Election Administrator for Election Equipment and Services for the May 4, 2024 General & Special Elections.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-12-01: a short-term rental special use permit allowing a short-term rental to be established at 303 S. 14th Street. The property owner of record is Joshua Cobos. The Parcel ID of the subject property is 10502.

Special Use Permit 2023-12-01: a short-term rental special use permit allowing a short-term rental to be established at 801 E. Ave E. The property owner of record is Kim Langridge Etux. The Parcel ID of the subject property is 10653.

Special Use Permit 2024-01-01: a short term rental special use permit allowing a short term rental to be established at 401 N. 9th St. The property owner of record is Jeffrey Spiers. The Parcel ID of the subject property is 11973.

Special Use Permit 2024-01-02, a special use permit application allowing the applicant, Tehra Vaughn, to establish a one-chair beauty salon in an R-2 Two-Family District zone. The property in question is located at 401 W. Sul Ross and is legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, envelope 184, plat records of Brewster County, Texas. The property ID of the subject property is 35650. The record property owners are Thomas Robinson and Karen Chapman. The current zoning of the property is R-2 Two-Family District. The zoning classification if the special use permit is approved will remain R-

2 Two-Family District. The Planning & Zoning Commission has recommended approval of this special use permit.

Special Use Permit 2024-02-01: a short term rental special use permit allowing a short term rental to be established at 612 E. Ave E. The property owner of record is Dana Andrade. The Parcel ID of the subject property is 10687.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS

Approved bid proposals from Ergon for CRS-2 Asphalt and MS-2 Asphalt and Jarrett Dirt Work Services for Grade 4 Topping Rock, Grade 4 Gravel, Base Material and Type D Hot Mix Cold Lay Premix Asphalt for RFP (Request for Proposals) 2024-02-01 - Road Materials.

Approve acceptance of the Fiscal Year 2021-2022 Audit from Gibson, Ruddock, and Patterson LLC.

WORKSHOPS & PRESENTATIONS

1-2-24: Chapter 23 - City Council

1-16-24: Jacob | Martin - City wastewater projects, goals, and current endeavors.

2-6-24: Water Workshop - Utility Rate Study - Communities Unlimited.

3-5-24: Joint City/County workshop regarding Texas Department of Transportation's (TxDOT) Railroad Safety Concerns.

3-6-24: Discuss updates to the short term rental ordinance including updates to rules, regulations, and requirements for short term rentals operating within the city.

3-19-24: Workshop and presentation regarding the water/wastewater rate study results completed by Communities Unlimited.

3-20-24: Chapter 23 - City Council to the Alpine Code of Ordinances; including updates to the order of business, updates to the rules of procedure, and updates to the rules of decorum for City Council meetings.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 11 public hearings in Quarter 2. Additionally, we sent 183 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	Q2 2024	FY 2024 YTD
No. of Hearings Conducted	11	31

Letters	Q2 2024	FY 2024 YTD
No. of Letters Sent	183	431

Official Newspaper Notices	Q2 2024	FY 2024 YTD
Notice of Public Hearing	7	15

Notice of Passed Ordinance	4	17
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PUBLIC INFORMATION REQUESTS

Public Information Requests	Q2 2024	FY 2024 YTD
Requests Received	33	69
Average Completion Time	5.5 days	5 days
Referred to Attorney General	3	4

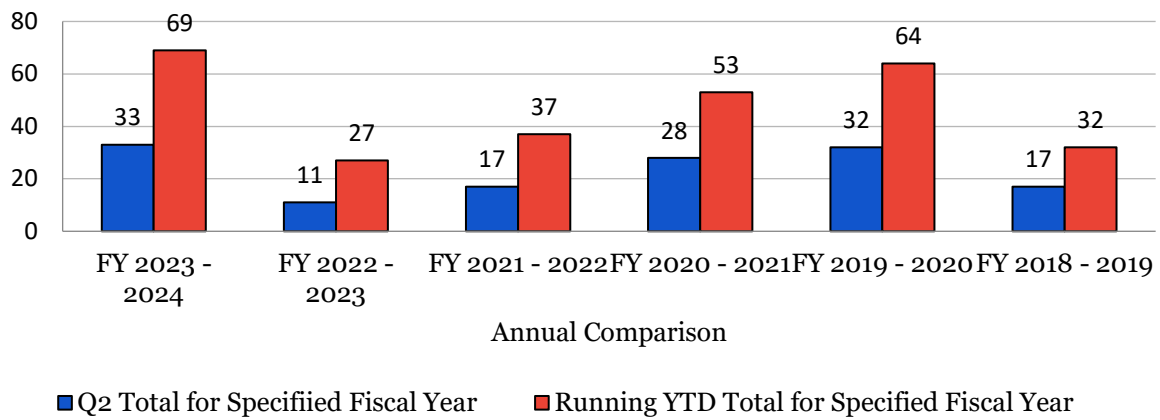
Requests by Department	Q2 2024	FY 2024 YTD
Administration	8	11
Animal Services	1	2
Building Services / Planning / Code	3	9
Finance	2	3
Police	18	43
Public Works	0	-
Utilities	0	-
Utility Billing	1	1
Redirected to another agency	0	-

PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending March 31

Annual Comparison	Q2 Total for Specified Fiscal Year	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	33	69
FY 2022 - 2023	11	27
FY 2021 - 2022	17	37
FY 2020 - 2021	28	53
FY 2019 - 2020	32	64
FY 2018 - 2019	17	32

Public Information requests - Year to Date Annual Comparison for Second Quarter



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	Q1 2024	FY 2024 YTD
Agendas Prepared/Posted	5	13
Packets Prepared/Posted	5	13
Minutes Completed	5	12

Board Meetings Held	Q1 2024	FY 2024 YTD
Animal Advisory Board	1	2
Hotel Occupancy Tax Committee	0	1
Music Advisory Board	0	0
Parks and Recreation	1	3
Planning & Zoning	2	5
Building & Standards	0	0

OFFICE OF THE CITY SECRETARY
JANUARY 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	January 2024	FY 2024 YTD
Regular Meetings	2	6
Special Meetings	0	1
Workshops	2	6

Document Type	January 2024	FY 2024 YTD
Agendas Prepared/Posted	2	7
Packets Prepared/Posted	2	7
Minutes Completed/Approved	3	9

Agenda Items Processed	January 2024	FY 2024 YTD
Ordinances	3	7
Resolutions	2	11
Orders	1	1
Proclamations	0	4
Contracts/Agreements	1	3
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	2	10
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	0	2
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	2	5
Other	12	48

Enrolled (Passed) Documents	January 2024	FY 2024 YTD
Ordinances	2	2
Resolutions	0	9
Orders	1	1

APPROVED ORDINANCES

Ordinance 2023-12-02: an ordinance amending Appendix C - Zoning, Article I - Schedule of Districts, Section II - R-1 One Family District to the Alpine Code of Ordinances; Repealing the requirement that beauty salons are not an acceptable use in a residential area by approved special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of the ordinance. The Council met on January 2, 2024 and approved the final reading of the ordinance.

Ordinance 2023-12-03: an ordinance amending the City of Alpine FY 2023-2024 Budget. The Council met on January 2, 2024 and approved the final reading of the ordinance.

UNAPPROVED ORDINANCES – None.

APPROVED RESOLUTIONS – None.

APPROVED ORDERS

Order 2024-01-01: an Order of General Election for May 4, 2024, for the purpose of electing one Ward 2 Council Member, one Ward 4 Council Member, and Mayor for two-year terms; with early voting from April 22, 2024, to April 30, 2024.

APPROVED REPLATS – None.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-12-01: a short-term rental special use permit allowing a short-term rental to be established at 303 S. 14th Street. The property owner of record is Joshua Cobos. The Parcel ID of the subject property is 10502.

Special Use Permit 2023-12-02: a short-term rental special use permit allowing a short-term rental to be established at 801 E. Ave E. The property owner of record is Kim Langridge Etux. The Parcel ID of the subject property is 10653.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS

Approved twelve-month lease with CAPPS, Van & Truck Rental, for two vehicles utilized by officers participating in the High Intensity Drug Trafficking Program for FY 2023-2024.

WORKSHOPS & PRESENTATIONS

1-2-24: Chapter 23 - City Council.

1-16-24: Jacob | Martin - City wastewater projects, goals, and current endeavors.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 4 public hearings in January 2024. Additionally, we sent 47 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	January 2024	FY 2024 YTD
No. of Hearings Conducted	4	24

Letters	January 2024	FY 2024 YTD
No. of Letters Sent	47	295

Official Newspaper Notices	January 2024	FY 2024 YTD
Notice of Public Hearing	0	8
Notice of Passed Ordinance	2	15

PUBLIC INFORMATION REQUESTS

Public Information Requests	January 2024	FY 2024 YTD
Requests Received	10	46
Average Completion Time	6 days	5 days
Referred to Attorney General	2	3

Requests by Department	January 2024	FY 2024 YTD
Administration	2	5
Animal Services	-	1
Building Services / Planning / Code	2	8
Finance	-	1
Police	5	30
Public Works	-	-
Utilities	-	-
Utility Billing	1	1
Redirected to another agency	-	-

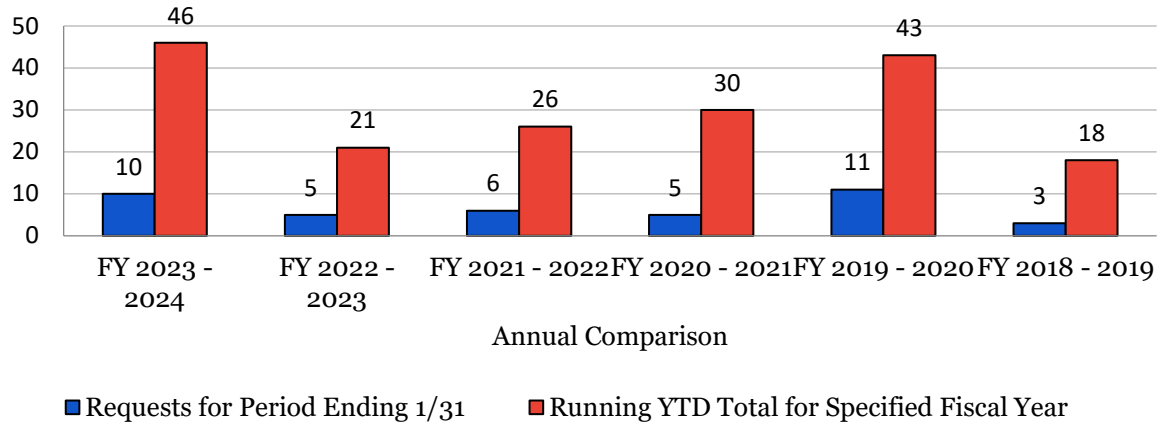
PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending January 31

Annual Comparison	Requests for Period Ending 1/31	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	10	46
FY 2022 - 2023	5	21
FY 2021 - 2022	6	26

FY 2020 - 2021	5	30
FY 2019 - 2020	11	43
FY 2018 - 2019	3	18

**Public Information requests - Year to Date Annual
Comparison for period ending January 31**



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	January 2024	FY 2024 YTD
Agendas Prepared/Posted	4	9
Packets Prepared/Posted	4	9
Minutes Completed	4	9

Board Meetings Held	January 2024	FY 2024 YTD
Animal Advisory Board	1	2
Hotel Occupancy Tax Committee	1	1
Music Advisory Board	0	0
Parks and Recreation	1	2
Planning & Zoning	1	3
Building & Standards	0	0

Animal Advisory Board

The AAB discussed updates to Dangerous Dog Determination process; Impoundment of animals by the City; Reports of rabies, suspects, and quarantine methods and testing.

Hotel Occupancy Tax

The HOT Committee discussed available sources of economic and visitor data reports, reviewed the HOT financial overview (projected revenue, expenses, fund balance), examined possible areas of strategic action by the Committee, and discussed a conflict of interest policy. Only two members, the Chair, and the ex-officio member attended this meeting.

Parks and Recreation Board

The Parks Board discussed and reviewed the proposed ordinance for amending rules and regulations for City parks, discussed and reviewed amendments to the annual task list, and discussed updates on the donation of the Alpine Public Library shade structure to the Parks Department.

Planning & Zoning Commission

The P&Z Commission approved a recommendation to the City Council to update the Short Term Rental ordinance, including updated parking requirements. The Commission also recommended updates to regulations to the the M-1 Industrial Zoning District ordinance.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES**BOARD APPOINTMENTS****Parks & Recreation Board**

Place 2: Larry Hood

Planning & Zoning Commission

Place 4: Guy Fielder

BOARD RESIGNATIONS / REMOVAL**Parks and Recreation Board**

Place 1: Karen Cantrell

Place 4: Andy Ramos

Place 2: Manuel Martinez

BOARD VACANCIES**Animal Advisory Board**

Place 2

Parks and Recreation Board

Place 1

Place 4

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Place 2 (Hotelier)

TRAINING ACTIVITY & SPECIAL EVENTS

City Secretary attended the 52nd annual Election Law Seminar in Denton, Texas.

Sessions attended:

- Legislative Update from Texas Municipal League Update from Texas Secretary of State, Elections Division
- Training Election Workers
- Polling Locations, & Ballots
- Accepting & Rejecting Candidate Applications
- Hands On: What it takes to run an election Early Voting

ELECTION ACTIVITIES

Ordered May 4, 2024 General Election

OFFICE OF THE CITY SECRETARY

FEBRUARY 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	February 2024	FY 2024 YTD
Regular Meetings	2	8
Special Meetings	0	1
Workshops	1	7

Document Type	February 2024	FY 2024 YTD
Agendas Prepared/Posted	2	9
Packets Prepared/Posted	2	9
Minutes Completed/Approved	2	11

Agenda Items Processed	February 2024	FY 2024 YTD
Ordinances	2	9
Resolutions	6	17
Orders	1	2
Proclamations	0	4
Contracts/Agreements	2	5
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	2	12
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	0	2
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	0	5
Other	13	61

Enrolled (Passed) Documents	February 2024	FY 2024 YTD
Ordinances	1	3
Resolutions	6	15
Orders	1	2

APPROVED ORDINANCES

Ordinance 2024-02-02: an ordinance amending Appendix C – Zoning, Article I – Basic Ordinance to the Alpine Code of Ordinances; Amending the city zoning ordinance to provide for regulations in the M-1 – Industrial District Zone; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance.

UNAPPROVED ORDINANCES

Ordinance 2024-02-01: an ordinance repealing Chapter 90 – Taxation, Article V – Short Term Rentals to the Alpine Code of Ordinances; Establishing Article V – Short Term Rentals to Chapter 22 – Businesses to the Alpine Code of Ordinances; Amending the parking requirements for short term rentals within the city; Providing the establishment of up to a \$2,000 penalty per occurrence for violations of the ordinance. The Planning & Zoning Commission has recommended approval of this ordinance. *The Council did not approve the first reading of the ordinance because a general consensus could not be reached for parking concerns, permitting fees, and procedures*

APPROVED RESOLUTIONS

Resolution 2024-02-01: a resolution approving a directive tasking the Parks and Recreation Board with Key City Objectives for the remaining Fiscal Year 2023-2024. (D. Nance, City Council)

Resolution 2024-02-02: a resolution authorizing the Environmental Services department to participate in the Keep Texas Beautiful and Texas Department of Transportation’s Governor’s Community Achievement award program.

Resolution 2024-02-03: a resolution authorizing the City’s Police Department to participate in the Office of the Governor’s Public Safety Office, Rifle-Resistant Body Armor Grant Program for Fiscal Year 2025.

Resolution 2024-02-04: a resolution authorizing the City’s Police Department to participate in the Office of the Governor’s, Public Safety Office, Bullet-Resistant Shield Grant Program for Fiscal Year 2025.

Resolution 2024-02-05: a resolution authorizing the City’s Police Department to participate in the Office of the Governor’s Public Safety Office, Edward Byrne Memorial Justice Assistance Grant Program (JAG) for Fiscal Year 2025.

APPROVED ORDERS

Order 2024-02-01: an Order of Special Election for May 4, 2024, for the purpose of electing one Ward 1 Council Member for the remaining unexpired term ending May 2025; with early voting from April 22, 2024, to April 30, 2024.

APPROVED REPLATS – None.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2024-01-01: a short term rental special use permit allowing a short term rental to be established at 401 N. 9th St. The property owner of record is Jeffrey Spiers. The Parcel ID of the subject property is 11973.

Special Use Permit 2024-02-01: a short term rental special use permit allowing a short term rental to be established at 612 E. Ave E. The property owner of record is Dana Andrade. The Parcel ID of the subject property is 10687.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS

Approved Permian Paving in the amount of \$48,000.00 for the completion of taxiway paving around Hangars 45& 46 at the Alpine Casparis Municipal Airport.

Approved Lance, Soll & Lunghard, LLP (LSL) Proposal for Professional Services: Accounting and Consulting; not to exceed \$70,000 for fiscal year 2023-2024.

WORKSHOPS & PRESENTATIONS

2-6-24: Water Workshop - Utility Rate Study - Communities Unlimited.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 4 public hearings in February 2024.

Public Hearings	February 2024	FY 2024 YTD
No. of Hearings Conducted	4	28

Letters	February 2024	FY 2024 YTD
No. of Letters Sent	0	295

Official Newspaper Notices	February 2024	FY 2024 YTD
Notice of Public Hearing	3	11
Notice of Passed Ordinance	0	15

PUBLIC INFORMATION REQUESTS

Public Information Requests	February 2024	FY 2024 YTD
Requests Received	14	60
Average Completion Time	5.5 days	5 days
Referred to Attorney General	1	4

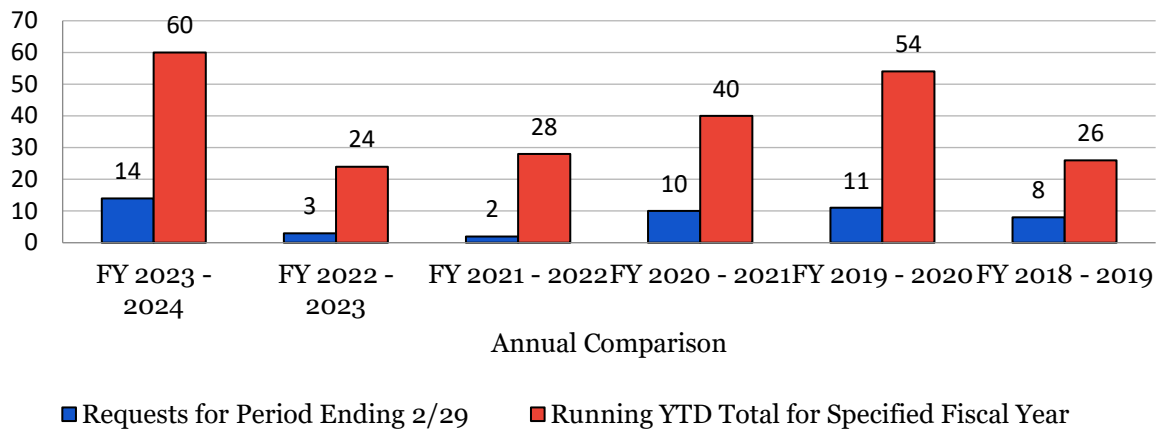
Requests by Department	February 2024	FY 2024 YTD
Administration	4	9
Animal Services	0	1
Building Services / Planning / Code	0	8

Finance	0	1
Police	10	40
Public Works	-	-
Utilities	-	-
Utility Billing	0	1
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending February 29*

Annual Comparison	Requests for Period Ending 2/29	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	14	60
FY 2022 - 2023	3	24
FY 2021 - 2022	2	28
FY 2020 - 2021	10	40
FY 2019 - 2020	11	54
FY 2018 - 2019	8	26

Public Information requests - Year to Date Annual Comparison for
period ending February 29

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	February 2024	FY 2024 YTD
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Agendas Prepared/Posted	3	12
Packets Prepared/Posted	3	12
Minutes Completed	2	11

Board Meetings Held	February 2024	FY 2024 YTD
Animal Advisory Board	0	2
Hotel Occupancy Tax Committee	0	1
Music Advisory Board	0	0
Parks and Recreation	1	3
Planning & Zoning	1	4
Building & Standards	0	0

Hotel Occupancy Tax

The HOT Committee could not get a quorum, so the scheduled meeting did not take place. The agenda and packet were created, but since no quorum would be available, the board did not meet.

Parks and Recreation Board

The Parks Board discussed the relationship between the Parks Board and Big Bend Parks and Recreation for Kids (BBPaRKs), and distributed the 2023-2024 fiscal year tasks to board members. Additionally, the board appointed updated board officers.

Planning & Zoning Commission

The P&Z Commission held a public hearing regarding Special Use Permit 2024-01-02, a special use permit application allowing the applicant, Tehra Vaughn, to establish a one chair beauty salon at the subject property. The Commission recommended approval of the permit to the City Council. The Commission also discussed the following ordinances: Noise, Nuisances, Traffic and Vehicles.

Animal Advisory Board – None.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS – None.

BOARD RESIGNATIONS / REMOVAL

BOARD VACANCIES

Animal Advisory Board

Place 2

Parks and Recreation Board

Place 1

Place 4

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Place 2 (Hotelier)

TRAINING ACTIVITY & SPECIAL EVENTS

City Secretary attended webinars from the Texas Secretary of State's Office

Sessions attended:

- Reviewing Applications for Ballot by Mail (ABBMs)
- Issues for Conducting Multiple May Elections
- Ballots: Preparing, Proofing, and Printing
- Election Workers

ELECTION ACTIVITIES

- Ordered May 4, 2024 Special Election to fill the unexpired Ward 1 term.
- Accepted Applications for Place on the Ballot:
 - Mayor: Catherine Eaves
 - Ward 4: Lori A. Griffin
 - Ward 4: Lucy E. Escovedo
- Conducted the Drawing for Place on the Ballot for General Election

OFFICE OF THE CITY SECRETARY

MARCH 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	March 2024	FY 2024 YTD
Regular Meetings	2	10
Special Meetings	0	1
Workshops	4	11

Document Type	March 2024	FY 2024 YTD
Agendas Prepared/Posted	2	11
Packets Prepared/Posted	2	11
Minutes Completed/Approved	3	14

Agenda Items Processed	March 2024	FY 2024 YTD
Ordinances	1	10
Resolutions	2	19
Orders	4	6
Proclamations	0	4
Contracts/Agreements	1	6
Policy Revisions	0	0
General Special/Conditional Use Permit	1	1
Short Term Rental	0	12
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	0	2
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	1	6
Other	16	77

Enrolled (Passed) Documents	March 2024	FY 2024 YTD
Ordinances	1	4
Resolutions	2	17
Orders	4	6

APPROVED ORDINANCES

Ordinance 2024-03-01: an ordinance amending Chapter 70 - Offenses and Miscellaneous Provisions, Article II - Minors to the Alpine Code of Ordinances; Repealing Division II - Curfew; Repealing the Juvenile Curfew within the city limits of Alpine to better align with state law; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

UNAPPROVED ORDINANCES – None.

APPROVED RESOLUTIONS

Resolution 2024-03-01: a resolution authorizing the City's Police Department to participate in the Office of the Governor's Public Safety Office, Homeland Security Grants Division, Operation Lonestar (OLS) Program for Fiscal Year 2025.

Resolution 2024-03-10: a resolution authorizing intervention in AEP Texas Inc's requested rate change proceeding before the commission; Approving cooperation with the Cities served by AEP; Hiring Lloyd Gosselink Attorneys and Consulting Services to negotiate with the company and directing any necessary litigation and appeals; Requiring reimbursement of Cities' rate case expenses; Finding that the meeting at which this resolution is passed is open to the Public as required by Law; Requiring notice of this resolution to the Company and Legal Counsel.

APPROVED ORDERS

Order 2024-03-01: an order approving the Certification of Unopposed Candidates for the May 4, 2024 General Election.

Order 2024-03-02: an order of cancellation for the unopposed Ward 2 and Mayoral races for the May 4, 2024 General Election.

Order 2024-03-03: an order appointing and setting the rate of pay for election officials, setting the number of election workers, and designating the Early Voting Ballot Board for the May 4, 2024 General & Special Elections.

Order 2024-03-04: an order approving the agreement between City of Alpine and Brewster County Election Administrator for Election Equipment and Services for the May 4, 2024 General & Special Elections.

APPROVED REPLATS – None.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2024-01-02: a special use permit application allowing the applicant, Tehra Vaughn, to establish a one-chair beauty salon in an R-2 Two-Family District zone. The property in question is located at 401 W. Sul Ross and is legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, envelope 184, plat records of Brewster County, Texas. The property ID of the subject property is 35650. The record property owners are Thomas Robinson and Karen Chapman. The current zoning of the property is R-2 Two-Family District. The zoning classification if the special use permit is approved will remain R-2 Two-Family District. The Planning & Zoning Commission has recommended approval of this special use permit.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED REPLATS – None.**APPROVED CONTRACTS / AGREEMENTS**

Approved bid proposals from Ergon for CRS-2 Asphalt and MS-2 Asphalt and Jarrett Dirt Work Services for Grade 4 Topping Rock, Grade 4 Gravel, Base Material and Type D Hot Mix Cold Lay Premix Asphalt for RFP (Request for Proposals) 2024-02-01 - Road Materials.

Approve acceptance of the Fiscal Year 2021-2022 Audit from Gibson, Ruddock, and Patterson LLC.

WORKSHOPS & PRESENTATIONS

3-5-24: Joint City/County workshop regarding Texas Department of Transportation's (TxDOT) Railroad Safety Concerns.

3-6-24: Discuss updates to the short term rental ordinance including updates to rules, regulations, and requirements for short term rentals operating within the city.

3-19-24: Workshop and presentation regarding the water/wastewater rate study results completed by Communities Unlimited.

3-20-24: Chapter 23 - City Council to the Alpine Code of Ordinances; including updates to the order of business, updates to the rules of procedure, and updates to the rules of decorum for City Council meetings.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 3 public hearings in March 2024. Additionally, we sent 136 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	March 2024	FY 2024 YTD
No. of Hearings Conducted	3	31

Letters	March 2024	FY 2024 YTD
No. of Letters Sent	136	431

Official Newspaper Notices	March 2024	FY 2024 YTD
Notice of Public Hearing	4	15
Notice of Passed Ordinance	2	17
Misc. Public Notice (RFP, Workshop, Etc)	1	2

PUBLIC INFORMATION REQUESTS

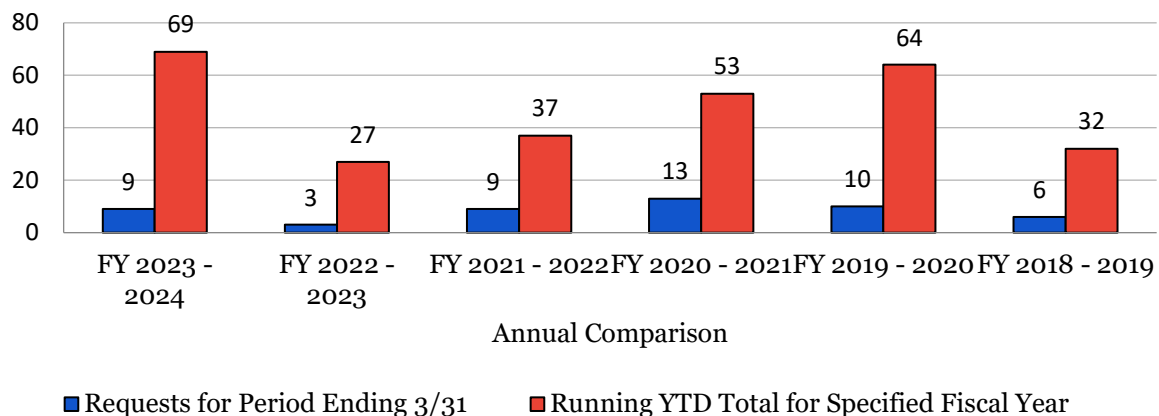
Public Information Requests	March 2024	FY 2024 YTD
Requests Received	9	69
Average Completion Time	5 days	5 days
Referred to Attorney General	0	4

Requests by Department	March 2024	FY 2024 YTD
Administration	2	11
Animal Services	1	2
Building Services / Planning / Code	1	9
Finance	2	3
Police	3	43
Public Works	-	-
Utilities	-	-
Utility Billing	0	1
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending March 31*

Annual Comparison	Requests for Period Ending 3/31	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	9	69
FY 2022 - 2023	3	27
FY 2021 - 2022	9	37
FY 2020 - 2021	13	53
FY 2019 - 2020	10	64
FY 2018 - 2019	6	32

Public Information requests - Year to Date Annual Comparison for period ending March 31

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting

ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	March 2024	FY 2024 YTD
Agendas Prepared/Posted	1	13
Packets Prepared/Posted	1	13
Minutes Completed	1	12

Board Meetings Held	March 2024	FY 2024 YTD
Animal Advisory Board	0	2
Hotel Occupancy Tax Committee	0	1
Music Advisory Board	0	0
Parks and Recreation	0	3
Planning & Zoning	1	5
Building & Standards	0	0

Planning & Zoning Commission

The P&Z Commission held a public hearing regarding Rezone 2024-03-01, a rezoning application to allow the applicant, Ruben Losoya, to establish a recognized mobile home park on the subject property. The Commission voted to recommend approval of the rezoning application. Additionally, the Commission discussed updates to the following ordinances: Chapter 9 - Annexation, Chapter 18 - Buildings and Building Regulations, Chapter 78 - Signs. The Commission discussed proposing an ordinance that would remove the City Council and P&Z Commission's ability to initiate a spot zoning, or non-contiguous zoning, request. Lastly, the Commission discussed updates to the R-4 Mobile Home District zone in relation to affordable housing options.

Animal Advisory Board – None.

Hotel Occupancy Tax – None.

Parks and Recreation Board – None.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS

Hotel Occupancy Tax Committee

Place 5 (Arts & Historic): Joanna Laxton

BOARD RESIGNATIONS / REMOVAL**Planning & Zoning Commission**

Place 1: Richard Portillo

BOARD VACANCIES**Animal Advisory Board**

Place 2

Parks and Recreation Board

Place 1

Place 4

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Place 2 (Hotelier)

Place 6 (At-Large)

Planning & Zoning Commission

Place 1

Place 2

TRAINING ACTIVITY & SPECIAL EVENTS

City Secretary attended webinars from the Texas Secretary of State's Office

Sessions attended:

- Corrective Action Procedures for Local Elections

ELECTION ACTIVITIES

- Ordered May 4, 2024 Special Election to fill the unexpired Ward 1 term.
- Accepted Applications for Place on the Ballot:
 - Ward 1: Jennifer Peel
 - Ward 1: Reagan Stone
- Conducted the Drawing for Place on the Ballot for Special Election
- Approved the Certification of Unopposed Candidates for the May 4, 2024 General Election.
- Approved order of cancellation for the unopposed Ward 2 and Mayoral races for the May 4, 2024 General Election.
- Approved order appointing and setting the rate of pay for election officials, setting the number of election workers, and designating the Early Voting Ballot Board for the May 4, 2024 General & Special Elections.
- Approved order approving the agreement between City of Alpine and Brewster County Election Administrator for Election Equipment and Services for the May 4, 2024 General & Special Elections.

OFFICE OF THE CITY SECRETARY
FISCAL YEAR 2024 QUARTER 3 SUMMARY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	Q3 2024	FY 2024 YTD
Regular Meetings	6	16
Special Meetings	2	3
Workshops	6	17

Document Type	Q3 2024	FY 2024 YTD
Agendas Prepared/Posted	10	21
Packets Prepared/Posted	8	19
Minutes Completed/Approved	11	25

Agenda Items Processed	Q3 2024	FY 2024 YTD
Ordinances	11	21
Resolutions	10	29
Orders	0	6
Proclamations	12	16
Contracts/Agreements	3	9
Policy Revisions	3	3
General Special/Conditional Use Permit	0	1
Short Term Rental	7	19
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	3	5
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	5	11
Other	48	125

Enrolled (Passed) Documents	Q3 2024	FY 2024 YTD
Ordinances	7	11
Resolutions	9	26
Orders	0	6

APPROVED ORDINANCES

Ordinance 2024-04-02: an ordinance authorizing the installation of additional three way stop signs at the Eastbound and Westbound intersections of North Hancock Drive and Avenue B.

Ordinance 2024-04-03: an ordinance amending Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article I – In General; Amending Article II – Rules of Procedure; Amending Article III – Rules of Decorum; Amending rules, regulations, and guidelines for City Council meetings and procedures; Providing cumulative and Severability Clauses; Providing a Texas Open Meetings Act Clause; And Providing an Effective Date. *The council approved the second and final reading of this ordinance on May 7th.*

Ordinance 2024-04-04: an ordinance authorizing the vacation, abandonment, and sale of approximately 0.128 acres of city property, being the undeveloped alley lying between Lots 1 – 10, Block 71, Original Townsite, between South 1st and South 2nd 3 of 5 Streets in the City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a severability clause; Providing for an effective date. *The council approved the second and final reading of this ordinance on May 7th.*

Ordinance 2024-05-03: an ordinance amending Chapter 10 – Animals to the Alpine Code of Ordinances; Providing for updated definitions within the chapter including definitions of adequate shelter, definition of euthanasia, and definition of current vaccination requirements; Amending the processes, procedures, and timelines for the impoundment and destruction, or euthanasia, of animals impounded by the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. *The Council approved the second and final reading of this ordinance on June 18th.*

Ordinance 2024-05-04: an ordinance amending annexation processes and procedures to the Alpine Code of Ordinances; Amending Chapter 9 – Annexation to provide additional requirements upon annexation of a subject property; Amending Appendix C – Zoning to remove the requirement that properties be designated R-1 upon annexation and providing that the City Council may establish the zoning designation upon annexation of a subject property. *The Council approved the second and final reading of this ordinance on June 18th.*

Ordinance 2024-05-06: an ordinance canvassing the returns and declaring the results of the May 4, 2024 Special & General Elections held for the purpose of electing citizens of Alpine to the Offices of Mayor, City Council Member Ward 1, City Council Member Ward 2, and City Council Member Ward 4. *The Council approved the first and final reading of this ordinance on May 7th.*

Ordinance 2024-06-01: an ordinance authorizing the vacation, abandonment, and sale of the partially developed and utilized alley between Lots 6-8 and 9-11, Block 3, Original Townsite of City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof. *The Council approved the second and final reading of this ordinance on June 18th.*

UNAPPROVED ORDINANCES

Ordinance 2024-04-01: an ordinance approving Rezone Application 2024-03-01; Amending the official zoning map of the city by rezoning the property located at 708 S. Cactus Street and legally described as 1.52 acres, more or less, being the South part of a 3.0 acre tract of land described as the South 3.0 acres of the West Half (W/2) of Block Two (2) in Volume 36, Page 410, Official Public Records, Means Addition Subdivision “A” to the City of Alpine, Brewster County, Texas, as per Plat on file in Envelope No. 63, Map/Plat Records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject

property from R-4 Mobile Home District to C-1A Neighborhood Commercial District. The Property ID of the subject property is 11311. The record owner of the property is Ruben Losoya. *The Planning & Zoning Commission has recommended approval of this application. The item was lost due to lack of a motion.*

Ordinance 2024-05-01: an ordinance approving Rezone Application 2024-04-01; Amending the official zoning map of the city by rezoning the property located at 1702 East Avenue H and legally described as Thomas Derrick Addition, Block 20; Lots 3-11, Lots 15-20, and Lots 21 & 22; located In Alpine, Brewster County, Texas as the same appears in the Map or Plat Records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. The property ID of the subject property is 12816. The record property owner is Vicky R. Vega. *The Planning & Zoning Commission has recommended denial of this application. The Council voted against adoption 4 to 1.*

Ordinance 2024-05-02: an ordinance approving Rezone Application 2024-04-02; Amending the official zoning map of the city by rezoning the property located at 601 South Walker Street and legally described as Lots No. Three (3), Four (4), and Five (5), Block Forty-Nine (49), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. The property ID of the subject property is 10842. The record property owner is Melinda Vega. *The Planning & Zoning Commission has recommended denial of this application. The Council voted against adoption 4 to 1.*

APPROVED RESOLUTIONS

Resolution 2024-04-01: a resolution adopting a swimming pool fee schedule for the Fiscal Year 2024 for the Alpine Municipal Swimming Pool.

Resolution 2024-05-08: a resolution approving the Budget Policy.

Resolution 2024-05-09: a resolution approving the Finance Policy.

Resolution 2024-05-10: a resolution approving the Investment Policy.

Resolution 2024-06-01: a resolution appointing members of the Alpine City Council to Ex-Officio positions on City Boards, Commissions, and Committees.

Resolution 2024-06-02: a resolution appropriating the second disbursement of American Rescue Plan Act of 2021 Local Fiscal Recovery Funds in an amount of \$742,592.47 to Sewer Infrastructure Improvements.

Resolution 2024-06-03: requesting the Alpine Lions Club to require background checks for gun sales at the Big Bend Gun and Knife Show.

Resolution 2024-06-04: a resolution approving and accepting a proposal from Bickerstaff, Heath, Delgado, Acosta, LLC to provide Bond Counsel Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program and Authorize the City Manager to negotiate a contract with said firm.

Resolution 2024-06-05: a resolution approving and accepting a proposal from Jacob and Martin to provide Engineering Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program and Authorize the City Manager to negotiate a contract with said firm.

Resolution 2024-06-06: a resolution approving and accepting a proposal from USCA Municipal Advisors, LLC to provide Financial Advisor Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-04: a short term rental special use permit allowing a short term rental to be established at 1104 Del Rio Street. The property owner of record is Justin Tallant and Colleen West. The Parcel ID of the subject property is 30379.

Special Use Permit 2023-11-07: a short term rental special use permit allowing a short term rental to be established at 907 E. Nations. The property owner of record is Mark Offenstein. The Parcel ID of the subject property is 11054.

Special Use Permit 2024-04-01: a short term rental special use permit allowing a short term rental to be established at 301 S. 6th Street. The property owner of record is Concha Ramos and Eulogia Valenzuela. The Parcel ID of the subject property is 12194.

Special Use Permit 2024-04-02: a short term rental special use permit allowing a short term rental to be established at 512 S. 8th Street. The property owner of record is Celia Teresa Garcia. The Parcel ID of the subject property is 10399.

Special Use Permit 2024-04-03: a short term rental special use permit allowing a short term rental to be established at 1106 W. Stockton. The property owner of record is Christopher Penney. The Parcel ID of the subject property is 12588.

Special Use Permit 2024-06-01: a short term rental special use permit allowing a short term rental to be established at 1607 N. 7th St. The property owner of record is Stanley Vaughn Grisham. The Parcel ID of the subject property is 10415.

UNAPPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-03: a short term rental special use permit allowing a short term rental to be established at 202 N. 4th Street. The property owner of record is Karl Brauch. The Parcel ID of the subject property is 11906.

APPROVED REPLATS – None.**APPROVED CONTRACTS / AGREEMENTS**

Approved Texas Water Development Board Application Affidavit for request for financial assistance for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund.

Approved Texas Water Development Board Application Filing and Authorized Representative Resolution for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund.

Approved the transfer of Hotel Occupancy Funds originally granted to the Kiwanis Club of Alpine in the amount of \$6,250 for Advertising and Promotion of the Arts for the 4th of July Celebrations to the Alpine Community Projects Non-Profit for taking on the 4th of July Celebrations.

Approved a letter of opposition to Customs and Border Protection proposed plans to install 25.15 miles of new high-intensity lighting along the international border in El Paso County.

Approved the Interlocal Cooperation Contract between the Texas Department of Public Safety and the Alpine Municipal Court to continue participation in the Failure to Appear program.

Accepted the selected bid responsive to Request for Proposal 2024-04-01 to Evergreen Solutions, LLC, for a classification and compensation study for the City of Alpine and authorize the City Manager to execute the contract.

Approved the Presiding Municipal Court Judge agreement for Elizabeth Lewis, the Municipal Court Judge.

Approved the Interlocal Cooperation Contract between the Texas Department of Public Safety and the Alpine Municipal Court to continue participation in the Failure to Appear program.

Accepted the selected bid responsive to Request for Proposal 2024-04-01 to Evergreen Solutions, LLC, for a classification and compensation study for the City of Alpine and authorize the City Manager to execute the contract.

WORKSHOPS & PRESENTATIONS

4-2-24: Chapter 23 - City Council.

4-16-24: Short Term Rental Ordinance.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 20 public hearings in Quarter 3. Additionally, we sent 137 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	Q3 2024	FY 2024 YTD
No. of Hearings Conducted	20	51

Letters	Q3 2024	FY 2024 YTD
No. of Letters Sent	137	568

Official Newspaper Notices	Q3 2024	FY 2024 YTD
Notice of Public Hearing	9	24
Notice of Passed Ordinance	7	24
Misc. Public Notice (RFP, Workshop, Etc)	1	16

PUBLIC INFORMATION REQUESTS

Public Information Requests	Q3 2024	FY 2024 YTD
Requests Received	30	99
Average Completion Time	4 days	5 days
Referred to Attorney General	0	4

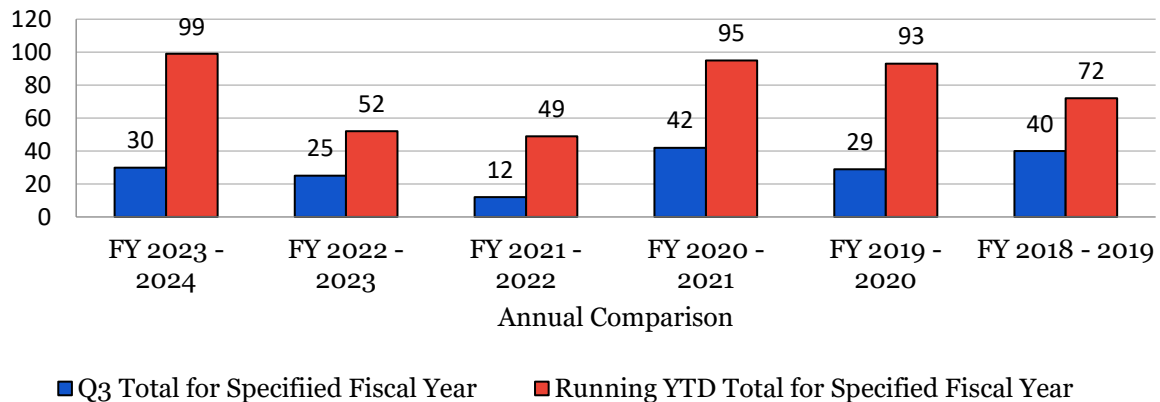
Requests by Department	Q3 2024	FY 2024 YTD
Administration	8	19
Animal Services	0	2
Building Services / Planning / Code	4	13
Finance	1	4
Police	15	58
Public Works	-	-

Utilities	-	-
Utility Billing	1	2
Redirected to another agency	1	1

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending June 30*

Annual Comparison	Q3 Total for Specified Fiscal Year	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	30	99
FY 2022 - 2023	25	52
FY 2021 - 2022	12	49
FY 2020 - 2021	42	95
FY 2019 - 2020	29	93
FY 2018 - 2019	40	72

Public Information requests - Year to Date Annual Comparison for Third Quarter

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	Q3 2024	FY 2024 YTD
Agendas Prepared/Posted	6	19
Packets Prepared/Posted	6	19

Minutes Completed	4	16
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Board Meetings Held	Q3 2024	FY 2024 YTD
Animal Advisory Board	1	3
Hotel Occupancy Tax Committee	2	3
Music Advisory Board	0	0
Parks and Recreation	1	4
Planning & Zoning	2	7
Building & Standards	0	0

OFFICE OF THE CITY SECRETARY

APRIL 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	April 2024	FY 2024 YTD
Regular Meetings	2	12
Special Meetings	0	1
Workshops	2	13

Document Type	April 2024	FY 2024 YTD
Agendas Prepared/Posted	2	13
Packets Prepared/Posted	2	13
Minutes Completed/Approved	3	17

Agenda Items Processed	April 2024	FY 2024 YTD
Ordinances	4	14
Resolutions	1	20
Orders	0	6
Proclamations	7	11
Contracts/Agreements	0	6
Policy Revisions	0	0
General Special/Conditional Use Permit	0	1
Short Term Rental	6	18
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	1	3
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	0	6
Other	23	100

Enrolled (Passed) Documents	April 2024	FY 2024 YTD
Ordinances	1	5
Resolutions	1	18
Orders	0	6

APPROVED ORDINANCES

Ordinance 2024-04-02: an ordinance authorizing the installation of additional three way stop signs at the Eastbound and Westbound intersections of North Hancock Drive and Avenue B.

Ordinance 2024-04-03: an ordinance amending Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article I – In General; Amending Article II – Rules of Procedure; Amending Article III – Rules of Decorum; Amending rules, regulations, and guidelines for City Council meetings and procedures; Providing cumulative and Severability Clauses; Providing a Texas Open Meetings Act Clause; And Providing an Effective Date. *The council approved the first reading of this ordinance on April 16th.*

Ordinance 2024-04-04: an ordinance authorizing the vacation, abandonment, and sale of approximately 0.128 acres of city property, being the undeveloped alley lying between Lots 1 – 10, Block 71, Original Townsite, between South 1st and South 2nd 3 of 5 Streets in the City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a severability clause; Providing for an effective date. *The council approved the first reading of this ordinance on April 16th.*

UNAPPROVED ORDINANCES

Ordinance 2024-04-01: an ordinance approving Rezone Application 2024-03-01; Amending the official zoning map of the city by rezoning the property located at 708 S. Cactus Street and legally described as 1.52 acres, more or less, being the South part of a 3.0 acre tract of land described as the South 3.0 acres of the West Half (W/2) of Block Two (2) in Volume 36, Page 410, Official Public Records, Means Addition Subdivision “A” to the City of Alpine, Brewster County, Texas, as per Plat on file in Envelope No. 63, Map/Plat Records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1A Neighborhood Commercial District. The Property ID of the subject property is 11311. The record owner of the property is Ruben Losoya. The Planning & Zoning Commission has recommended approval of this application. *The item was lost due to lack of a motion.*

APPROVED RESOLUTIONS

Resolution 2024-04-01: a resolution adopting a swimming pool fee schedule for the Fiscal Year 2024 for the Alpine Municipal Swimming Pool.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2024-01-02: a special use permit application allowing the applicant, Tehra Vaughn, to establish a one-chair beauty salon in an R-2 Two-Family District zone. The property in question is located at 401 W. Sul Ross and is legally described as the East 18.89 feet of Lots 8, 9, 10, all of Lots 1, 2, and 3, and that portion of the platted alley lying between said lots, all out of Block 28, Original Townsite of Alpine, envelope 184, plat records of Brewster County, Texas. The property ID of the subject property is 35650. The record property owners are Thomas Robinson and Karen Chapman. The current zoning of the property is R-2 Two-Family District. The zoning classification if the special use permit is approved will remain R-2 Two-Family District. The Planning & Zoning Commission has recommended approval of this special use permit.

UNAPPROVED SPECIAL USE PERMITS

Special Use Permit 2023-11-03: a short term rental special use permit allowing a short term rental to be established at 202 N. 4th Street. The property owner of record is Karl Brauch. The Parcel ID of the subject property is 11906.

APPROVED ORDERS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.

Approve Texas Water Development Board Application Affidavit for request for financial assistance for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund.

Approve Texas Water Development Board Application Filing and Authorized Representative Resolution for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund.

Approve the transfer of Hotel Occupancy Funds originally granted to the Kiwanis Club of Alpine in the amount of \$6,250 for Advertising and Promotion of the Arts for the 4th of July Celebrations to the Alpine Community Projects Non-Profit for taking on the 4th of July Celebrations.

Approve a letter of opposition to Customs and Border Protection proposed plans to install 25.15 miles of new high-intensity lighting along the international border in El Paso County.

WORKSHOPS & PRESENTATIONS

4-2-24: Chapter 23 - City Council.

4-16-24: Short Term Rental Ordinance.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 10 public hearings in April 2024. Additionally, we sent 90 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	April 2024	FY 2024 YTD
No. of Hearings Conducted	10	41

Letters	April 2024	FY 2024 YTD
No. of Letters Sent	90	521

Official Newspaper Notices	April 2024	FY 2024 YTD
Notice of Public Hearing	1	16
Notice of Passed Ordinance	0	17
Misc. Public Notice (RFP, Workshop, Etc)	11	13

PUBLIC INFORMATION REQUESTS

Public Information Requests	April 2024	FY 2024 YTD
Requests Received	8	77

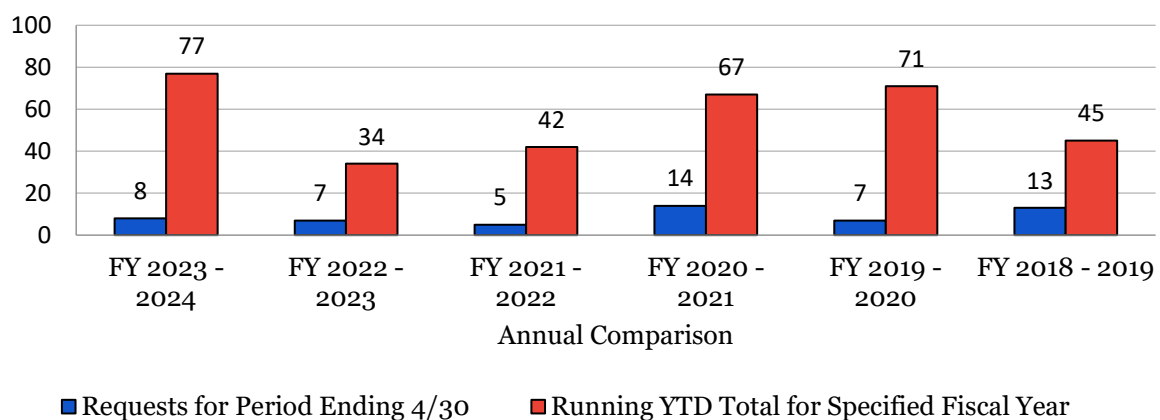
Average Completion Time	4 days	5 days
Referred to Attorney General	0	4

Requests by Department	April 2024	FY 2024 YTD
Administration	2	13
Animal Services	0	2
Building Services / Planning / Code	1	10
Finance	0	3
Police	5	48
Public Works	-	-
Utilities	-	-
Utility Billing	0	1
Redirected to another agency	-	-

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending April 30*

Annual Comparison	Requests for Period Ending 4/30	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	8	77
FY 2022 - 2023	7	34
FY 2021 - 2022	5	42
FY 2020 - 2021	14	67
FY 2019 - 2020	7	71
FY 2018 - 2019	13	45

Public Information requests - Year to Date Annual Comparison for period ending April 30



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	April 2024	FY 2024 YTD
Agendas Prepared/Posted	2	15
Packets Prepared/Posted	2	15
Minutes Completed	2	14

Board Meetings Held	April 2024	FY 2024 YTD
Animal Advisory Board	1	3
Hotel Occupancy Tax Committee	0	1
Music Advisory Board	0	0
Parks and Recreation	0	3
Planning & Zoning	1	6
Building & Standards	0	0

Animal Advisory Board

The Animal Advisory Board approved a recommendation to the City Council to amend Chapter 10 – Animals to the Alpine Code of Ordinances; Providing updated definitions within the Chapter including definitions of adequate shelter, definition of euthanasia, and definition of current vaccination requirements; Amending the processes, procedures, and timelines for the impoundment and humane destruction, or euthanasia, of animals impounded by the city.

Planning & Zoning Commission

The P&Z Commission held two public hearings concerning two rezone applications. Both rezone applications were considered spot zoning, or non-contiguous zoning, since they did not align with the zoning of the surrounding area. Spot zoning is typically illegal, with few exceptions. One rezone application was submitted by Vicky Vega to establish a European Mounting business in a residential neighborhood. The second rezone application was submitted by Melinda Vega to establish an art studio in a residential neighborhood, along a highway thoroughfare. The Commission unanimously voted to recommend denial of both rezone applications. The Commission also discussed proposed changes to the schedule of districts and the status of updates to the zoning map. Additionally, the Commission unanimously voted to make a recommendation to the City Council to implement a proposed ordinance to implement updated annexation processes and procedures. The Commission unanimously recommended a proposed ordinance that would remove the ability for spot zoning, or non-contiguous zoning, to be initiated by the City Council or the Planning & Zoning Commission.

Hotel Occupancy Tax – None.

Parks and Recreation Board – None.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS – None.

BOARD RESIGNATIONS / REMOVAL – None.

BOARD VACANCIES

Animal Advisory Board

Place 2

Parks and Recreation Board

Place 1

Place 4

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Place 2 (Hotelier)

Place 6 (At-Large)

Planning & Zoning Commission

Place 1

Place 2

TRAINING ACTIVITY & SPECIAL EVENTS

City Secretary attended webinars from the Texas Secretary of State's Office

Sessions attended:

- Early Voting In Person Requirements (HB 1217)
- Early Voting Ballot Board Canvassing and Post Election Requirements

ELECTION ACTIVITIES

- Published Notice of Election in Official Newspaper on April 4, 2024.
- Held Early Voting on Weekdays from 8:00 am to 5:00 pm from April 22nd to April 30th.

OFFICE OF THE CITY SECRETARY

MAY 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	May 2024	FY 2024 YTD
Regular Meetings	2	14
Special Meetings	1	2
Workshops	0	13

Document Type	May 2024	FY 2024 YTD
Agendas Prepared/Posted	3	16
Packets Prepared/Posted	3	16
Minutes Completed/Approved	2	19

Agenda Items Processed	May 2024	FY 2024 YTD
Ordinances	6	20
Resolutions	3	23
Orders	0	6
Proclamations	4	15
Contracts/Agreements	1	7
Policy Revisions	3	3
General Special/Conditional Use Permit	0	1
Short Term Rental	0	18
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	2	5
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	1	7
Other	18	118

Enrolled (Passed) Documents	May 2024	FY 2024 YTD
Ordinances	3	8
Resolutions	3	21
Orders	0	6

APPROVED ORDINANCES

Ordinance 2024-04-03: an ordinance amending Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article I – In General; Amending Article II – Rules of Procedure; Amending Article III – Rules of Decorum; Amending rules, regulations, and guidelines for City Council meetings and procedures; Providing cumulative and Severability Clauses; Providing a Texas Open Meetings Act Clause; And Providing an Effective Date. *The council approved the second and final reading of this ordinance on May 7th.*

Ordinance 2024-04-04: an ordinance authorizing the vacation, abandonment, and sale of approximately 0.128 acres of city property, being the undeveloped alley lying between Lots 1 – 10, Block 71, Original Townsite, between South 1st and South 2nd 3 of 5 Streets in the City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a severability clause; Providing for an effective date. *The council approved the second and final reading of this ordinance on May 7th.*

Ordinance 2024-05-06: an ordinance canvassing the returns and declaring the results of the May 4, 2024 Special & General Elections held for the purpose of electing citizens of Alpine to the Offices of Mayor, City Council Member Ward 1, City Council Member Ward 2, and City Council Member Ward 4. *The Council approved the first and final reading of this ordinance on May 7th.*

UNAPPROVED ORDINANCES

Ordinance 2024-05-01: an ordinance approving Rezone Application 2024-04-01; Amending the official zoning map of the city by rezoning the property located at 1702 East Avenue H and legally described as Thomas Derrick Addition, Block 20; Lots 3-11, Lots 15-20, and Lots 21 & 22; located In Alpine, Brewster County, Texas as the same appears in the Map or Plat Records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. The property ID of the subject property is 12816. The record property owner is Vicky R. Vega. The Planning & Zoning Commission has recommended denial of this application. *The Council voted against adoption 4 to 1.*

Ordinance 2024-05-02: an ordinance approving Rezone Application 2024-04-02; Amending the official zoning map of the city by rezoning the property located at 601 South Walker Street and legally described as Lots No. Three (3), Four (4), and Five (5), Block Forty-Nine (49), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. The property ID of the subject property is 10842. The record property owner is Melinda Vega. The Planning & Zoning Commission has recommended denial of this application. *The Council voted against adoption 4 to 1.*

APPROVED RESOLUTIONS

Resolution 2024-05-08: a resolution approving the Budget Policy.

Resolution 2024-05-09: a resolution approving the Finance Policy.

Resolution 2024-05-10: a resolution approving the Investment Policy.

APPROVED SPECIAL USE PERMITS – None.**UNAPPROVED SPECIAL USE PERMITS – None.****APPROVED ORDERS – None.****APPROVED REPLATS – None.****APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.**

Approved the Interlocal Cooperation Contract between the Texas Department of Public Safety and the Alpine Municipal Court to continue participation in the Failure to Appear program.

Accepted the selected bid responsive to Request for Proposal 2024-04-01 to Evergreen Solutions, LLC, for a classification and compensation study for the City of Alpine and authorize the City Manager to execute the contract.

Approved the Elizabeth Lewis, the recommendation by Mayor Eaves, as Municipal Court Judge.

WORKSHOPS & PRESENTATIONS – None.**PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS**

The City held 5 public hearings in May 2024. Additionally, we sent 30 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	May 2024	FY 2024 YTD
No. of Hearings Conducted	5	46

Letters	May 2024	FY 2024 YTD
No. of Letters Sent	30	551

Official Newspaper Notices	May 2024	FY 2024 YTD
Notice of Public Hearing	3	19
Notice of Passed Ordinance	4	21
Misc. Public Notice (RFP, Workshop, Etc)	2	15

PUBLIC INFORMATION REQUESTS

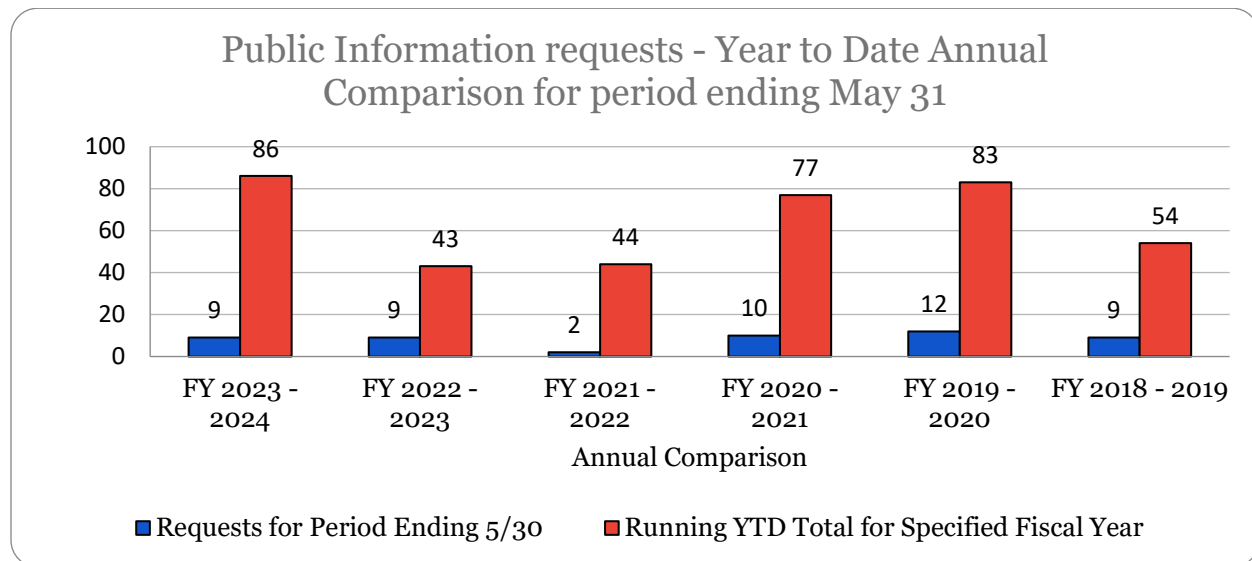
Public Information Requests	May 2024	FY 2024 YTD
Requests Received	9	86
Average Completion Time	5 days	5 days
Referred to Attorney General	0	4

Requests by Department	May 2024	FY 2024 YTD
Administration	3	16
Animal Services	0	2

Building Services / Planning / Code	0	10
Finance	0	3
Police	4	52
Public Works	-	-
Utilities	-	-
Utility Billing	1	2
Redirected to another agency	1	1

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending May 31*

Annual Comparison	Requests for Period Ending 5/30	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	9	86
FY 2022 - 2023	9	43
FY 2021 - 2022	2	44
FY 2020 - 2021	10	77
FY 2019 - 2020	12	83
FY 2018 - 2019	9	54

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	May 2024	FY 2024 YTD
Agendas Prepared/Posted	1	16
Packets Prepared/Posted	1	16
Minutes Completed	0	14

Board Meetings Held	May 2024	FY 2024 YTD
Animal Advisory Board	0	3
Hotel Occupancy Tax Committee	1	2
Music Advisory Board	0	0
Parks and Recreation	0	3
Planning & Zoning	0	6
Building & Standards	0	0

Hotel Occupancy Tax

The Hotel Occupancy Tax Committee met to review the 2024 Hotel Occupancy Grant Guidelines, to review Council Discussion on Committee policies, to review market research reports, and to discuss possible areas of strategic action and procedures to evaluate project ideas for funding and implementation.

Planning & Zoning Commission – None.

Animal Advisory Board – None.

Parks and Recreation Board – None.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

BOARD APPOINTMENTS

Hotel Occupancy Tax Committee

Place 6 (At-Large): Heidi Wasserman

Planning & Zoning Commission

Place 7: Lisa Nix

BOARD RESIGNATIONS / REMOVAL – None.

BOARD VACANCIES

Animal Advisory Board

Place 2

Parks and Recreation Board

Place 1

Place 4

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

Place 2 (Hotelier)

Planning & Zoning Commission

Place 1

Place 2

TRAINING ACTIVITY & SPECIAL EVENTS

ELECTION ACTIVITIES

- Held Election Day at City Council Chambers on May 4, 2024 from 6am to 8pm.
- Organized and held a recount for the Ward 4 race, after a petition was received and certified by Mayor Eaves.

OFFICE OF THE CITY SECRETARY
JUNE 2024 ACTIVITY REPORT



LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	June 2024	FY 2024 YTD
Regular Meetings	2	16
Special Meetings	1	3
Workshops	4	17

Document Type	June 2024	FY 2024 YTD
Agendas Prepared/Posted	5	21
Packets Prepared/Posted	3	19
Minutes Completed/Approved	6	25

Agenda Items Processed	June 2024	FY 2024 YTD
Ordinances	1	21
Resolutions	6	29
Orders	0	6
Proclamations	1	16
Contracts/Agreements	2	9
Policy Revisions	0	3
General Special/Conditional Use Permit	0	1
Short Term Rental	1	19
Alcoholic Beverage Permit	0	2
Coin-Operated / Gameroom Permit	0	0
Rezone	0	5
Replat	0	2
Annexation	0	0
Variance	0	0
Board Appointments	4	11
Other	7	125

Enrolled (Passed) Documents	June 2024	FY 2024 YTD
Ordinances	3	11
Resolutions	5	26
Orders	0	6

APPROVED ORDINANCES

Ordinance 2024-05-03: An ordinance amending Chapter 10 – Animals to the Alpine Code of Ordinances; Providing for updated definitions within the chapter including definitions of adequate shelter, definition of euthanasia, and definition of current vaccination requirements; Amending the processes, procedures, and timelines for the impoundment and destruction, or euthanasia, of animals impounded by the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance. *The Council approved the second and final reading of this ordinance on June 18th.*

Ordinance 2024-05-04: an ordinance amending annexation processes and procedures to the Alpine Code Of Ordinances; Amending Chapter 9 – Annexation to provide additional requirements upon annexation of a subject property; Amending Appendix C – Zoning to remove the requirement that properties be designated R-1 upon annexation and providing that the City Council may establish the zoning designation upon annexation of a subject property. *The Council approved the second and final reading of this ordinance on June 18th.*

Ordinance 2024-06-01: an ordinance authorizing the vacation, abandonment, and sale of the partially developed and utilized alley between Lots 6-8 and 9-11, Block 3, Original Townsite of City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city's interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof. *The Council approved the second and final reading of this ordinance on June 18th.*

UNAPPROVED ORDINANCES – None.

APPROVED RESOLUTIONS

Resolution 2024-06-01: a resolution appointing members of the Alpine City Council to Ex-Officio positions on City Boards, Commissions, and Committees.

Resolution 2024-06-02: a resolution appropriating the second disbursement of American Rescue Plan Act of 2021 Local Fiscal Recovery Funds in an amount of \$742,592.47 to Sewer Infrastructure Improvements.

Resolution 2024-06-03: requesting the Alpine Lions Club to require background checks for gun sales at the Big Bend Gun and Knife Show.

Resolution 2024-06-04: a resolution approving and accepting a proposal from Bickerstaff, Heath, Delgado, Acosta, LLC to provide Bond Counsel Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program and Authorize the City Manager to negotiate a contract with said firm.

Resolution 2024-06-05: a resolution approving and accepting a proposal from Jacob and Martin to provide Engineering Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program and Authorize the City Manager to negotiate a contract with said firm.

Resolution 2024-06-06: a resolution approving and accepting a proposal from USCA Municipal Advisors, LLC to provide Financial Advisor Services for the City's Texas Water Development Board application for funding under the Drinking Water State Revolving Fund (DWSRF) Program and Authorize the City Manager to negotiate a contract with said firm.

APPROVED SPECIAL USE PERMITS

Special Use Permit 2024-06-01: a short term rental special use permit allowing a short term rental to be established at 1607 N. 7th St. The property owner of record is Stanley Vaughn Grisham. The Parcel ID of the subject property is 10415.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED ORDERS – None.

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.

Approved the Interlocal Cooperation Contract between the Texas Department of Public Safety and the Alpine Municipal Court to continue participation in the Failure to Appear program.

Accepted the selected bid responsive to Request for Proposal 2024-04-01 to Evergreen Solutions, LLC, for a classification and compensation study for the City of Alpine and authorize the City Manager to execute the contract.

Approved the Presiding Municipal Court Judge agreement for Elizabeth Lewis, the Municipal Court Judge.

WORKSHOPS & PRESENTATIONS – None.

PUBLIC NOTICES: HEARINGS, LETTERS, & NOTIFICATIONS

The City held 5 public hearings in June 2024. Additionally, we sent 17 letters to owners within 200 feet of properties where proposed zoning changes were being considered.

Public Hearings	June 2024	FY 2024 YTD
No. of Hearings Conducted	5	51

Letters	June 2024	FY 2024 YTD
No. of Letters Sent	17	568

Official Newspaper Notices	June 2024	FY 2024 YTD
Notice of Public Hearing	5	24
Notice of Passed Ordinance	3	24
Misc. Public Notice (RFP, Workshop, Etc)	1	16

PUBLIC INFORMATION REQUESTS

Public Information Requests	June 2024	FY 2024 YTD
Requests Received	13	99
Average Completion Time	4 days	5 days
Referred to Attorney General	0	4

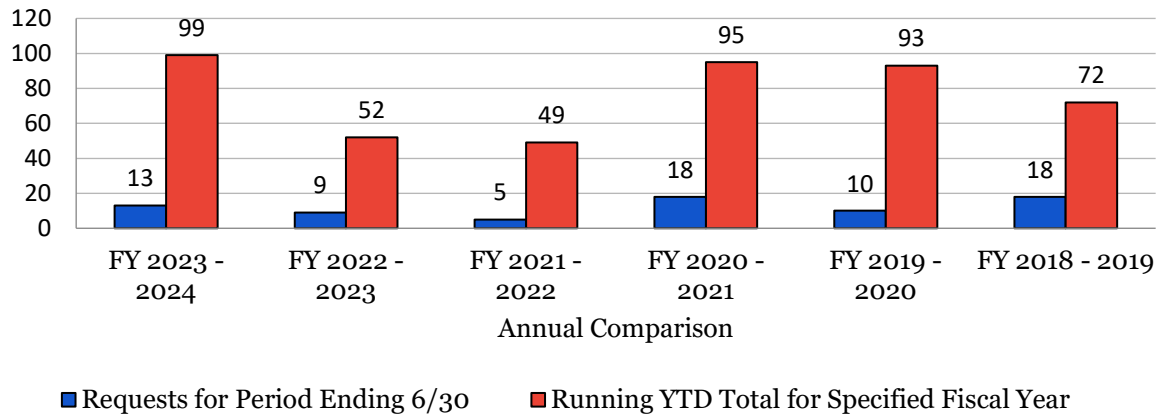
Requests by Department	June 2024	FY 2024 YTD
Administration	3	19

Animal Services	0	2
Building Services / Planning / Code	3	13
Finance	1	4
Police	6	58
Public Works	-	-
Utilities	-	-
Utility Billing	0	2
Redirected to another agency	0	1

PUBLIC INFORMATION REQUESTS –*Year to Date Annual Comparison for period ending June 30*

Annual Comparison	Requests for Period Ending 6/30	Running YTD Total for Specified Fiscal Year
FY 2023 - 2024	13	99
FY 2022 - 2023	9	52
FY 2021 - 2022	5	49
FY 2020 - 2021	18	95
FY 2019 - 2020	10	93
FY 2018 - 2019	18	72

Public Information requests - Year to Date Annual
Comparison for period ending June 30

**BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES**

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	June 2024	FY 2024 YTD
Agendas Prepared/Posted	3	19
Packets Prepared/Posted	3	19
Minutes Completed	2	16

Board Meetings Held	June 2024	FY 2024 YTD
Animal Advisory Board	0	3
Hotel Occupancy Tax Committee	1	3
Music Advisory Board	0	0
Parks and Recreation	1	4
Planning & Zoning	1	7
Building & Standards	0	0

Hotel Occupancy Tax

The Hotel Occupancy Tax Committee met for a preliminary review of 2024-2025 HOT Grant Applications.

Parks and Recreation Board

The Parks & Recreation Board met and discussed the upcoming 2024-2025 meeting schedule, the watering at Centennial Park, updates to the dog park and citizen concerns with goat heads, and discussed reconfiguring the task lists.

Planning & Zoning Commission

The Planning & Zoning Commission held a public hearing regarding Replat 2024-06-01, allowing the applicant Penelope V. Avery to amend setback requirements of the subject property. The Commission voted to recommend approval of the replat application to the City Council. The Commission also held a public hearing regarding Rezone 2024-06-01, a rezone application to allow the applicant, Sean Hopper, to establish a laundromat at the subject property.

Additionally, the Commission discussed: the C-2A zoning district, making a proposed core historic district, the Alpine Historic Association application for funding a Historic District Survey, spot zoning, zoning boundaries, and the possibility of issuing a letter of support for the historic district survey. The Commission considered an updated ordinance that would restrict the ability to spot zone to certain exceptions.

Animal Advisory Board – None.

Building & Standards Commission - None.

Music Advisory Board - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES

Hotel Occupancy Tax Committee

Place 1 (Hotelier): Kari Wilson

Planning & Zoning Commission

Place 2: Linda Molinar

Parks & Recreation Board

Place 2: Norma Olivo

BOARD RESIGNATIONS / REMOVAL**Parks & Recreation Board**

Place 2: Larry Hood

Hotel Occupancy Tax Committee

Place 3: Jessica Lundebry

BOARD VACANCIES**Animal Advisory Board**

Place 2

Parks & Recreation Board

Place 1

Place 4

Place 6

Building & Standards

Place 7

Hotel Occupancy Tax Committee

Place 2 (Hotelier)

Place 3 (Arts & Historic)

Planning & Zoning Commission

Place 1

TRAINING ACTIVITY & SPECIAL EVENTS**ELECTION ACTIVITIES**

- The City Manager sent the proposed charter amendments to the City Attorney for review. Based on the feedback the Office of the City Secretary will plan the charter election. We have already initiated discussions with Brewster County and anticipate having to hold a joint location for Early Voting.

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 8B

Department: Office of the City Manager

Sponsor:

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: None



AGENDA ITEM

Update from the Director of Tourism Chris Ruggia. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Review of Revenue Trend Comparison for:

1. Sales Tax
2. Short Term Rental Revenue, Short Term Rental Revenue (all AirBNB/VRBO listings - from AirDNA)
3. Hotel Revenue (sample of 7 hotels - from STR report)

Included are the major annual events for each month.

Observations:

1. Sales Tax has a very slight upward trend over the three-year period. STRs have a fairly strong upward revenue trend while hotels have a slightly less strong downward trend.
2. STRs are more volatile than both sales tax and hotels, with much larger percentage changes month to month (not counting the massive outlier of Feb 2022 in the sales tax line).
3. Seasonal trends appear to have a greater impact on overall lodging revenue than specific events. Post-pandemic, we see a bump for Viva Big Bend, but July is still slower than Spring or Fall months regardless of events. Spring Break is still the big winner across the board (considered a seasonal occurrence rather than an event)

SUPPORTING MATERIALS

1. HOT Revenue Comparisons

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

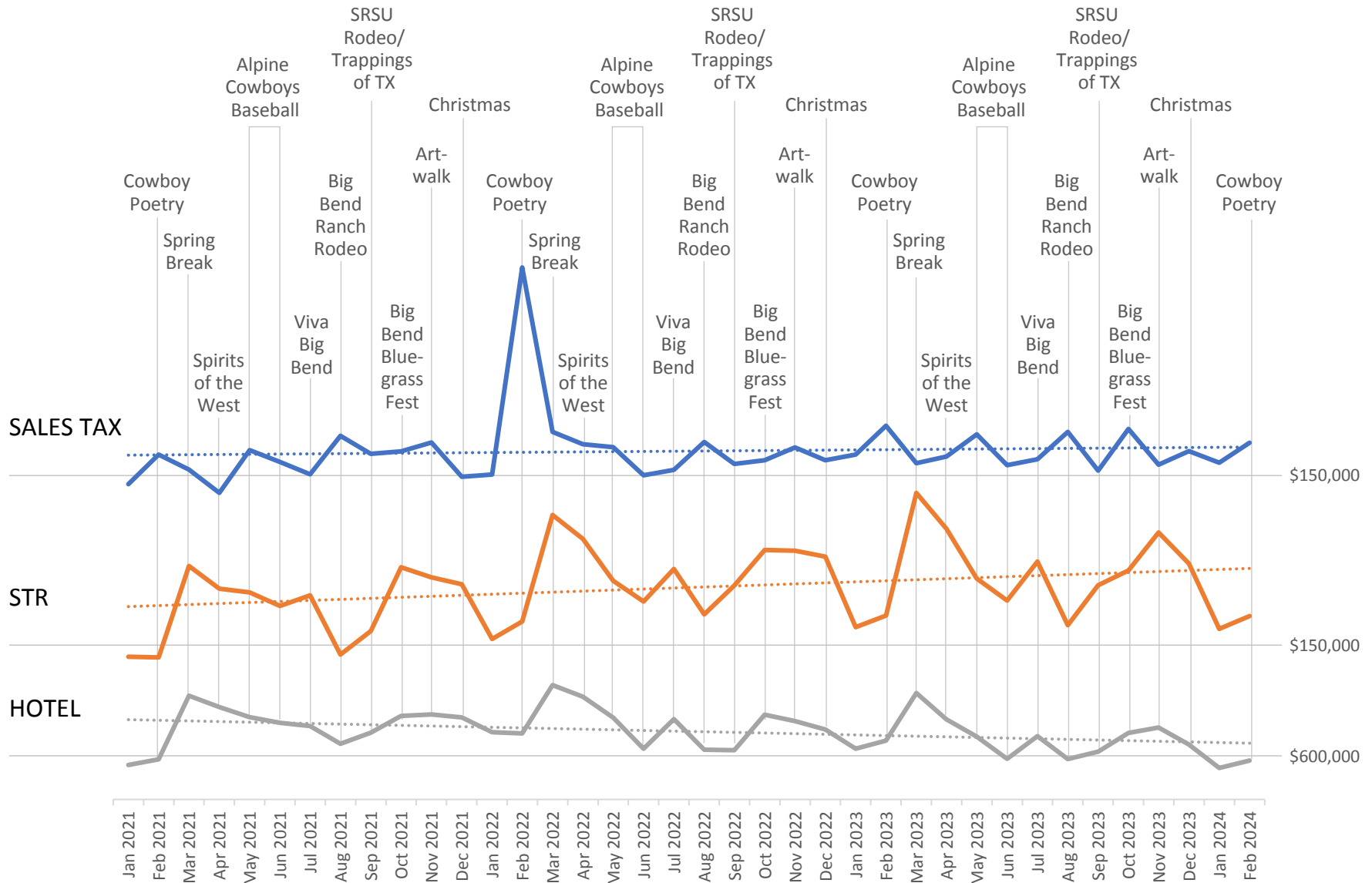
Alex Tackett, Records Clerk

Approved - 7/8/2024

Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

Approved - 7/8/2024
Final Approval - 7/8/2024

Revenue Timeline: Sales Tax, Short Term Rentals, Hotels *(sample of 7 hotels)*



NOTE: Each solid line of this chart shows **percentage change month-to-month** for its indicated revenue pool. Dotted lines show the linear trend for each data set.

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 9A

Department: City Council

Sponsor: Reagan Stone, City Council Ward 1

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Discuss to move city elections to November general election. (R. Stone, City Council)

EXECUTIVE SUMMARY

NONE.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 9B

Department: City Council

Sponsor:

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation:



AGENDA ITEM

Discussion on city employee salaries. (R. Stone, City Council)

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required:

Savings Anticipation:

Current Budget FY2023-
2024:

Additional Funding:

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 9C

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: None



AGENDA ITEM

Discuss the FY 2024–2025 Budget and Capital Improvement Plan. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10A

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve the second and final reading of Ordinance 2024-07-02, an ordinance approving Rezone Application 2024-06-01; Amending the official zoning map of the city by rezoning the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The applicant, Sean Hopper, proposed to change the zoning for the subject property to establish a laundromat. The subject property is located between the food pantry and the former Chapparal Bar. The Planning & Zoning Commission met on Monday, June 24, 2024 to consider the zoning change application. The Planning & Zoning Commission voted to send a recommendation of approval to the City Council. The City Council considered the first reading of the ordinance on July 2, 2024 and voted to approve the first reading of the zoning change.

SUPPORTING MATERIALS

1. Ordinance 2024-07-02
2. Rezone 2024-06-01

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

ORDINANCE 2024-07-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING REZONE APPLICATION 2024-06-01; AMENDING THE OFFICIAL ZONING MAP OF THE CITY BY REZONING THE PROPERTY LOCATED AT 1003 E. GALLEGOS AND LEGALLY DESCRIBED AS 0.5 ACRES, MORE OR LESS, LYING IN BREWSTER COUNTY, TEXAS, LOT TEN (10), THE W 1/2 OF LOT NINE (9), TWO (2) AND THE W 1/2 OF LOT THREE (3), EXCEPT THE NORTH 20 VARAS OF LOTS ONE (1), TWO (2) AND THE W 1/3 OF THREE (3), IN BLOCK THIRTY-THREE (33) HANCOCK ADDITION SOUTH OF THE RAILROAD, ACCORDING TO THE MAP/PLAT ON OF SAID ADDITION FILED IN PLAT ENVELOPE NO. 112, BREWSTER COUNTY PLAT RECORDS; REZONING THE SUBJECT PROPERTY FROM R-4 MOBILE HOME DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL DISTRICT; PROVIDING FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE, AND HEARING CLAUSES.

WHEREAS, Sean A. Hopper initiated a zoning change to update the zoning designation from R-4 Mobile Home District to C-1 Neighborhood Commercial District for the property located at 1003 E. Gallegos; and

WHEREAS, the subject property is legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), Except the North 20 varas of Lots One (1), Two (2) and the W 1/3 of three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records; and

WHEREAS, the subject properties have property identification numbers of 10749 and 10746 in the public records of Brewster County, Texas, and the record owner of the property is Sean A. Hopper; and

WHEREAS, the applicant of the rezoning application seeks to establish a laundromat at the subject property, the use of which is not acceptable under the current zoning designation; and

WHEREAS, on June 24, 2024, the Planning & Zoning Commission of the City of Alpine held a public hearing regarding the request to rezone, public notice of which was duly provided to the public in the June 6, 2024 edition of the City's official newspaper; and

WHEREAS, the Planning & Zoning Commission voted unanimously to recommend approval of the rezoning request; and

WHEREAS, the City Council held a public hearing on July 2, 2024, regarding the request to rezone, public notice of which was duly provided to the public in the June 6, 2024 edition of the official newspaper of the city; and

WHEREAS, notices were sent by United States Postal Service mail to property owners within 200 feet regarding the times and places of the public hearings at least 10 days prior to said hearings; and

WHEREAS, Chapter 211 of the Texas Local Government Code provides that municipalities have the authority to regulate zoning; and

WHEREAS, Section 2.01(B)(8) of the City's Charter provides the City to provide land use and development regulations, including zoning regulations, by ordinance; and

WHEREAS, Sec. 21.02 of Alpine's zoning ordinance state that the boundaries of the districts proposed in a zoning application may be noncontiguous if the zoning is initiated by the council or the planning and zoning commission; and

WHEREAS, after receiving a recommendation from the Planning & Zoning Commission, receiving resident feedback, and receiving feedback from City Staff, the City Council deems it to be in the best interest of the City to approve the zoning change of the subject property as requested by the applicant; and

WHEREAS, the City Council has given due public notice of hearings relating to zoning districts, regulations, and restrictions, and has held such public hearings; and

WHEREAS, all requirements of the State Statutes, with regard to the preparation of the report of the Planning and Zoning Commission and subsequent action of the City Council have been met.

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

SECTION I FINDINGS OF FACT

Each and every one of the recitals, findings, and determinations contained in the preamble of this ordinance are found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby repeated and incorporated herein as if copied in their entirety.

SECTION II ZONING CHANGE

The zoning designation of C-1 Neighborhood Commercial District is hereby approved for the property located at 1003 E. Gallego and legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), Except the North 20 varas of Lots One (1), Two (2) and the W 1/3 of three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records. The official zoning map of the City is hereby amended to reflect the updated zoning.

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 judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, 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 July 2, 2024 and July 16, 2024, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearings, and notice of how to obtain copies of the proposed documents, was published in the Alpine Avalanche, the official newspaper of the City of Alpine.

SECTION VII EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 16th DAY OF JULY 2024 BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

JULY 2, 2024

APPROVED:

SECOND AND FINAL READING

JULY 16, 2024

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

City Attorney

**APPLICATION FOR REZONING & CONDITIONAL USE PERMIT**

Section 21.03. The city council shall have jurisdiction with respect to all rezone requests. The planning and zoning commission shall review and submit a recommendation to the city council on all applications for rezoning.

ADDRESS OF PROPERTY:		ACREAGE OF SITE:	
1003 E Gallego Dr.		0.53 AC	
LEGAL DESCRIPTION:		CURRENT ZONE:	
HANCOCK, BLOCK 33, LOT 9 W/2 OF 9, ALL OF LT 10 and HANCOCK, BLOCK 33, LOT 1 S30 VRS OF 1, S30 VRS OF 2 & W/2-3		R-4 Mobile Home District (across street from C-1 Neighborhood Commercial District) per Alpine Ord. No. 445 Official Zoning Map	
PROPERTY OWNER:	APPLICANT NAME:	TELEPHONE:	EMAIL:
Sean Hopper	Sean Hopper		
APPLICANT MAILING ADDRESS:		CITY, STATE & ZIP:	
504 John West Rd. Alpine, TX 79830			
APPLICANT MAILING ADDRESS:		CITY, STATE & ZIP:	
504 John West Rd.		Alpine, TX 79830	
PROJECT FOR WHICH REZONING IS SOUGHT:		APPLICABLE SECTION/SUBSECTION ORDINANCE:	
Laundromat		C-1	
SPECIFIC USE OF THE PROPERTY:		EXISTING USES OF ADJACENT PROPERTIES:	
Vacant Lot		Sul Ross Football Stadium, Alpine Food Bank, Restaurant/Bar located in same R-4 Mobile Home District and across street from C-1 Neighborhood Commercial District	
PARCEL ID#: 10749,10746		SURVEY INCLUDED: ☒	

***If the applicant is not the legal owner of the property, a signed statement by the owner that the applicant is the authorized agent of the owner of the property.*

REZONING CHECKLIST

Initiation of zoning or rezoning:

- ☐ **Section 21.01. Zoning or rezoning of property may be initiated by the:**
- ☐ Council;
 - ☐ Planning and zoning commission;
 - ☒ Record owner;
 - ☐ Petition of:

- a. The owners of at least 51 percent of the land, by land area, in the proposed district; or
- b. At least 51 percent of the owners of individual properties in the proposed district.
 - i. Property owned by the City Of Alpine or other governmental entities shall be fully excluded from the area subject to petition of the owners, except such property may be included in support if it contains structures or features that contribute to the historic character of the district, as determined by the historic landmark commission. The amount of such property to be calculated as supporting shall not exceed one-third of the 51 percent of the land in the proposed district.

(Ord. No. 2016-08-02, 9-20-16; Ord. No. 2016-10-03, 11-1-16)

☒ **Section 21.02. Proposed district boundaries must be contiguous.**

Except as provided in section 21.01, the boundaries of the districts proposed in a zoning or rezoning application must be contiguous.

*** The boundaries of the districts proposed in a zoning application may be noncontiguous if the zoning is initiated by the council or the planning and zoning commission. (Ord. No. 2016-08-02, 9-20-16; Ord. No. 2016-10-03, 11-1-16)*

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

I as owner of the property hereinafter referenced, do hereby execute this document, and acknowledge the above statements to be true and, accurate to the best of knowledge. I have received, read and understand the terms and conditions of this request and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.

OPTIONAL:

_____ I authorize my duly authorized agent to coordinate with the City and its representatives and speak in my behalf for the purpose of representing me in regards to this request.

APPLICANT SIGNATURE


PRINTED NAME
 Sean Hopper

DATE 5-29-24

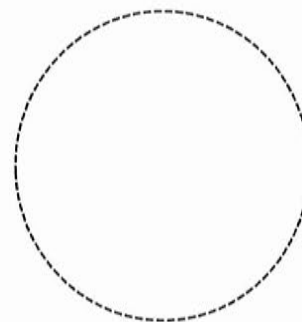
FOR STAFF USE ONLY

PERMIT # 24-007559

TOTAL FEES 350.00

DATE: 06/03/2024





Section 21.15. Refunds.

The fees established shall be non-refundable to the applicant, unless the request is completely withdrawn before the procedure of notices as set forth in section 20.13 have begun.

(Ord. No. 2016-08-02, 9-20-16; Ord. No. 2016-10-03, 11-1-16)

Section 21.04. -Conditional Use Permit Application fee \$250.00 & \$100.00 REZONING Application Fee Total amount due: \$350.00



PAID
CASH

LEGEND

BOUNDARY LINE ———

SUBDIVISION LINES ———

ADJONER LINES ———

ELECTRIC UTILITY — E — E —

ASPHALT ROAD ———

FOUND MONUMENT AS NOTED

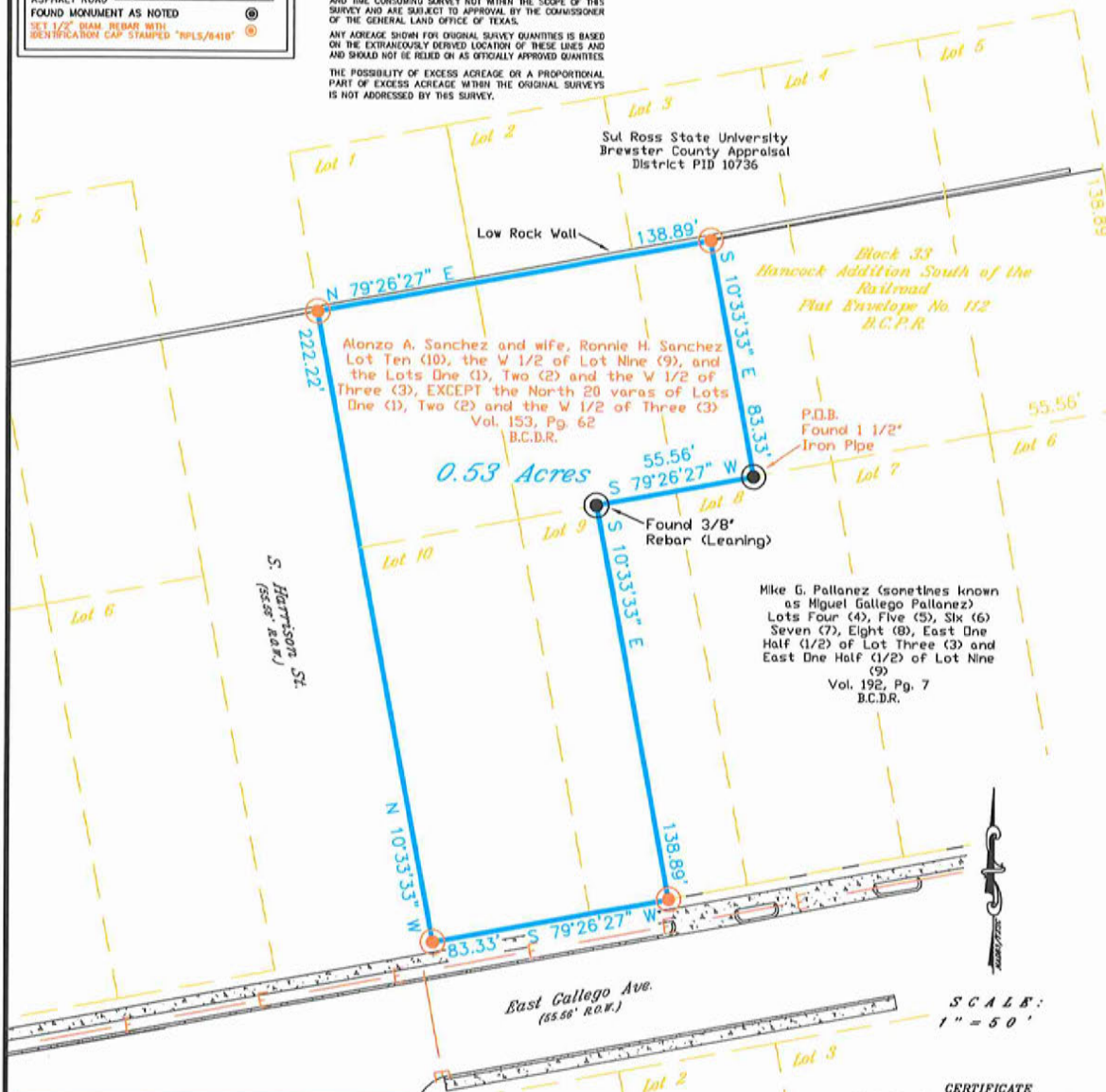
SET 1/2" DIAM. REBAR WITH IDENTIFICATION CAP STAMPED "RPLS/6418"

NOTE:

THE BOUNDARY LINES LOCATED AND SHOWN HEREON ARE CERTIFIED AS TRUE AND CORRECT AS DETERMINED BY A COMPREHENSIVE SURVEY OF THE DEEDED BOUNDARY. ORIGINAL SURVEY LINES AND CORNERS SHOWN HEREON ARE NOT CERTIFIED LOCATIONS. THESE ORIGINAL LOCATIONS AS SHOWN HEREON ARE BASED ON EXISTING INFORMATION. DETERMINATION OF THE PRECISE LOCATION OF ORIGINAL SURVEY LINES AND CORNERS REQUIRES AN EXTENSIVE AND TIME CONSUMING SURVEY NOT WITHIN THE SCOPE OF THIS SURVEY AND ARE SUBJECT TO APPROVAL BY THE COMMISSIONER OF THE GENERAL LAND OFFICE OF TEXAS.

ANY ACREAGE SHOWN FOR ORIGINAL SURVEY QUANTITIES IS BASED ON THE EXISTINGLY DERIVED LOCATION OF THESE LINES AND SHOULD NOT BE RELIED ON AS OFFICIALLY APPROVED QUANTITIES.

THE POSSIBILITY OF EXCESS ACREAGE OR A PROPORTIONAL PART OF EXCESS ACREAGE WITHIN THE ORIGINAL SURVEYS IS NOT ADDRESSED BY THIS SURVEY.



NOTE:

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, EASEMENTS, RESTRICTIONS, APPURTENANCES, AND ENCUMBRANCES MAY EXIST IN ADDITION TO THOSE SHOWN HEREON. THIS SURVEY IS SUBJECT TO REVISION UPON RECEIPT OF A TITLE INSURANCE COMMITMENT OR ATTORNEY'S TITLE OPINION.

PLAT SHOWING:

Being a Boundary Retracement Survey of 0.53 Acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), and Lots One (1), Two (2), and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty Three (33), Hancock Addition South of the Railroad, according to the map or plat of said addition filed in Plat Envelope No. 112, Brewster County Plat Records, and also being that same certain tract described in conveyance document to Alonzo A. Sanchez and wife, Ronnie H. Sanchez, recorded in Volume 153, Page 62 of the Brewster County Deed Records, Brewster County, Texas.

NOTES:

IMPROVEMENTS SHOWN ARE LIMITED TO MAJOR STRUCTURES AND VISIBLE SALENT FEATURES. SEE CORRESPONDING FIELD NOTES FOR FURTHER DESCRIPTION. BEARINGS, DISTANCES, AND AREAS SHOWN HEREON CONFORM TO THE TEXAS COORDINATE SYSTEM NORTH AMERICAN DATUM 1983, TEXAS SOUTH CENTRAL ZONE. AREA IS SHOWN IN GRID ACRES.

1/2" DIAMETER REBAR WITH IDENTIFICATION CAPS STAMPED "RPLS/6418" SET AT ALL CORNERS UNLESS OTHERWISE NOTED OR SHOWN.

PREPARED FOR:
RONNIE HARTNETT SANCHEZ (SELLER)
SEAN HOPPER (BUYER)
esdr83@gmail.com

PURPOSE OF SURVEY:
BOUNDARY

WARNING: UNAUTHORIZED ALTERATION OF CERTIFIED MATERIAL IS FORGERY.

D. G. Smyth & Co. Inc. FIRM #10008800

235 N. GETTY ST.
SUITE B
UVALDE, TEXAS 78801
PHONE 830-591-0858

THIS GRAPHIC WORK REPRESENTS THE RESULTS OF A SURVEY BEING PROVIDED BY D. G. SMYTH & CO., INC. SOLELY FOR THE EXCLUSIVE USE OF THE PARTIES SHOWN HEREON AND FOR THE PURPOSES SHOWN ABOVE. THE GRAPHIC REPRESENTATION SHOWN HEREON DEPICTS CERTAIN CONDITIONS FOUND EXISTING AS OF THE DATE OF THE ACTUAL SURVEY AND IS LIMITED TO THESE CONDITIONS FOUND AT THAT TIME. NO LICENSE HAS BEEN GRANTED, EXPRESSED OR IMPLIED, TO COPY THIS GRAPHIC WORK. ALL RIGHTS RESERVED, COPYRIGHT 2021, D.G. SMYTH AND CO., INC. ©



CERTIFICATE

D. G. Smyth & Company, Inc. a Texas Corporation and the president of which is Mark E. Logbrinck, a Registered Professional Land Surveyor #6418 Does hereby certify to:

The Principal Parties of This Transaction.



STATE OF TEXAS:
COUNTY OF UVALDE:

I, MARK E. LOGBRINCK, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND BY MEN WORKING UNDER MY SUPERVISION AND THAT SAME IS TRUE AND CORRECT ACCORDING TO SAID SURVEY. THE PLAT AS PREPARED HAS A LIKENESS OF MY SEAL, IN THE COLOR RED, HEREON, AND IS ALSO EMBOSSED WITH MY IMPRESSION SEAL. IF THIS PLAT DOES NOT HAVE THESE TWO CONDITIONS FULFILLED, IT IS A COPY AND MAY HAVE BEEN ALTERED. I ASSUME NO RESPONSIBILITY FOR COPIES OF THE PLAT OTHER THAN THE COPIES BEARING MY ORIGINAL SEALS AND SIGNATURE.

COMPLETED: DECEMBER 9, 2021

Mark E. Logbrinck
REGISTERED PROFESSIONAL LAND SURVEYOR
REGISTRATION NO. 6418

COMPLAINTS IN REGARD TO NEGLIGENCE OF GENERAL NATURE OF SURVEYING SHOULD BE DIRECTED TO:
TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
1017 S. H. 36 FORTWORTH, TEXAS
AUSTIN, TEXAS 78741

PROJECT NO. 21-0559 CHK'D BY:
DRAWING NO. 21-0559
DATE: DECEMBER 9, 2021

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10B

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2024-07-10, a resolution requesting that the Texas Legislature repeal Texas Tax Code Section 351.1035 stipulating how the City of Alpine may expend its Municipal Hotel Occupancy Tax Revenue. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

- In 2003, the Texas Legislature enacted Texas Tax Code 351.1035, stipulating the purpose for which the City of Alpine may expend municipal hotel occupancy tax revenue. The stipulation required 50% or more of the revenue to be used specifically for the promotion of advertising.
- Over the past 20 years, the City has actively worked towards ensuring the funds have been appropriately expended covering all State hotel occupancy tax requirements.
- In 2018, the Council support the formal implementation of policies and procedures for utilizing hotel occupancy tax funds.
- In 2019, the City passed resolution 2019-03-01, requesting the 86th Texas Legislature repeal Texas Tax Code 351.1035.
- In 2020, the Council restructured the Hotel Occupancy Tax committee, comprising a committee of local citizens and stakeholders.
- Recently, the HOT Committee and City Council have discussed the request to repeal the legislation requirement and allow the City of Alpine the same ability as other municipalities to utilize hotel occupancy tax revenue.

SUPPORTING MATERIALS

1. 2024-07-10 - HOT Resolution 50% Repeal.

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

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

Approved - 7/3/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2024-07-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, REQUESTING THAT THE TEXAS LEGISLATURE REPEAL TEXAS TAX CODE SECTION 351.1035 STIPULATING HOW THE CITY OF ALPINE MAY EXPEND ITS MUNICIPAL HOTEL OCCUPANCY TAX REVENUE.

WHEREAS, in 2003 the Texas Legislature enacted Texas Tax Code Section 351.1035, stipulating the purpose for which Alpine may expend municipal hotel occupancy tax revenue beyond what other Texas municipalities are required under state law; and

WHEREAS, the City of Alpine has proactively increased its tourism promotional campaigns and these practices have greatly benefited the hotel, lodging, and tourism industry of the City in recent years; and

WHEREAS, the City has determined to further economic growth and development and to promote the tourism economy, and believes that it would be a great benefit to have the ability to expend hotel occupancy tax funds in a manner consistent with the vast majorities of Texas cities; and

WHEREAS, in 2018 the City implemented formal written policies and procedures to ensure hotel occupancy tax were utilized in accordance with State requirements directly addressing the enhancement and promotion of tourism and the convention and hotel industries, as well as ensuring the expenditures fit clearly into one of the nine statutorily provided categories; and

WHEREAS, in 2020 the City continued to take measures to ensure the efficient use of Hotel Occupancy Tax funds, as can be seen with the restructure of a Hotel Occupancy Tax Committee and updated procedures relating to the city's hotel occupancy tax; and

WHEREAS, the Hotel Occupancy Tax Committee is comprised of local citizens and stakeholders to advise the City Council on expending hotel occupancy tax; and

WHEREAS, the positions on the Hotel Occupancy Tax Committee include two hotelier representatives, two arts & historic preservation representatives, and two at large community positions with the primary task of enhancing tourism through efficient expenditure of hotel occupancy tax; and

WHEREAS, the City supports the repeal of Texas Tax Code Section 351.1035 due to Alpine's increasing success with promoting tourism, the local lodging industry supports the repeal of Texas Tax Code Section 351.1035; and

WHEREAS, the City deems it to be in the best interest of the citizens of Alpine to request that the Texas Legislature repeal Texas Tax Code Section 351.1035 so that the City may more effectively expend municipal hotel occupancy tax revenue in a manner that generates additional future tourism economic activity.

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

SECTION I. That City Council adopts the findings and recitals set forth in the preamble of this Resolution.

SECTION II. The City requests and supports the passage of legislation during the 89th Regular Session of the Texas Legislature, 2025, to repeal Texas Tax Code Section 351.1035, thus allowing the City of Alpine to be governed by the same state statutes applicable to the vast majority of Texas municipalities regarding the expenditure of municipal hotel occupancy tax revenue.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE TEXAS ON THE 16TH DAY OF JULY 2024.

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10C

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2024-07-11, a resolution authorizing an Advanced Funding Agreement (AFA) with the State of Texas for a Mobility Plan Study for the City of Alpine. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

- In May 2023, the Alpine City Council approved Resolution 2023-05-19, allowing the City to participate in the Texas Department of Transportation Transportation Alternative Program.
- The City has been awarded the grant for a mobility study.
- The Texas Department of Transportation has worked with the City of Alpine to develop a scope of work for this project.
- The State has accepted the proposed scope of work and provided the Advanced Funding Agreement to move forward with the Mobility Study.
- The City of Alpine and Texas Department of Transportation will work together to procure an engineering firm to assist with this project, data collection, and community engagement events.
- The estimated total for this study is \$248,768.00, with the City estimated match of \$47,840.00.
- The estimated match would be funded through the Streets Infrastructure Reserve account.

SUPPORTING MATERIALS

1. 2024-07-11 TXDOT Mobility Grant Updated Resolution
2. City of Alpine - AFA DRAFT

BUDGET CONSIDERATIONS

Expenditure Required: \$47,840.00

Savings Anticipation: \$200,928

Current Budget FY2023- \$0.00

2024:

Additional Funding: \$47,840.00 - Reserves

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2024-07-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
AUTHORIZING AN ADVANCED FUNDING AGREEMENT (AFA) WITH THE STATE
OF TEXAS FOR A MOBILITY PLAN STUDY FOR THE CITY OF ALPINE.**

WHEREAS, the City of Alpine is committed to providing for the safety and welfare of its citizens and visitors; and

WHEREAS, the City of Alpine has identified the need for increased walkability and improved connectivity throughout the City; and

WHEREAS, the City of Alpine promotes maximizing local dollars, utilizing the TA grant program's 80/20 match opportunity;

WHEREAS, the City of Alpine finds it in the best interest of the citizens of Alpine that the City participate in the Texas Department of Transportation's (TX-DOT) Transportation Alternative (TA) Program.

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

SECTION I. The City of Alpine supports the Advance funding Agreement (AFA) For TA23 City of Alpine Mobility Plan for the TX-DOT Transportation Alternative grant program to provide funds to conduct a Mobility Study and Plan.

SECTION II. The City of Alpine agrees to provide required matching funds (estimated \$47,840.00) and reporting requirements as required by TX-DOT.

SECTION III. The City of Alpine understands it will be responsible for any project cost overruns.

SECTION III. The City of Alpine agrees that in the event of loss or misuse of the TX-DOT Transportation Alternatives program funds, the City of Alpine assures that the funds will be returned to TX-DOT in full.

SECTION IV. The City of Alpine designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 16th DAY OF JULY 2024 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

TxDOT:				Federal Highway Administration:	
CCSJ #	0924-35-024	AFA ID	Z00009034	CFDA No.	20.205
AFA CSJs	0924-35-024			CFDA Title	Highway Planning and Construction
District #	24- ELP	Code Chart 64#	00700 -City of Alpine		
Project Name	TA23 City of Alpine Mobility Plan			AFA Not Used For Research & Development	

STATE OF TEXAS §

COUNTY OF TRAVIS §

**NON-CONSTRUCTION
ADVANCE FUNDING AGREEMENT
FOR A TRANSPORTATION ALTERNATIVES
SET-ASIDE (TASA) PROGRAM PROJECT
TxDOT-Selected Off-System**

This Advance Funding Agreement for a Transportation Alternatives Set-Aside (TASA) Program Project ("Agreement") is made between the State of Texas (State), acting through the Texas Department of Transportation, and the City of Alpine (Local Government), acting through its duly authorized officials.

WITNESSETH

WHEREAS, federal law establishes federally funded programs for transportation improvements to implement its public purposes, and

WHEREAS, the Texas Transportation Code, Section 201.103 establishes that the State shall design, construct and operate a system of highways in cooperation with local governments, and Section 222.052 authorizes the Texas Transportation Commission to accept contributions from political subdivisions for development and construction of public roads and the state highway system within the political subdivision, and

WHEREAS, Federal law, 23 USC §134 and 49 USC §5303, requires that State and Metropolitan Planning Organizations (MPOs) develop transportation plans and programs for urbanized areas of Texas, and

WHEREAS, Federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and federal funds, and

WHEREAS, the Texas Transportation Commission has codified 43 TAC, Rules 15.50-15.56 that describe federal, state, and local responsibilities for cost participation in highway improvement and other transportation projects, and

WHEREAS, the rules and procedures for the Transportation Alternatives Set-Aside Program (TASA) are established in 23 USC §133(h), and 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418, and

WHEREAS, the Local Government prepared and submitted to the State or Metropolitan Planning Organization (MPO) a project nomination package for TASA funding consideration, which is briefly described as TA23 City of Alpine Mobility Plan (Project), and

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WHEREAS, the Texas Transportation Commission (Commission) passed Minute Order Number 116575 (MO) dated October 26, 2023 awarding funding for TASA projects in the TASA Program Call of the El Paso MPO, including Project, and

WHEREAS, the governing body of the Local Government has approved entering into this Agreement by resolution or ordinance dated {enter date of resolution}, which is attached to and made a part of this Agreement as Attachment C, Resolution, Ordinance, or Commissioners Court Order. A map showing the Project location appears in Attachment A, Scope of Work, which is attached to and made a part of this Agreement, and

NOW, THEREFORE, the State and the Local Government agree as follows:

AGREEMENT

1. Period of Agreement and Performance

- A. This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until the close of ordinary business on October 31, 2027.

2. Scope of Work and Use of Project

- A. The scope of work is the project (Project) as detailed in Attachment A, Scope of Work (Attachment A).
- B. Any project changes proposed must be submitted in writing by Local Government to State. Substantive changes may also require an amendment to this Agreement and the approval of the FHWA, State, MPO, or the Commission. Any changes undertaken without written approval and amendment of this Agreement may jeopardize not only the federal funding for the changes, but the federal funding of the entire Project.

3. Project Sources and Uses of Funds

The total estimated cost of the Project is shown in Attachment B, Project Estimate and Source of Funds (Attachment B), which is attached to and made a part of this Agreement.

- A. If Local Government will perform any work under this Agreement for which reimbursement will be provided by or through the State, the Local Government must complete training. If federal funds are being used, the training must be completed before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled "Local Government Project Procedures and Qualification for the Texas Department of Transportation" and retains qualification in accordance with applicable TxDOT procedures. Upon request, Local Government shall provide the certificate of qualification to State. The individual who receives the training certificate may be an employee of Local Government or an employee of a firm that has been contracted by Local Government to perform oversight of the Project. State in its discretion may deny reimbursement if Local Government has not continuously designated in writing a qualified individual to work actively on or to directly oversee the Project.
- B. The expected cash contributions from the federal government, the State, the Local Government, or other parties are shown in Attachment B. The State will pay for only those Project costs that have been approved by the Texas Transportation Commission.

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- For projects with federal funds, the State and the federal government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration (FHWA).
- C. State and the Federal Government will not reimburse Local Government for any work performed outside the Performance Period. After federal funds have been obligated, State will send to Local Government a copy of the formal documentation showing the obligation of funds including federal award information. Local Government is responsible for 100 percent of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
 - D. The Project budget and source of funds estimate based on the budget provided in the application is included in Attachment B. Attachment B shows the percentage and estimated dollar amounts to be contributed to Project by state and local sources, as well as the maximum amount in federal TASA funds assigned by the Commission or MPO in consultation with State. This Agreement may be amended from time to time as required to meet the funding commitments based on revisions to the TASA, FPAA, or other federal documents.
 - E. State will be responsible for securing the federal share of funding required for the development of the Project, in an amount not to exceed 80 percent of the actual cost of the work up to the amount of funds approved for Project by the Texas Transportation Commission or MPO in consultation with State. Federal funds will be reimbursed on a cost basis. Project costs incurred prior to issuance of the SLOA are not eligible for reimbursement.
 - F. The Local Government will be responsible for all non-federal or non-State participation costs associated with the Project, unless otherwise provided for in this Agreement or approved otherwise in an amendment to this Agreement. For items of work subject to specified percentage funding, the Local Government shall only in those instances be responsible for all Project costs that are greater than the maximum State and federal participation specified in Attachment B and for overruns in excess of the amount specified in Attachment B to be paid by the Local Government. If the Project was State-selected, the State may apply a portion of any excess program funds to cover all or a portion of any overrun based on criteria provided by 43 Tex. Admin. Code §11.411(d).
 - G. The budget in Attachment B will clearly state all items subject to fixed price funding, specified percentage funding, and the periodic payment schedule, when periodic payments have been approved by the State.
 - H. When fixed price funding is used, the Local Government is responsible for the fixed price amount specified in Attachment B. Fixed prices are not subject to adjustment unless (1) further definition of the Local Government's requested scope of work identifies greatly differing costs from those estimated; (2) work requested by the Local Government is determined to be ineligible for federal participation; or (3) the adjustment is mutually agreed to by the State and the Local Government.
 - I. Within 90 days following execution of this Agreement, the Local Government shall remit its local match as specified in Attachment B for State's estimated oversight and development cost.
 - J. In the event State determines that additional funding is required by Local Government at any time during Project, State will notify Local Government in writing. Local Government is responsible for the percentage of the authorized Project cost shown in Attachment B and 100 percent of any overruns above the federally authorized amount.

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Local Government will make payment to State within 30 days from receipt of State's written notification.

- K. Whenever funds are paid by Local Government to State under this Agreement, Local Government will remit a warrant made payable to the "Texas Department of Transportation". The warrant will be deposited by State and managed by State. Funds may only be applied by State to Project.
- L. Upon completion of Project, State will perform a final accounting of Project costs. Any funds due to Local Government, State, or the Federal Government will be promptly paid by the owing party.
- M. In the event Project is not completed, State may seek reimbursement from Local Government of the expended federal funds. Local Government will remit the required funds to State within 60 days from receipt of State's notification.
- N. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the Agreement or indirectly through a contract or subcontract under the Agreement. Acceptance of funds directly under the Agreement or indirectly through a contract or subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- O. State will not pay interest on any funds provided by Local Government.
- P. State will not execute the contract for development of Project until the required funding has been made available by Local Government in accordance with this Agreement.
- Q. Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by State no more frequently than monthly, and no later than 90 days after costs are incurred. If Local Government submits invoices more than 90 days after the costs are incurred, and if federal funding is reduced as a result, State shall have no responsibility to reimburse Local Government for those costs.
- R. If Local Government is an Economically Disadvantaged County (EDC) or the State or MPO selected project meets the State's or MPO's criteria to receive Transportation Development Credits in lieu of providing a cash local match, and the State has approved adjustments to the standard financing arrangement, this agreement reflects those adjustments.

4. Termination of the Agreement

- A. This Agreement may be terminated by any of the following conditions:
 - 1. By mutual written consent and agreement of all parties.
 - 2. By any party with 90 days written notice; or
 - 3. By either party, upon the failure of the other party to fulfill the obligations as set forth in this Agreement. Any cost incurred due to such breach of contract shall be paid by the breaching party.
- B. If the potential termination of this Agreement is due to the failure of Local Government to fulfill its contractual obligations, State will notify Local Government that possible breach of contract has occurred. Local Government should make every effort to remedy the breach within a period mutually agreed upon by both parties.
- C. The Agreement may be terminated by the State because the parties are not able to execute a mutually agreeable amendment when the costs for Local Government requested items increase significantly, determination that Local government requested

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work is ineligible for federal or state cost participation, or a more thorough definition of the Local Government's proposed work scope identifies greatly differing costs from those estimated. The State will reimburse Local Government remaining funds to the Local Government within ninety (90) days of termination.

- D. If Local Government withdraws from Project after this Agreement is executed, Local Government shall be responsible for all direct and indirect Project costs as identified by the State's cost accounting system and with 2 CFR Part 200 recapture requirements.
- E. A project may be eliminated from the TASA program as outlined below. If Project is eliminated for any of these reasons, this Agreement will be appropriately terminated. A project may be eliminated from the program, and this Agreement terminated, if:
 - 1. Local Government fails to satisfy any requirements of the program rules cited in 43 Texas Administrative Code, Part 1, Chapter 11, Subchapter G, §§11.400 – 11.418.
 - 2. The implementation of Project would involve significant deviation from the activities proposed in the nomination form and approved by the Texas Transportation Commission or MPO in consultation with State.
 - 3. Local Government withdraws from participation in Project.
 - 4. State determines that federal funding may be lost due to Project not being implemented and completed.
 - 5. Funds are not appropriated; in which case this Agreement shall be terminated immediately with no liability to either party. Payment under this Agreement beyond the current fiscal biennium is subject to availability of appropriated funds.
 - 6. A professional services contract has not been awarded or development has not been initiated within three years after the date that the Commission or MPO selected the project or by a date determined by the state and agreed to by the Local Government.
 - 7. Local Government fails to attend progress meetings at least twice yearly, as scheduled by State.
- F. State, at its sole discretion, may terminate this Agreement if State does not receive project invoice from Local Government within 270 days of FPAA.

5. Amendments

This Agreement may be amended due to significant changes in the work, the amount of funding required to complete Project, or the responsibilities of the parties. Such amendment must be made through a mutually agreed upon, written amendment that is executed by the parties.

6. Remedies

This Agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this Agreement and shall be cumulative.

7. Professional Services

- A. Professional services for planning and preliminary engineering will be provided by the **State**. In procuring professional services, the parties to this Agreement must comply with federal requirements cited in 23 CFR Part 172 if Project is federally funded and Local Government will be seeking reimbursement for these and with Texas Government

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Code Subchapter 2254.A., in all cases. Professional services contracts for federally funded projects must conform to federal requirements.

- B. The architectural contract documents shall be developed in accordance with the standards of the American Institute of Architects, the U.S. Secretary of the Interior's Standards for Historic Preservation Projects, Standards and Guidelines for Archeology and Historic Preservation, the National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites and in consultation with the State Historic Preservation Officer, as applicable. The engineering plans shall be developed in accordance with State's applicable Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges and the two American Association of State Highway and Transportation Officials' ("AASHTO") publications, "A Policy on Geometric Design of Highways and Streets" and "Guide for the Development of Bicycle Facilities," as applicable. All design criteria for bicycle and pedestrian bridges must comply with TxDOT's Bridge Design Manual and AASHTO's Load and Resistance Factor Design (LRFD) Guide Specifications for the Design of Pedestrian Bridges (latest edition) as applicable. All contract procurement procedures and documents must adhere to the applicable requirements established in the Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. The use of other systems of specifications shall be approved by State in writing in advance.
- C. When architectural and engineering services are provided by or through Local Government, Local Government shall submit any plans it has completed to State for review and approval on an agreed upon schedule. Local Government may also submit the plans to State for review any time prior to completion. Local Government shall make the necessary revisions determined by State. Local Government will not let the construction contract until all required plans have received State approval.
- D. When architectural and engineering services are provided by or through State, then the State is responsible for the delivery and performance of any required architectural or preliminary engineering work. Local Government may review and comment on the work, including any proposed changes to the scope of work, as required to accomplish Project purposes. State will cooperate with Local Government in accomplishing these Project purposes to the degree permitted by state and federal law.

8. Implementation responsibility

Upon completion of Project, Local Government will be responsible for adopting and implementation of completed planning documents.

9. Notices, Invoices, Payments, and Project Inquiries

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

Local Government:	State:
City of Alpine ATTN: City Manager 100 N. 13 th Street Alpine, TX 79830	Texas Department of Transportation ATTN: Director of Contract Services 125 E. 11 th Street Austin, TX 78701

TxDOT:				Federal Highway Administration:	
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All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

Invoicing, payment, and project inquiries must be sent to the following address, which the State may change by sending written notice of the change to the Local Government:

Texas Department of Transportation
ATTN: Director of Advanced Transportation Planning
13301 Gateway Blvd. West
El Paso, Tx 79928-5410

All invoicing, payment, and project inquiries must include the following information:

County: Brewster County
Local Government: City of Alpine
CSJ No.: 0924-35-024
Project Name: TA23 City of Alpine Mobility Plan

10. Legal Construction

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

11. Responsibilities of the Parties

Neither party is an agent, servant, or employee of the other party and each party is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

12. Ownership of Documents

Upon completion or termination of this Agreement, all documents prepared by State shall remain the property of State. All data prepared under this Agreement shall be made available to State without restriction or limitation on their further use. All documents produced or approved or otherwise created by Local Government shall be transmitted to State in the form of photocopy reproduction on a monthly basis as required by State. The originals shall remain the property of Local Government.

13. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When required, Local Government shall furnish State with satisfactory proof of this compliance.

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14. Sole Agreement

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the Agreement's subject matter.

15. Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR Part 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to Project.

16. Procurement and Property Management Standards

The parties to this Agreement shall adhere to the procurement and property management standards established in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and to the Texas Uniform Grant Management Standards. The State must pre-approve the Local Government's procurement procedures for purchases to be eligible for state or federal funds.

17. Inspection of Books and Records

The parties to this Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the FHWA and the U.S. Office of the Inspector General or their duly authorized representatives for review and inspection at its office during the Agreement period and for seven (7) years from the date of final reimbursement by FHWA under this Agreement or until any impending litigation or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

18. Civil Rights Compliance

The parties to this Agreement are responsible for the following:

- A. Compliance with Regulations: Both parties will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this Agreement.
- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Local Government of the Local Government's obligations under this Agreement and the

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Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

- D. Information and Reports: The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this Agreement, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
1. withholding of payments to the Local Government under the Agreement until the Local Government complies and/or
 2. cancelling, terminating, or suspending of the Agreement, in whole or in part.
- F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

19. Pertinent Non-Discrimination Authorities

During the performance of this Agreement, each party, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of federal or federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).

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- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the federal-aid recipients, subrecipients and contractors, whether such programs or activities are federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

20. Disadvantaged Business Enterprise Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise (“DBE”) Program requirements established in 49 CFR Part 26.
- B. Local Government shall adopt, in its totality, State’s federally approved DBE program.
- C. Local Government shall set an appropriate DBE goal consistent with State’s DBE guidelines and in consideration of Local market, project size, and nature of the goods or services to be acquired. Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. Local Government shall follow all other parts of State’s DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation’s Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address:
http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.
- E. Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. State’s DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon

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notification to Local Government of its failure to carry out its approved program, State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC § 3801 et seq.).

- F. Each contract Local Government signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: “The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.”

21. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, “Debarment and Suspension.” By executing this Agreement, Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this Agreement shall require any party to a contract, subcontract, or purchase order awarded under this Agreement to certify its eligibility to receive federal funds and, when requested by State, to furnish a copy of the certification.

If state funds are used, the parties are prohibited from making any award to any party that is debarred under the Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter G, Rule §20.585 and the Texas Administrative Code, Title 43, Part 1, Chapter 9, Subchapter G.

22. Lobbying Certification

In executing this Agreement, each signatory certifies to the best of that signatory’s knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for Local Government shall complete and submit the federal Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

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- C. The parties shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite imposed by 31 USC §1352 for making or entering into this transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

23. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. Local Government agrees that it shall:
1. Obtain and provide to State a System for Award Management (SAM) number (Federal Acquisition Regulation (FAR) Subpart 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://sam.gov/SAM/pages/public/index.jsf>
 2. Obtain and provide to State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and
 3. Report the total compensation and names of its top five executives to State if:
 - a. More than 80 percent of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - b. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

24. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division at singleaudits@txdot.gov.
- C. If expenditures are less than the threshold during Local Government's fiscal year, Local Government must submit a statement to TxDOT's Compliance Division as follows: *We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____.*
- D. For each year Project remains open for federal funding expenditures, Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or Project has been formally closed out and no charges have been incurred within the current fiscal year.

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25. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this agreement on the date stated under that party's signature.

THE STATE OF TEXAS	THE LOCAL GOVERNMENT
_____	_____
Signature	Signature
_____	_____
Typed or Printed Name	Megan Antrim Typed or Printed Name
_____	_____
Typed or Printed Title	City Manager Typed or Printed Title
_____	_____
Date	Date

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ATTACHMENT A SCOPE OF WORK

Third Party Security Compliance Requirements:

Contractor-Related Entity shall perform its work in accordance with the attached, Information Resources and Security Requirements. A Contractor-Related Entity might create, access, transmit, store, or use Confidential TxDOT data in a Contractor-Related Entity Environment. Contractor shall ensure that Contractor-Related Entity Environments comply with the TxDOT Moderate Security Baseline with the Privacy Overlay.

Purpose: To develop a Mobility Plan (Plan) for the City of Alpine (Local Government). The Plan shall provide guidance to the Local Government for the development of future non-motorized transportation infrastructure and shall assist the Local Government with applying for and obtaining funding to create and expand its non-motorized Active Transportation Network.

Project Area: Jurisdictional boundaries of the City of Alpine.

Timeline and deliverables: Target AFA Execution Date August 1, 2024

- Task 1: Existing Conditions Assessment – 0-12 months from AFA Execution
 - Draft Existing Conditions Report due April 1, 2025
 - Final Existing Conditions Report due August 1, 2025
- Task 2: Public Involvement – 6-18 months from AFA Execution
 - Approved Stakeholder/Public Involvement Plan due February 1, 2025
 - Initial Stakeholder/Public Involvement Report due May 1, 2025Ta
 - Plan Acceptance Stakeholder/Public Involvement Report due November 1, 2025
- Task 3: Analysis and Recommendations – 3-21 months from AFA Execution
 - Draft Needs Assessment Report due August 1, 2025
 - Final Needs Assessment Report and Draft Plan due November 1, 2025
 - Final Plan due February 1, 2026
 - Approved Plan due May 1, 2026

Existing Conditions Analysis: Existing Conditions Assessment shall include a review/audit of existing policies/ordinances and transportation plans in the project area. Tasks included are a roadway network safety assessment, a bicycle and pedestrian physical infrastructure inventory, a travel demand analysis, as well as developing multimodal mobility goals and objectives. The anticipated data sources include TxDOT's Crash Record Information System (CRIS), GIS demographic and roadway databases, published policy/plan datasets, in-field observations, and stakeholder engagement. Additional analysis methodologies and data sources may be defined in the planning consultant contract.

Stakeholder Engagement: The Stakeholder/Public Involvement Plan shall include Stakeholder Identification, Listening Sessions, Virtual Meetings and information sharing, and other outreach methods further identified in planning consultant contract. Stakeholder and Public Involvement shall occur in at least two rounds: (1) during existing conditions assessment to help establish community needs and priorities, and (2) following submission of the Draft Plan with recommendations to gauge

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community/stakeholder buy-in. Stakeholder engagement shall include obtaining the State’s approval of any recommendations affecting the State Highway System.

Recommendations: The Plan shall include short-, mid-, and long-term recommendations regarding project identification and prioritization, as well as policy modification, visioning or goal/objective setting, implementation strategies, and identification of funding opportunities.

Agreement to adopt the completed planning document: The resulting Plan must be adopted by the Governing Body of the Local Government by resolution or ordinance. TxDOT Information Technology Procurement and Contract Review Results Form for ITDCR-02780 must also be adopted by the Governing Body of the Local Government.

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ATTACHMENT B
PROJECT ESTIMATE AND SOURCE OF FUNDS
State Performs Professional Services Work or Hires Consultant

Work Performed by Local Government (“LG”)							
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation Includes percentage for TDC apportionment on projects where applicable	State Participation Includes authorized EDC amounts		Local Government Participation Includes authorized EDC reduction		
			%	Cost	%	Cost	
Planning/Maps/Education/Non-CST	\$0	0%	0%	\$0	0%	\$0	\$0
Preliminary Engineering	\$0	0%	0%	\$0	0%	\$0	\$0
Environmental Cost	\$0	0%	0%	\$0	0%	\$0	\$0
Work by LG Subtotal	\$0			\$0			\$0
Work Performed by the State (Local Participation paid up front by LG to TxDOT)							
Planning/Maps/Education/Non-CST	\$208,000.00	80%	0%	\$166,400.00	0%	\$0	\$41,600.00
Preliminary Engineering	\$0	0%	0%	\$0	0%	\$0	\$0
Environmental Cost	\$0	0%	0%	\$0	0%	\$0	\$0
Work by State Subtotal	\$208,000.00			\$166,400.00		\$0	\$41,600.00

Direct and Indirect State Costs Incurred for Review, Inspection, Administration & Oversight

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Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation		State Participation		Local Government (LG) Participation	
		Includes percentage for TDC apportionment on projects where applicable		Includes authorized EDC amount		Includes authorized EDC reduction	
		%	Cost	%	Cost	%	Cost
Planning/Maps/Education/Non-CST	\$31,200.00	80%	\$24,960.00	0%	\$0	20%	\$6,240.00
Preliminary Engineering	\$0	0%	\$0	0%	\$0	0%	\$0
Environmental Cost	\$0	0%	\$0	0%	\$0	0%	\$0
Direct State Costs Subtotal	\$31,200.00	80%	\$24,960.00	0%	\$0	20%	\$6,240.00
Indirect State Cost	\$9,568.00		\$0	100%	\$9,568.00		\$0
TOTAL PARTICIPATION	\$248,768.00		\$191,360.00		\$9,568.00		\$47,840.00

- The estimated total participation by Local Government is \$47,840.00, plus 100% of overruns.
- Total estimated payment by Local Government to State is \$47,840.00.
- Local Government's payment of \$47,840.00 is due to State within 90 days from execution of this contract.
- The local match must be 20% or greater and may include eligible in-kind contributions, EDC adjustments, or TDCs if authorized as part of project selection.
- Transportation Development Credits (TDC) are being utilized in place of the Local Government's participation in the amount of 0.00.
- This is an estimate; the final amount of Local Government participation will be based on actual costs.
- Maximum federal TASA funds available for Project are \$191,360.00.

ATTACHMENT D

Information Resources and Security Requirements

1. TYPES OF DATA

“TxDOT Data” means TxDOT information, data, records, and information to which a Contractor-Related Entity has access, has possession, or is otherwise provided to a Contractor-Related Entity by TxDOT, whether or not intended under or for the purposes of the agreement, including, without limitation, data generated or collected under this agreement, intellectual property created as a work for hire under this agreement, and Personal Identifying Information (as defined below).

TxDOT Data is classified into the four categories that control applicability of security standards: Public, Sensitive, Confidential, and Regulated. See Section 4 for Definitions.

Any data that a Contractor-Related Entity accesses and downloads from a TxDOT system, for use, manipulation, storage, or management is considered Confidential Data unless otherwise specified in writing by TxDOT.

2. DATA REQUIREMENTS

2.1 Data, Data Dictionaries, and Data Flow Diagrams

Contractor shall ensure that all TxDOT Data that is generated, manipulated, transmitted, or stored, utilizes the TxDOT taxonomy, with documented data dictionaries, and data flow diagrams (including security protocols).

2.2 Data Transfer

- (a) At the completion of a deliverable, the Contractor shall transfer all TxDOT Data generated and stored for that deliverable to TxDOT in a manner and format acceptable to TxDOT and approved by TxDOT’s Information Technology Division (**“ITD”**).
- (b) All metadata associated with the TxDOT Data transferred must remain attached to that data.
- (c) Contractor shall maintain the appropriate level of data security throughout the transfer of the TxDOT Data.

2.3 Backup and Disaster Recovery

- (a) Contractor shall implement business continuity procedures to fulfill all requirements of this agreement that address, as a minimum, fire, theft, natural disaster, technical difficulty, workforce problems equipment failure, or other disruption of business.
- (b) Contractor shall maintain a disaster recovery plan. Contractor is responsible for all project related costs of disaster recovery during the project except for costs associated with disasters beyond Contractor’s reasonable control, and for those costs included as part of the TxDOT infrastructure responsibilities.

2.4 Open Records Requests

Contractor shall not release Information in response to an open record request related to this agreement request unless TxDOT has approved the release in writing.

2.5 Encryption

For Sensitive, Confidential, and Regulated TxDOT Data, the Contractor shall ensure TxDOT Data is encrypted while in-transit and while at-rest in accordance with the TxDOT Controls Catalog Standard SC-13, Cryptographic Protection and SC-08, Transmission Confidentiality and Integrity security requirements.

2.6 Accessibility

Contractor shall ensure all products provided under this agreement comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in 1 Texas Administrative Code (TAC) Chapters 206 and 213.

3. INFORMATION RESOURCE AND SECURITY REQUIREMENTS

3.1 Information Security Safeguards

- (a) Contractor shall implement appropriate administrative, physical, and technical safeguards, in accordance with TxDOT's security requirements, that reasonably and appropriately protects the confidentiality, integrity, and availability of TxDOT Data.
- (b) Contractor shall conform its policies and procedures relating to the implementation of security safeguards to comply with TxDOT's Information Resources security program pursuant to the TxDOT and DIR's Information Security Controls Catalog Standards.

3.2 Potential Cybersecurity Incident or Breach Notification

Contractor shall immediately report to TxDOT via the Report Cybersecurity Incident Page on TxDOT.gov, any potential cybersecurity incident or breach involving TxDOT Data (See Section 4, Definitions).

3.3 Demonstrating Compliance with Information Security Requirements

If required by TxDOT, prior to contract award, at renewal, and on a recurring basis, Contractor shall provide a TxDOT Security Questionnaire as documented in the contract. Additionally, upon reasonable notice to the Contractor, and if TxDOT determines that the Contractor has violated this agreement, TxDOT, directly or through its agent, may request an attestation, which may include additional attestations, and evidence that Contractor is in compliance with applicable laws, regulations, and standards outlined in 3.5.

3.4 Security Training

In accordance with Section 2054.5192 of the Texas Government Code, each Contractor-Related Entity that will access a TxDOT computer system or database must complete a TxDOT approved cybersecurity training program that is certified under Section 2054.5192 of the Texas Government Code. The training program must be completed during the term of the contract and during any renewal period. The Contractor shall provide verification of completion of the cybersecurity training program in a method designated by TxDOT.

3.5 Applicable Laws, Regulations, and Standards

Contractor shall perform the services in accordance with the following standards, notify TxDOT of situations where compliance is not achievable, and assist TxDOT with the prevention of security gaps or conflicts that could impair security performance. Contractor shall comply with all applicable federal, state, and local laws and regulations necessary to perform the services. A non-exhaustive list of federal, state, and local laws and regulations that might be applicable includes the following.

- (1) DIR Security Controls Standard Catalog and applicable TxDOT Security Requirements
 - (A) For Public Data, TxDOT and DIR Security Controls Standards Catalog low baseline and applicable TxDOT security requirements.
 - (B) For Sensitive Data TxDOT and DIR Security Controls Standards Catalog low baseline with Sensitive overlay and applicable TxDOT security requirements.
 - (C) For Confidential Data, TxDOT and DIR Security Controls Standards Catalog moderate baseline and applicable TxDOT security requirements.
 - (D) For Regulated Data, TxDOT and DIR Security Controls Standards Catalog moderate

baseline, applicable TxDOT security requirements, and applicable regulated security requirements.

(2) TX-RAMP Requirements

- (A) Contractor shall ensure that any Contractor-Related Entities providing a Cloud Computing Service to TxDOT that creates, accesses, transmits, uses, or stores TxDOT Data must be authorized in the Texas Risk and Authorization Management Program (“**TX-RAMP**”) if TxDOT determines TX-RAMP is required.
- (B) TxDOT may approve the use of a TX-RAMP provisional status in lieu of a TX-RAMP certification. This approval is not effective unless approved in writing by the TxDOT Chief Information Security Officer (“**CISO**”) and DIR.
- (C) Applicable Contractor-Related Entities must achieve the following levels of authorization by the following dates for any new contract or renewal of existing contract:
 - a. TX-RAMP Level 1 Status no later than January 1, 2024
 - b. TX-RAMP Level 2 Status no later than January 1, 2022

(3) State Laws and Regulations:

- (A) Texas Administrative Code, Chapter 202 – Information Security Standards
- (B) Texas Administrative Code, Chapter 206 – State Websites
- (C) Texas Administrative Code, Chapter 213 – Electronic and Information Resources
- (D) Texas Government Code, Chapter 552 – Public Information
- (E) Texas Government Code, Chapter 2054 – Information Resources
- (F) Texas Penal Code, Chapter 33 – Computer Crimes
- (G) For Confidential data, Texas Business and Commerce Code, Chapter 521 – Unauthorized Use of Identifying Information
- (H) For Confidential data containing Protected Health Information, Texas Health and Safety Code, Chapter 181 – Medical Records Privacy
- (I) For Regulated data containing Payment Card Industry (“**PCI**”) information, the Payment Card Industry Data Security Standards (“**PCI-DSS**”)
- (J) For Regulated data containing Criminal Justice Information (“**CJI**”), the Criminal Justice Information Services (“**CJIS**”) Security Policy

3.6 Information Resources Technology

- (a) Any proposed information resources technology that will be installed on any TxDOT owned equipment or that will access any TxDOT network must be reviewed and approved by the ITD Architectural Review Board (“**ARB**”) prior to any development or design.
- (b) Any proposed information resources technology that will be installed on any TxDOT owned equipment or that will access any TxDOT network must be reviewed and approved by the ITD Change Advisory Board (“**CAB**”) prior to implementation or delivery.

3.7 Information Resources Technology (“**IRT**”) Procurements

ITD must approve all procurements of:

- (1) Information Resources Technology that will be owned by TxDOT.
- (2) IT services for any environment that provides processing, storage, networking, management and the distribution of data to ensure alignment with Texas Government

3.8 Prohibited Technologies

In accordance with the Texas Statewide Plan for Prohibited Technologies, Contractor shall not provide services, equipment, or systems to TxDOT determined to be a Prohibited Technology by TxDOT. A list of the entities currently determined to be Prohibited Technologies is available at:

<https://ftp.txdot.gov/pub/txdot/itd/cybersecurity/prohibited-technologies-list-cybersecurity.pdf>

3.9 Background Checks Required for Access to TxDOT Data and TxDOT Systems

- (a) The contractor shall ensure that a Background Check is performed on each Contractor-Related Entity prior to that person receiving access to any TxDOT system.
- (b) Contractor shall ensure that a Background Check is performed on each Contractor-Related Entity prior to that person receiving access in a Contractor-Related Entity Environment to TxDOT Data that requires a Moderate or High Security Baseline
- (c) A **“Background Check”** must include the following:
 - (1) Verification of Social Security number;
 - (2) All true alias names and counties
 - (3) Federal and county level checks for felony and misdemeanor arrest and convictions for the past seven years, including sentences of deferred adjudication – all names;
 - (4) Search of national criminal database – all names;
 - (5) Search of state and national sex offender registry – all names; and
 - (6) Search of the government sanction registry listings.
- (d) Contractor shall not allow any Contractor-Related Entity for which Contractor received any unfavorable result when conducting a Background Check to access TxDOT Data or any TxDOT System.
- (e) TxDOT may make exceptions to 3.9(d) on a case-by-case basis. Any exception granted by TxDOT must be in writing to be effective.
- (f) Upon request by TxDOT, Contractor shall provide documentation that demonstrates to TxDOT’s satisfaction that Background Checks have been conducted as required and that no Contractor-Related Entity with one or more unfavorable results has received access to TxDOT Data or any TxDOT System.
- (g) Contractor shall immediately notify TxDOT if it learns of any change in status that might cause a Contractor-Related Entity to receive an unfavorable result from a Background Check.
- (h) If Contractor fails to meet the requirements of 3.9, TxDOT may terminate this contract immediately with no further liability to the Contractor.

3.10 Interconnection of TxDOT and Contractor-Related Entity Environment

If a Contractor-Related Entity has or will have one or more interconnections between an Information System in that Contractor-Related Entity’s Environment and a TxDOT System or Systems, the Contractor shall execute or cause to be executed an Interconnection Security Agreement (**“ISA”**) for each interconnection. An executed ISA must be provided to TxDOT for each new interconnection prior to connection.

- 3.11 Upon request by TxDOT, the Contractor shall provide any additional information or documentation that TxDOT determines is necessary to confirm a Contractor-Related Entity’s compliance with this section. If Contractor fails to provide requested information as required, TxDOT may terminate this contract immediately with no further liability to the Contractor.

3.12 If completion of any of the requirements in this section requires obtaining information and/or action from a Contractor-Related Entity or other non-party entity, Contractor shall obtain the required information or action from that entity. For example, if the Contractor is a reseller of a Contractor-Related Entity's product or service, the Contractor is responsible for completing the TxDOT Security Questionnaire and the Contractor must obtain all the information or actions from the Contractor-Related Entity necessary for the Contractor to complete the questionnaire.

3.13 SOC 1 Type 2 and SOC 2 Type 2 Requirements

If a Contractor-Related Entity is determined to be providing a function that is a key internal financial control or has a material financial impact on the TxDOT financial statements, then the following are applicable:

- (a) Provide an Annual Report – Contract-Related entity must provide TxDOT the audit SSAE 18 Results within 15 days of Contract-Related receipt of final report from independent auditor. Licensor will engage a third party (the "Service Provider") to conduct an examination in accordance with Statement on Standards for Attestation Engagements No. 18, as established by the American Institute of Certified Public Accountants (AICPA), and commonly referred to as a Service Organization Controls (SOC) 1, relevant to controls related to the solution, and prepare a SOC 1 Type 2 report with respect thereto (the "SOC 1 Report").
- (b) In addition, Licensor will engage a Service Provider to conduct an examination in accordance with AT Section 101 of the Statement on Standards for Attestation Engagements to report on controls at a Service Organization relevant to security and availability, established by the AICPA ("AICPA Standards") and, subject to AICPA Standards, prepare a Type 2 service organization controls report with respect thereto (the "SOC 2 Report"). Once the SOC 1 Report and SOC 2 Report are each available, upon written request from Licensee, Licensor must make available Licensor personnel to discuss with TxDOT the reports. Other report types will not be considered to meet these requirements.

4. DEFINED TERMS

- 4.1 "**baseline**" means the set of minimum-security controls defined for a low-impact, moderate-impact, or high-impact information system. Information on applicable baselines is available at <https://www.txdot.gov/inside-txdot/division/information-technology/Cybersecurity/cybersecurity-resources.html>.
- 4.2 "**Breach**" means "breach of system security" as defined in Section 521.053(a) of the Texas Business and Commerce Code, which defines breach of system security as "the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information maintained by a person, including data that is encrypted if the person accessing the data has the key required to decrypt the data."
- 4.3 "**Cloud Computing Service**" means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. Cloud computing is referenced in Texas Government Code Title 10, Subtitle D, Chapter 2157, Subchapter A, Section 2157.007 and is defined in NIST 800-145.
- 4.4 "**Confidential Information**" has the meaning provided in 1 Texas Administrative Code § 202.1(5), which states the confidential information means "information that must be protected from unauthorized disclosure or public release based on published laws or legal agreements." Information that is Confidential Information under this definition includes:
 - (a) Dates of birth of living persons
 - (b) Driver's license numbers

- (c) License plate numbers
 - (d) Credit card numbers
 - (e) Insurance policy numbers
 - (f) Attorney-Client communications
 - (g) Drafts of policymaking documents
 - (h) Information related to pending litigation
 - (i) Audit working papers
 - (j) Competitive bidding information before contract awarded.
 - (k) Personal Identifiable Information
 - (l) Sensitive Personal Information
 - (m) Regulated data
 - (n) Information excepted from disclosure requirements of Chapter 552 of the Texas Government Code ("**Texas Public Information Act**") or other applicable state or federal law
 - (o) Compliance reports for which the Texas Attorney General has granted permission to withhold
 - (p) Investigative working papers and draft reports excepted from disclosure under Section 552.116 of the Texas Government Code
- 4.5 "**Contractor-Related Entity**" means Contractor; subcontractors; their employees, agents and officers; and all other persons for whom Contractor might be legally or contractually responsible.
- 4.6 "**Contractor-Related Entity Environment**" means an Environment for which TxDOT does not manage or control the system environment, servers, operating systems, or storage with the exception of user-specific configuration settings.
- 4.7 "**Data**" means the representation of facts; as the raw material of information that is used as a basis for reasoning, decision-making, discussion, or calculation.
- 4.8 "**Data Dictionary**" means a directory of the definitions, purpose, policies and structure about data. It is a compilation of information about the data owned by the enterprise. It describes every data item in a database in enough detail for users and application developers to know what the data is and how to make use of it.
- 4.9 "**Environment**" means an aggregate of procedures, conditions, and objects affecting the development, operation, and maintenance of an information system.
- 4.10 "**Information**" means data, regardless of form, that is created, contained in, or processed by information resources facilities, communications networks, or storage media.
- 4.11 "**Information Resources Technology**" means data processing and telecommunications hardware, software, services, supplies personnel, facility resources, maintenance and training that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information.
- 4.12 "**Information System**" means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. An Information System normally includes, but is not limited to, hardware, software, network infrastructure, information, applications, communications, and people.
- 4.13 "**Personal Identifying Information**" means information that alone or in conjunction with other information identifies an individual, including an individual's:

- (a) Name, social security number, date of birth, or government-issued identification number;
 - (b) Mother's maiden name;
 - (c) Unique biometric data, including the individual's fingerprint, voice print, and retina or iris image; and
 - (d) Unique electronic identification number, address, or routing code.
- 4.14 **“Potential Cybersecurity Incident”** means an event which may result in the accidental or deliberate unauthorized access, loss, disclosure, modification, disruption, or destruction of information or information resources.
- 4.15 **“Public Data”** means Data that is subject to public disclosure pursuant to the Texas Public Information Act and freely and without reservation made available to the public.
- 4.16 **“Public information”** means information written, produced, collected, assembled, or maintained by or for a governmental body, including information held by individual officers or employees of a governmental body, in connection with the transaction of official TxDOT business. This includes information that is held by contractors and consultants and that TxDOT owns, to which TxDOT has a right of access, or on which public money was spent for the purpose of writing, producing, collecting, assembling, or maintaining the information. Public information includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business. Public information may be stored in any medium and may exist in forms such as books, papers, letters, documents, e-mails, Internet postings, text messages, instant messages, printouts, photographs, maps, drawings, and audio and video recordings. Public information does not include tangible items, such as computers or guardrails.
- 4.17 **“Regulated Data”** means information for which the use and protection of is dictated by a state or federal agency or by third party agreements.
- 4.18 **“Sensitive Data”** means information that could be subject to release under an open records request, but should be controlled to protect third parties, and should be vetted and verified before release. At TxDOT, this could include operational information, personnel records, research, or internal communications.
- 4.19 **“Sensitive Personal Information”** has the meaning provided by Section 521.002(2) of the Texas Government Code, which defines sensitive personal information as:
- (a) An individual's first name or first initial and last name in combination with any one or more of the following items, if the name and item are not encrypted:
 - (1) Social Security Number
 - (2) Driver's license number or government-issued identification number; or
 - (3) Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or
 - (b) Information that identifies an individual and relates to:
 - (1) The physical or mental health or condition of the individual;
 - (2) The provision of health care to the individual; or
 - (3) Payment for the provision of health care to the individual.
- 4.20 **“TxDOT Security Questionnaire”** means a cybersecurity and privacy questionnaire that provides TxDOT ITD necessary information for third party attestation in accordance with TxDOT requirements.

4.21 **“TxDOT System”** means an Information System that is owned, managed, or maintained by TxDOT or on behalf of TxDOT.

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10D

Department: City Council

Sponsor: Rick Stephens, City Council Ward 5

Memo Prepared By: Geo Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2024-07-12, a resolution allocating expenditure of \$39,250 from the Hotel Occupancy Tax fund for Post Oak Preservation Solutions, LLC to conduct a Historic District Survey. (R. Stephens, City Council)

EXECUTIVE SUMMARY

As discussed in the previous meeting, Historic Alpine, Inc. has submitted a request to fund a Historic District Survey and nomination process administration to be conducted by Post Oak Historical Preservation Solutions. As discussed at the July 2, 2024, City Council meeting, this item is being added by Councilor Stephens to facilitate discussion and final approval of the request.

SUPPORTING MATERIALS

1. Resolution 2024-07-12
2. Supporting Documentation on Historic District Survey

BUDGET CONSIDERATIONS

Expenditure Required: \$39,250 from Hotel Occupancy Tax Fund.

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2024-07-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, ALLOCATING EXPENDITURE OF \$39,250 FROM THE HOTEL OCCUPANCY TAX FUND FOR POST OAK PRESERVATION SOLUTIONS, LLC TO CONDUCT A HISTORIC DISTRICT SURVEY.

WHEREAS, Historic Alpine, Inc. has applied for the use of Hotel Occupancy Tax funds to fund a Historic District Survey, to be conducted by Post Oak Historic Solutions, LLC; and

WHEREAS, the study would result in submittal by Post Oak for a National Register of Historic Places and establishment of a Downtown Historic District that is recognized at the Federal and State level; and

WHEREAS, the study would also include submittal of a National Register of Historic Places for Kokernot Baseball Field that will recognize the establishment at a Federal and State level; and

WHEREAS, the Kokernot Baseball Field is a significant historical landmark, owned by the Alpine Independent School District, and draws in significant tourism activity to the area; and

WHEREAS, a listing of historic places in Downtown Alpine and for Kokernot Baseball Field in the National Register of Historic Places will provide business owners an opportunity to apply for and receive Federal and State grant funding without action by the City of Alpine; and

WHEREAS, Post Oak Preservation Solutions will work closely with Historic Alpine at no cost to the City of Alpine other than the expenditure of the HOT funds, so that building owners and the City are aligned in the outcome that benefits the City and its tourism endeavors.

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

SECTION I. The request from Historic Alpine to fund a Historic District Survey by Post Oak Historic Solutions, LLC, in the amount of \$39,250 is hereby approved.

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

PASSED AND APPROVED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE TEXAS ON THE 16TH DAY OF JULY 2024.

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary



Historic Alpine, Inc.
P.O. Box 304
Alpine, TX 79831

RECEIVED
City of Alpine, Texas

JUN 07 2024 9:17 A.M.

OFFICE OF THE CITY SECRETARY

BY: 

Date: June 6, 2024

To:
City of Alpine Council Members
Hotel Occupancy Tax Commission
City of Alpine, Texas

Subject: Urgent Request for Funding of Historic District Survey

Dear Council Members and HOT Tax Commission,

I am writing on behalf of Historic Alpine Inc. to urgently request your support for the City of Alpine's Hotel Occupancy Tax (HOT) Commission to allocate a portion of the Historic Preservation Funds for a proposed historic district survey. This initiative is essential for the future of our beloved downtown Alpine, which has recently faced devastating impacts, threatening our town's charm and heritage.

Background and Current Situation

In 2021, Historic Alpine Inc. embarked on a mission to revitalize and preserve our downtown area. Inspired by the success of our neighbors in Marfa and Marathon, who have flourished by designating their downtowns as historic districts, we aim to achieve similar success for Alpine. The recent tragic events, including losing the cherished Forscheimer building, have left an indelible mark on our community. Businesses that survived this tragedy will continue to feel the repercussions for months, if not years, significantly affecting tourism and the local economy.

The Importance of a Historic District

Establishing a historic district in Alpine is more critical now than ever. Such a designation will offer numerous benefits, including:

1. **Tax Credits and Financial Incentives:** Helping business owners receive tax credits and grants to improve the exterior and cosmetics of buildings and bring them up to code.
2. **Tourism Boost:** A historic district will enhance Alpine's appeal as a tourist destination, driving economic growth and community engagement.



Historic Alpine, Inc.
P.O. Box 304
Alpine, TX 79831

3. **Preservation of Heritage:** Protecting and preserving our downtown area's architectural and historical integrity, ensuring that our town's unique charm remains intact for future generations.

Request for Funding

We request the allocation of Historic Preservation Funds in the attached quotation to conduct the historic district survey. This survey is a crucial first step in our efforts to preserve downtown Alpine. The detailed survey will provide a comprehensive assessment of the historical and architectural significance of our buildings downtown, including Kokernot Field, forming the foundation for our historic district designation.

Conclusion

Your support for this initiative is vital to Alpine's future. Establishing a historic district will not only help preserve our town's heritage but also stimulate economic growth through increased tourism and business opportunities. Please consider our request and allocate the necessary funds for the historic district survey.

Thank you for your continued dedication to the prosperity and preservation of Alpine. We are deeply grateful for your contributions and await your positive response.

Sincerely,

Sincerely,

Abbey Branch
Director
Historic Alpine, Inc.

HOTEL OCCUPANCY TAX GRANT APPLICATION

Date: June 6, 2024

Name of Organization: Historic Alpine, Inc.

Address: P.O. Box 304

City, State, Zip: Alpine, TX 79831

Contact Name: Abbey Branch

Contact Email Address: _____

Contact Phone Number: _____

Web Site Address for Event or Sponsoring Entity: Historic Alpine, Inc.

Is your organization: Non-Profit: YES Private/For Profit: _____

Tax ID#: 74-2768618 Entity's Creation Date: _____

Name of Event or Project: Alpine Downtown Historic District Nominations and Nomination for Kokemot Field as a Natl Landmark

Date of Event or Project: ASAP

Primary Location of Event or Project: Alpine Downtown & Kokemot Field as a Natl Landmark

Amount Requested: \$31,250.00

How will the funds be used: Please see attached proposal and presentation. The funds will be used for a complete survey

of the downtown area noted in the map attached along with Kokemot Field . A determination of eligibility to the THC and the National Register of Historic Places. Not only will this help in general PR of Alpine and benefit tourism, we will be able to help the owners of

Historic buildings receive grants for improvements along with tax credits. See attachments for more information.

Brief Description of Funded Activity/Facility: _____

Percentage of Hotel Tax Support of Related Costs:

_____ Percentage of Total Event Costs covered by Hotel Occupancy Tax

The following categories will be funded through this process. Check which categories apply to your funding request and the amount requested under each category:

☐ 1. **Civic Center Rental:** use of civic center facility; \$ _____

☐ 3. **Advertising, Solicitations and Promotions:** funds should primarily be spent on direct advertising costs; production expenses should not exceed 15%; \$ _____

☐ 4. **Promotion of the Arts:** encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to presentation, performance, execution, and exhibition of these major art forms; \$ _____

☐ 5. **Historical Restoration and Preservation Activities:** historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional program to encourage tourists and convention delegates to visit preserved historic sites and museums; \$ _____

☐ 6. **Sporting Event Expenses:** expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity: \$ _____

How many individuals are expected to participate? _____

How many of the participants are expected to be from another city or county? _____

How many of the participants are expected to use Alpine hotels, motels or bed & breakfasts? _____

☐ 7. **Transportation:** cost of providing free transportation services that *start or end at hotel* or convention center or attraction offered to hotel guest at no charge: \$ _____

Questions for All Funding Requests:

How many years have you held this Event or Project: _____

Expected Attendance: _____

How many people attending the Event or Project will use Alpine hotels, motels or bed & breakfasts: _____

How many nights will they stay: _____

Did you reserve a room block for this event at an area hotel and if so, for how many rooms and at which hotels: _____

How will you measure the impact of your event on area hotel activity? _____

Please list other organizations, sponsors, government entities and grants that have offered financial support to your project: _____

Please check all promotional efforts your organization is coordinating and the amount financially committed to each media outlet:

- ☐ Total Paid Advertising: \$ _____
- ☐ Newspaper \$ _____ ☐ Radio \$ _____ ☐ TV \$ _____
- ☐ Press Releases to Media \$ _____
- ☐ Direct Mailing to out of town recipients \$ _____
- ☐ Digital or Social Media \$ _____ ☐ Other \$ _____

What cities/regions/demographics do you reach with your advertising and promotions?

What estimated number of individuals will your proposed marketing reach who are located in another city or county? _____

REQUIRED ATTACHMENTS (*applications cannot be considered without all of the following!*)

- Total event budget including HOT funds (sample budget format available)
- Proposed Marketing Plan for Funded Event
- Schedule of Activities or Events Relating to the Funded Project
- Estimated attendance and economic impact (primarily hotel stays) from prior event
- Surveys and tabulations from prior event – *if available*
- Event/Program Permit Application – *if applicable*



31 May 2024

A COST PROPOSAL TO ALPINE HISTORICAL ASSOCIATION
for
HISTORIC PRESERVATION SERVICES
for the historic resources in
ALPINE, TX

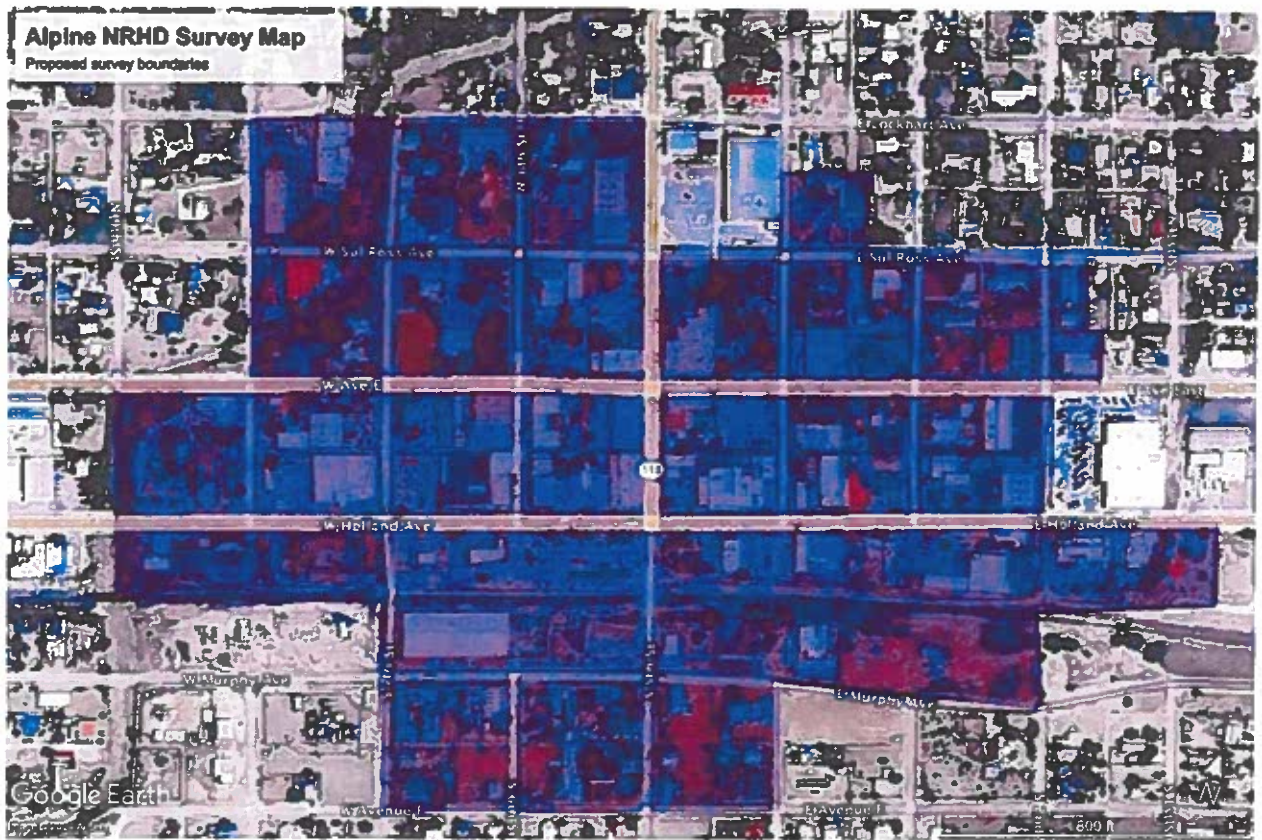
This cost proposal is not an agreement but is provided for budgetary purposes only. The fees outlined below are subject to change. Alpine Historical Association seeks a cost proposal from Post Oak Preservation Solutions, LLC (Post Oak) in order to document and preserve historic resources in Alpine. The billing schedules outlined below can be adjusted if needed.

Downtown Alpine Historic District Survey & National Register of Historic Places Nomination

Scope of Work	Fee Estimate
Retainer due upon execution of this agreement	\$3,125
Completion of survey fieldwork	\$6,250
Submit Determination of Eligibility (DOE) to the Texas Historical Commission (THC)	\$9,375
Submit Draft 1 of the National Register of Historic Places Nomination (NRN) to THC	\$6,250
Submit Final Draft of the NRN to THC	\$3,125
Approval of the NRN by State Board of Review	\$3,125
TOTAL	\$31,250



Proposed Survey Area





Kokernot Field National Register of Historic Places Nomination

Scope of Work	Fee Estimate
Retainer due upon execution of this agreement	\$1,600
Submission of Draft 1 of the National Register of Historic Places Nomination	\$3,200
Submission of Final Draft of the National Register of Historic Places Nomination	\$2,000
Approval of the National Register Nomination by the State Board of Review	\$1,200
TOTAL	\$8,000

Historic Preservation Recommendations Memo

The Historic Preservation Recommendations Memo will be prepared after completion of the downtown historic survey and windshield survey of the rest of the city. This document intends to provide a roadmap for future preservation efforts in Alpine by analyzing the existing conditions and identifying future opportunities and initiatives. The memo may include recommendations related to the following, but can be adjusted as directed by the Client and the City:

- Future historic survey opportunities
- Potential individually-eligible historic resources outside the boundaries of the historic district
- Recommendations regarding the local historic preservation program

Fee - \$1,700



CITY OF ALPINE HISTORIC RESOURCE SURVEY/ NATIONAL REGISTER NOMINATIONS

**Megan Warley McDonald & Rebecca Wallisch
Post Oak Preservation Solutions**



Post Oak Preservation Solutions (POPS) ABOUT US

- Texas based consulting firm with offices in San Antonio, Austin, El Paso, and Kansas City, Missouri
- Expertise in Historic Resources Surveys, National Register Nominations, Design Standards and Preservation Ordinances, Historic Tax Credits, and Preservation Consulting





PROPOSED PROJECT OVERVIEW

- Historic Resources Survey
- National Register of Historic Places (NRHP) nominations
 - Downtown Alpine Historic District
 - Kokernot Field
- Preservation Recommendations




Relevant Project Experience

- Dozens of historic resources surveys
- Three National Register Historic Districts approved by Texas Historical Commission in the last year
- Three individual National Register nominations in Fort Davis/Alpine area



Wimberley Downtown Square Historic District – Hays County, Texas

National Register Nomination/Local Historic District and Ordinance



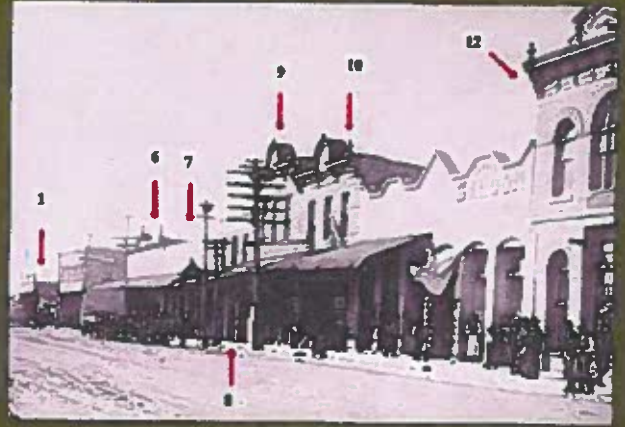
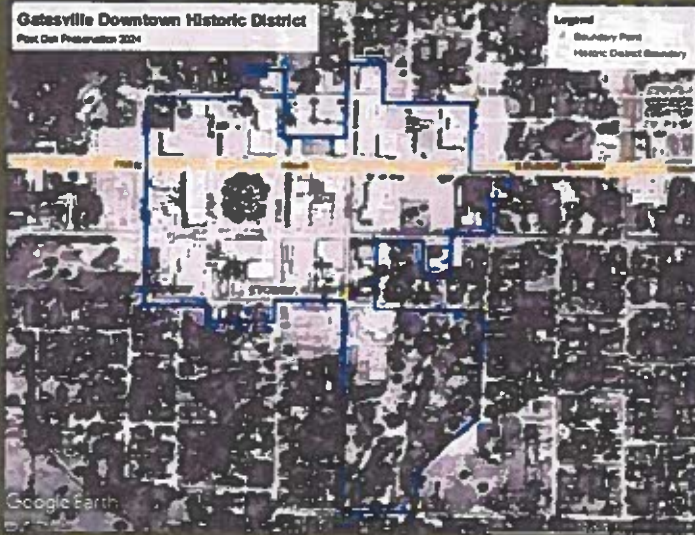
Bridgeport Commercial Historic District – Wise County, Texas

National Register Nomination



Gatesville Downtown Historic District – Coryell County, Texas

National Register Nomination



Alpine and Fort Davis National Register Nominations

Holland Hotel, Grandview Courts-Siesta Motel (Maverick Inn), Hotel Limpia



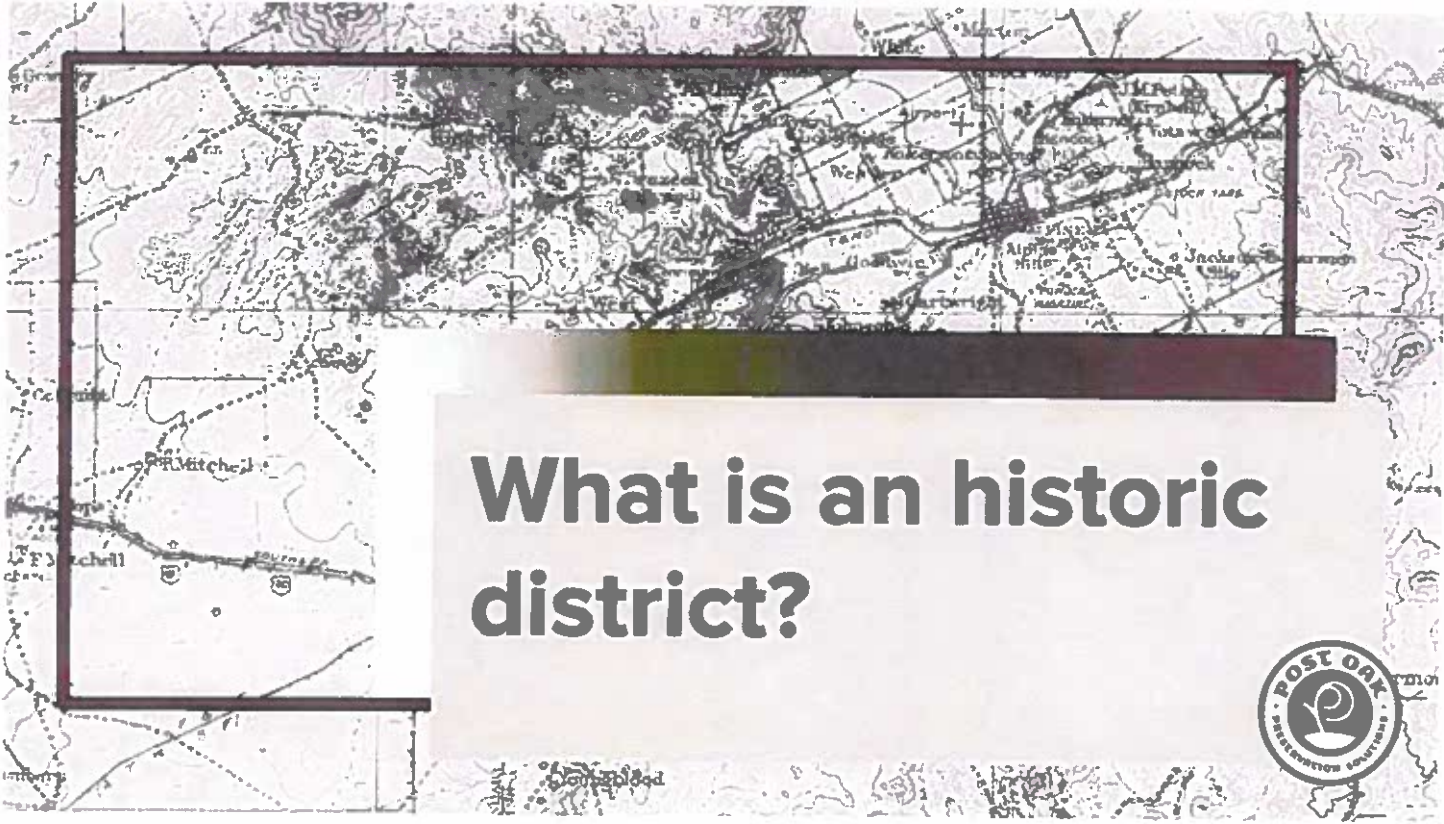
Holland Hotel

Hotel Limpia

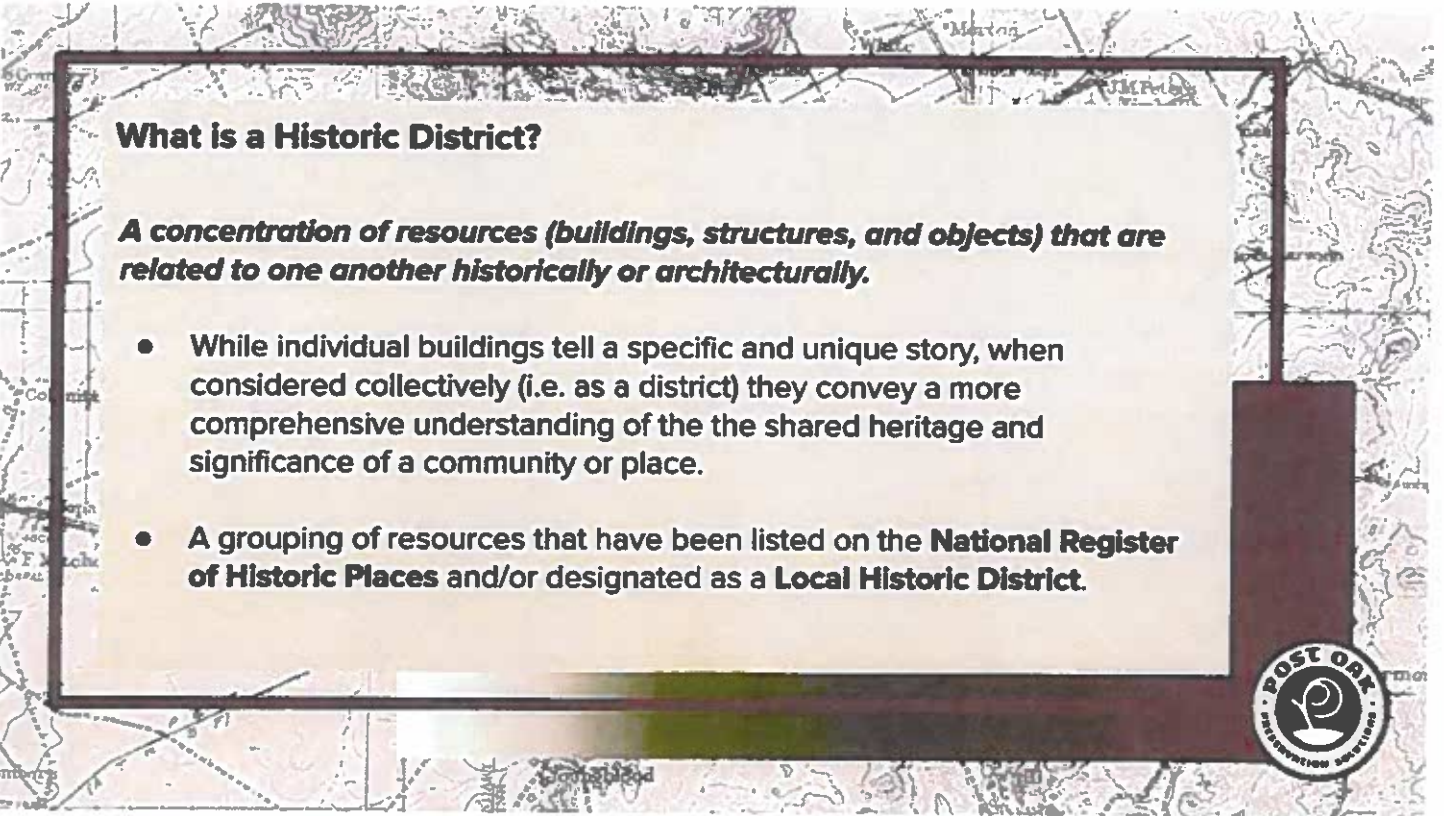


Grandview Courts- Siesta Motel (Maverick Inn)





What is an historic district?

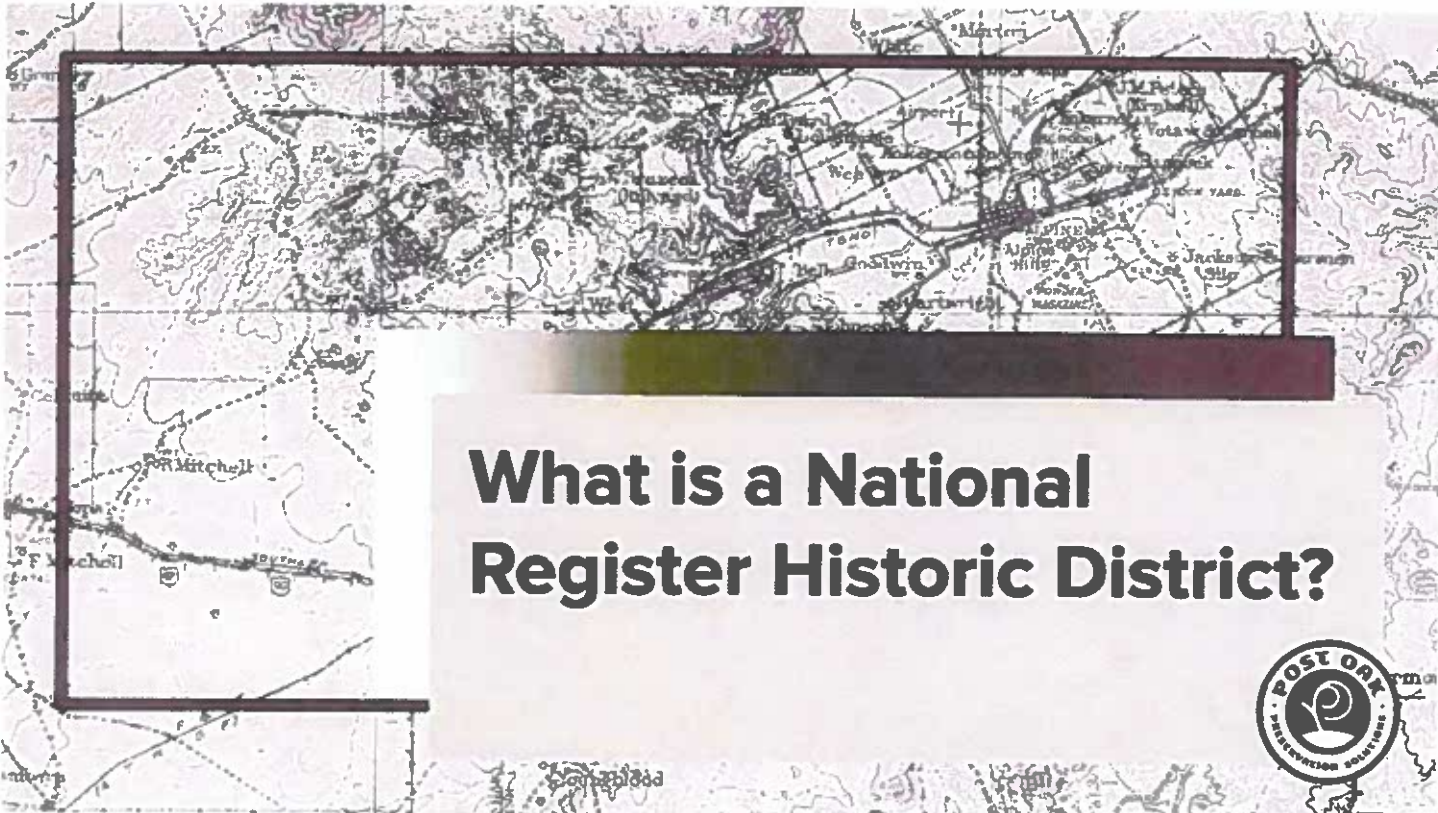


What is a Historic District?

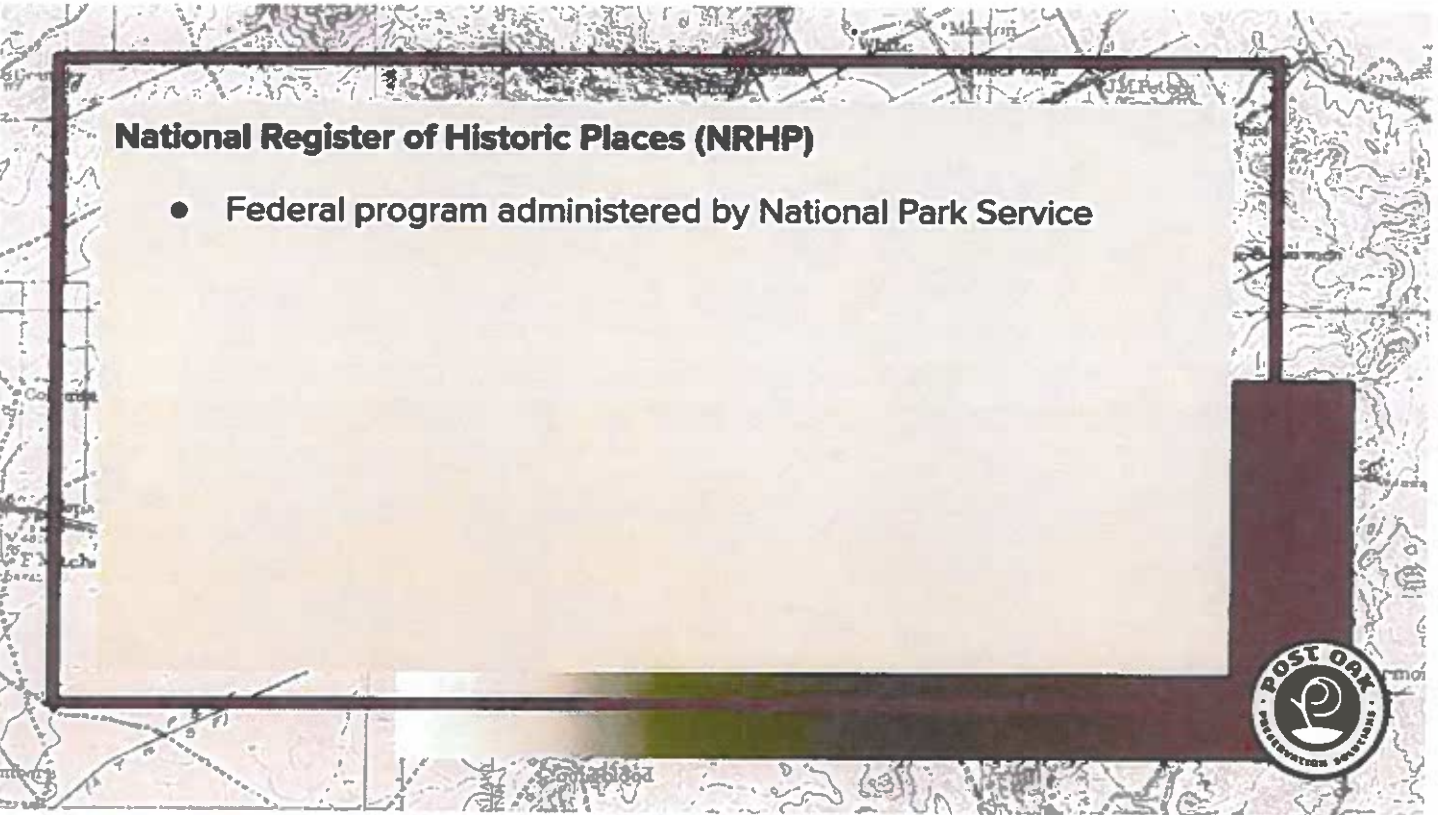
A concentration of resources (buildings, structures, and objects) that are related to one another historically or architecturally.

- While individual buildings tell a specific and unique story, when considered collectively (i.e. as a district) they convey a more comprehensive understanding of the the shared heritage and significance of a community or place.
- A grouping of resources that have been listed on the **National Register of Historic Places** and/or designated as a **Local Historic District**.





What is a National Register Historic District?



National Register of Historic Places (NRHP)

- Federal program administered by National Park Service



National Register of Historic Places (NRHP)

- Federal program administered by National Park Service
- National recognition of the property or district's historical or architectural significance



National Register of Historic Places (NRHP)

- Federal program administered by National Park Service
- National recognition of the property or district's historical or architectural significance
- May provide grants or tax credit incentives for rehabilitation projects



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- Helps promote tourism and development



National Register of Historic Places (NRHP)

- Federal program administered by National Park Service
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- May provide grants or tax credit incentives for rehabilitation projects
- Helps promote tourism and development
- Properties or districts receive extra consideration for federal projects, like highway construction or infrastructure projects



National Register of Historic Places (NRHP)

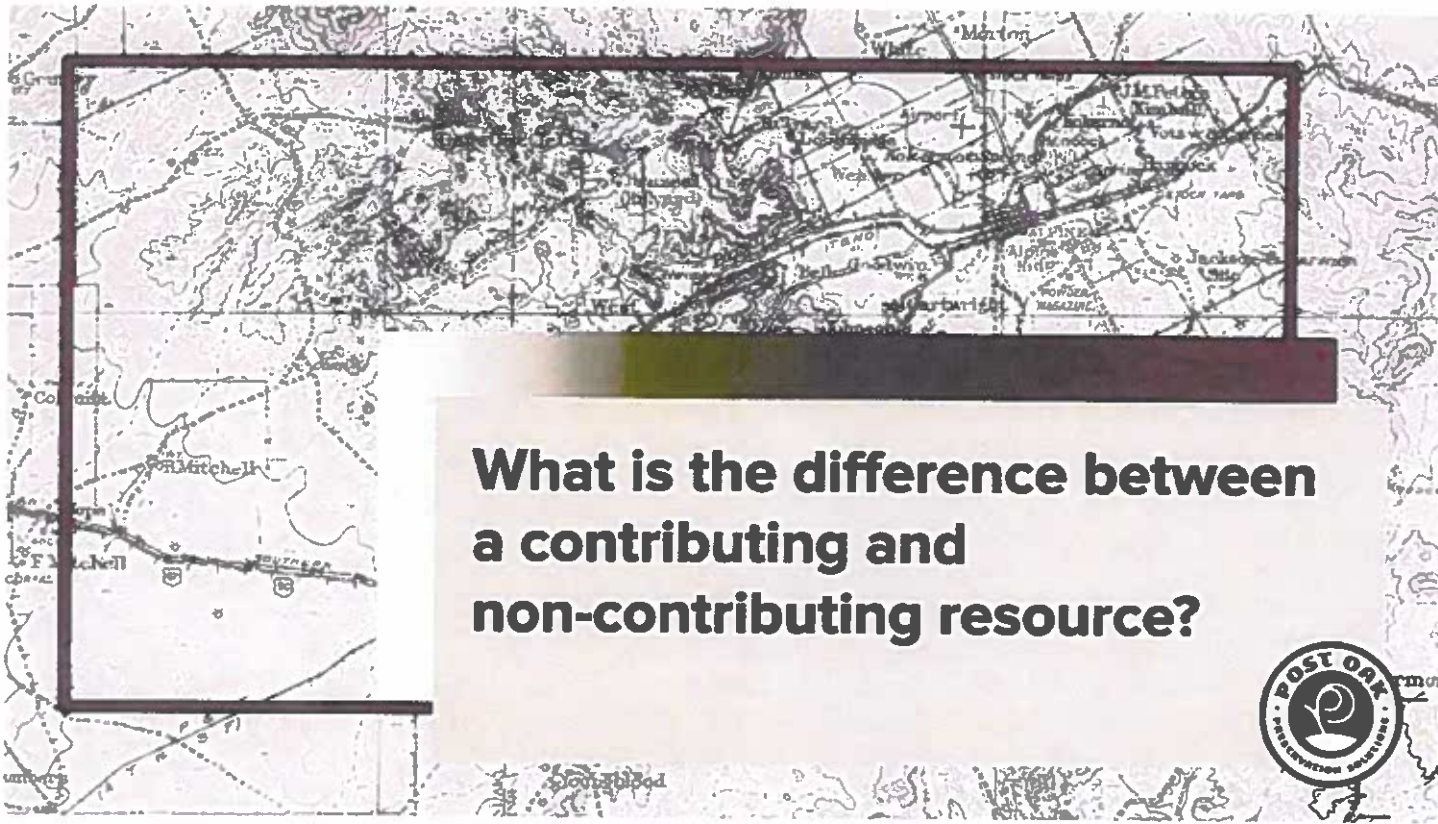
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- Encourages preservation of historic properties



National Register of Historic Places (NRHP)

- Federal program administered by National Park Service
- National recognition of the property or district's historical or architectural significance
- May provide grants or tax credit incentives for rehabilitation projects
- Helps promote tourism and development
- Properties or districts receive extra consideration for federal projects, like highway construction or infrastructure projects
- Encourages preservation of historic properties
- Imposes NO restrictions on property owners





What is the difference between a contributing and non-contributing resource?



Contributing Resource:

- Resource that adds to historic associations, architectural qualities, or archaeological values that make the district significant
- At least 50 years of age
- Retains integrity, or enough historical features to convey its significance



Non-contributing Resource:

- Less than 50 years old
- Significantly and irreversibly altered, no longer conveys historic integrity
- Not associated with a historic theme or time period



Current NRHP - listed resources within the survey area



Brewster County
Courthouse



Holland Hotel (PENDING)



Current RTHL properties in proposed survey area



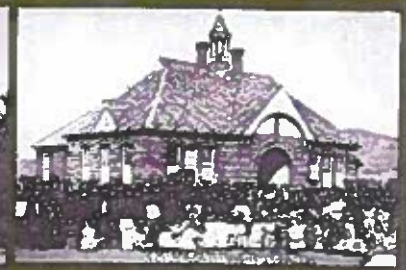
Brewster County
Courthouse



Holland Hotel



Hotel Ritchey



City Building



First Methodist Church



Gage-Van Sickle House

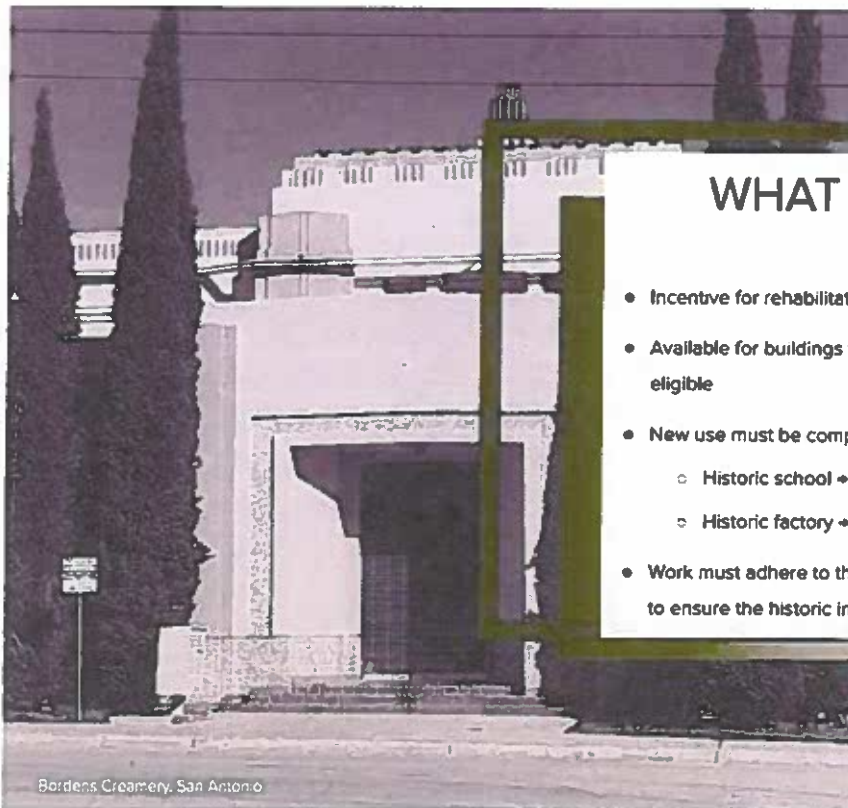


Hancock Building

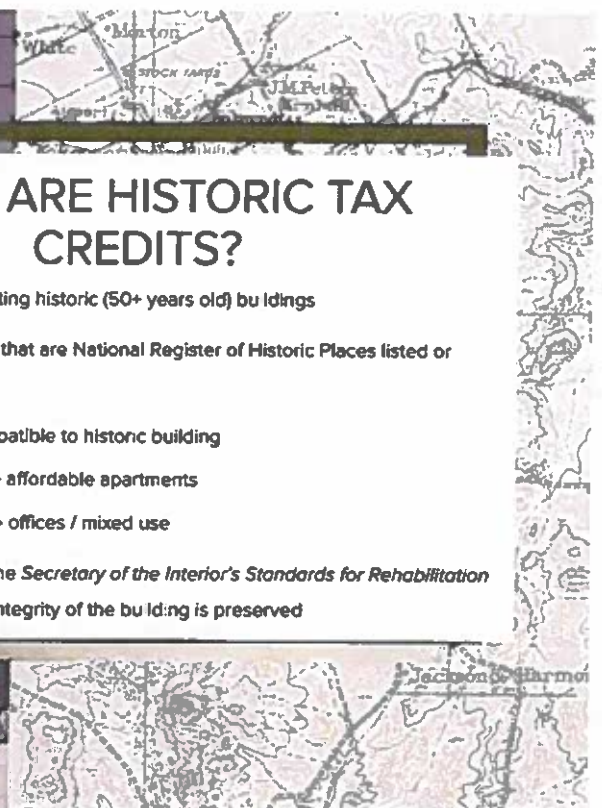


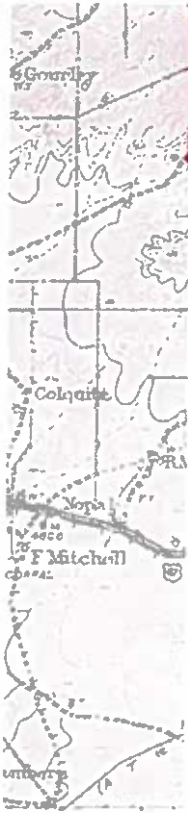
WHAT ARE HISTORIC TAX CREDITS?

- Incentive for rehabilitating historic (50+ years old) buildings
- Available for buildings that are National Register of Historic Places listed or eligible
- New use must be compatible to historic building
 - Historic school → affordable apartments
 - Historic factory → offices / mixed use
- Work must adhere to the *Secretary of the Interior's Standards for Rehabilitation* to ensure the historic integrity of the building is preserved



Borden's Creamery, San Antonio





Comparison of Federal and State Historic Tax Credit Programs

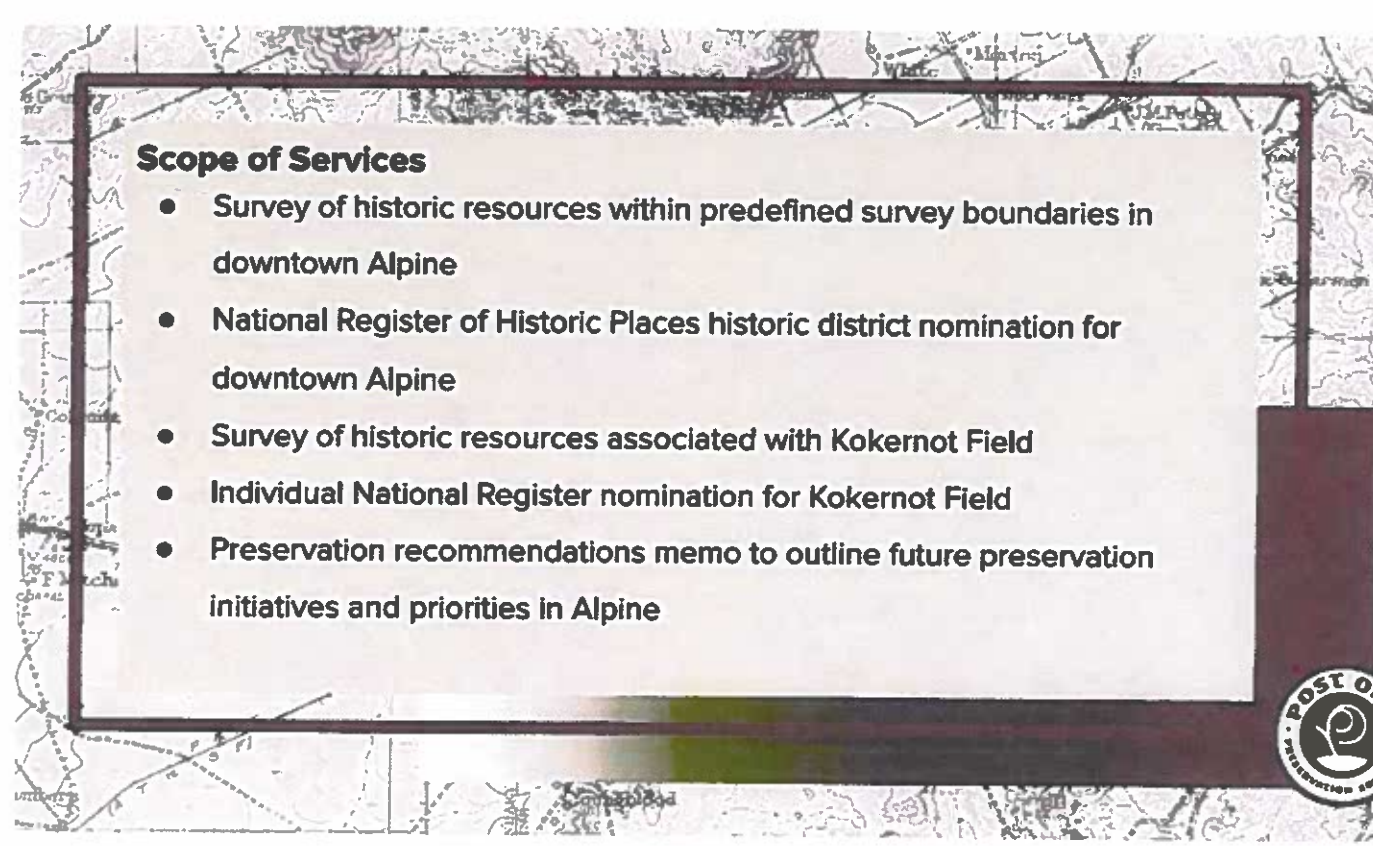


	Federal Rehabilitation Tax Credit	Texas Historic Preservation Tax Credit
Credit applies to	Federal Income Tax	Texas Franchise Tax or Insurance Premium Tax
Credit offered	20% of qualified rehabilitation expenditures	25% of qualified rehabilitation expenditures
Credit recipient	Current owner/s	Current owner/s May sell or transfer whole or partial credit to others
Eligible applicants	Individuals, companies, partnerships	Individuals, companies, partnerships, non-profits and public universities until January 2022
Eligible building uses	Income-producing, including residential rental	Income-producing, non-profit, and public universities
Required historic designation	National Register of Historic Places, NRHP within 30 months of project completion	National Register of Historic Places, Recorded Texas Historic Landmark, or State Antiquities Landmark (must be designated before project can be certified)
Minimum project cost	\$5000 or adjusted basis (value of building), whichever is greater	\$5000
Application forms	3-part federal application (1, 2, 3)	3-part state application that mirrors federal (A, B, C)
Recapture period	3 years	No recapture period
Time limit for use of credits	Must be claimed in equal amounts over 3 years	Use immediately or must be used over 3 years at credit holder's discretion
Architectural oversight	National Park Service certifies with THC's recommendation	Texas Historical Commission certifies project; NPS reviews suitability for federal and state
Financial oversight	Credit managed by the IRS	Credit managed by the Texas Comptroller
Application deadline	Must apply before project completion, unless building is individually listed in the NRHP	Must apply before project completion



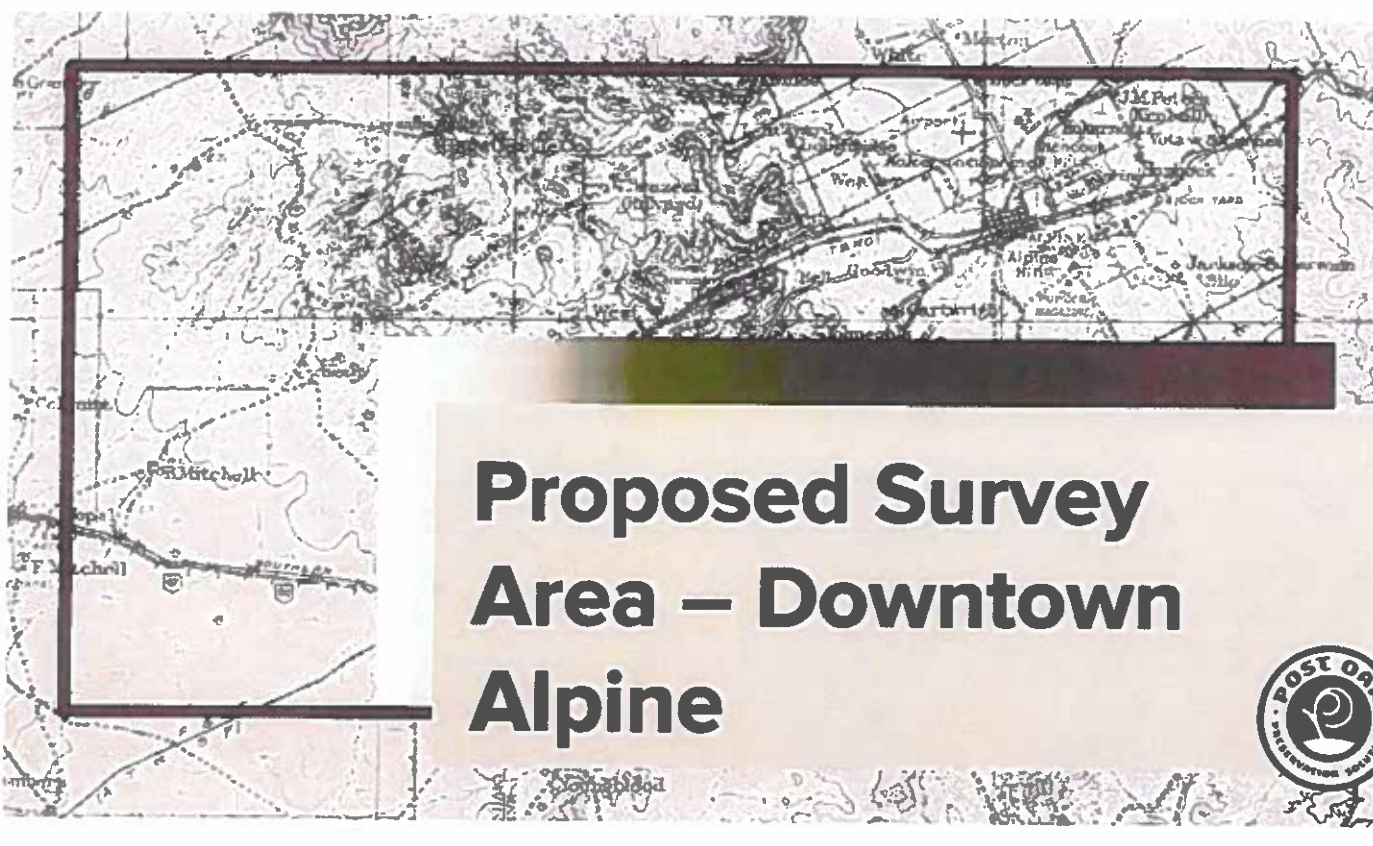
Post Oak Proposed Work in Alpine





Scope of Services

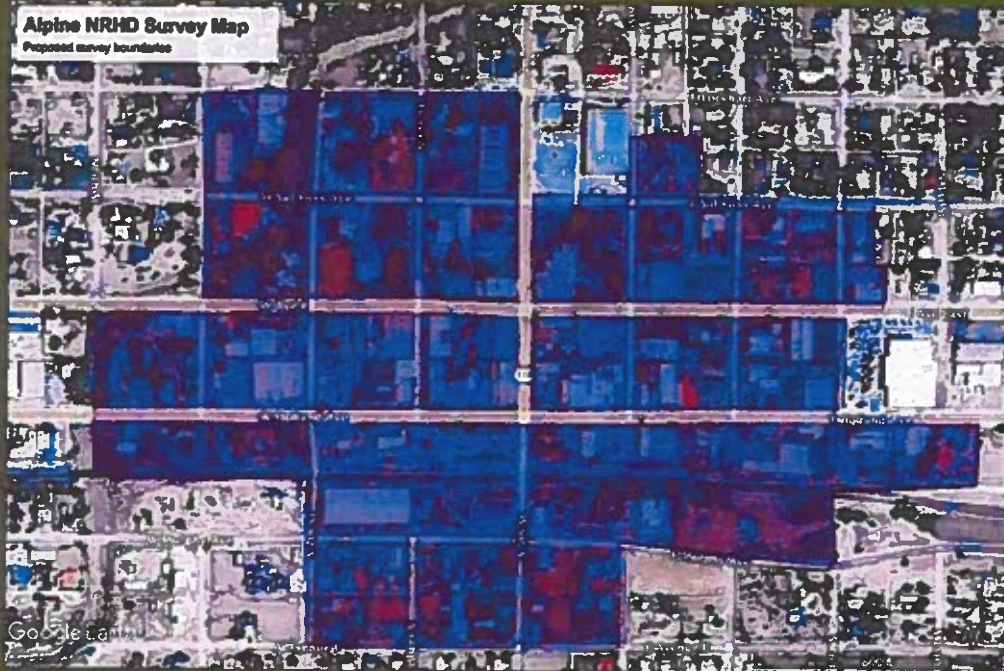
- Survey of historic resources within predefined survey boundaries in downtown Alpine
- National Register of Historic Places historic district nomination for downtown Alpine
- Survey of historic resources associated with Kokernot Field
- Individual National Register nomination for Kokernot Field
- Preservation recommendations memo to outline future preservation initiatives and priorities in Alpine



Proposed Survey Area – Downtown Alpine



Alpine NRHD Survey Map
Proposed survey boundaries



**Approximately
150-200 buildings
within survey
boundaries**



KOKERNOT FIELD
CAR EXHIBIT

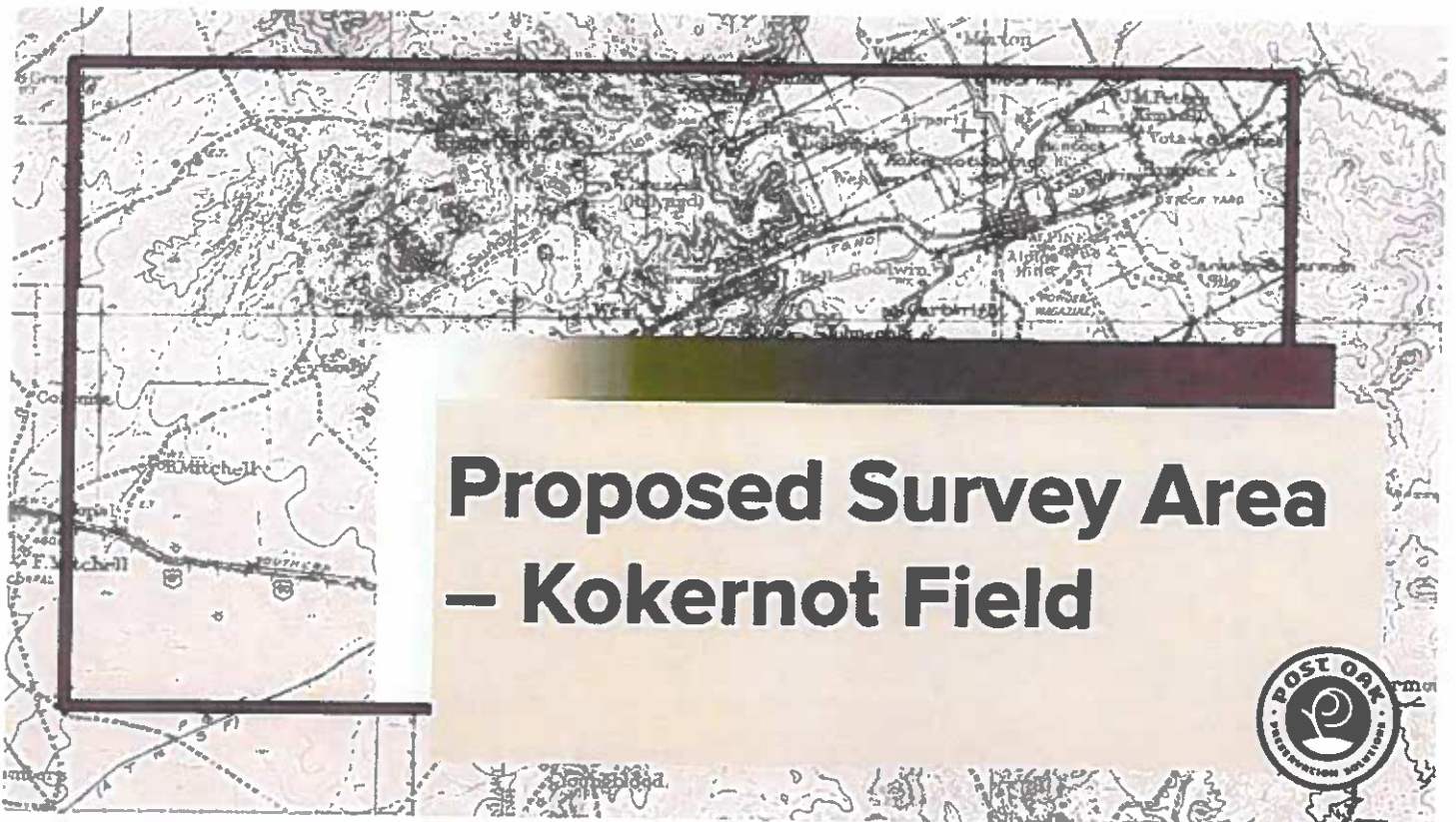
Kokernot Field





Kokernot Field - 1947

- Rancher Herbert Kokernot Jr. took over management of local semi-pro baseball team, Alpine Cats
- 1947 Kokernot funded construction of new, flashy ballpark
- Featured native red stone, Spanish tile, wrought iron lanterns, and imported Georgia red clay for the infield

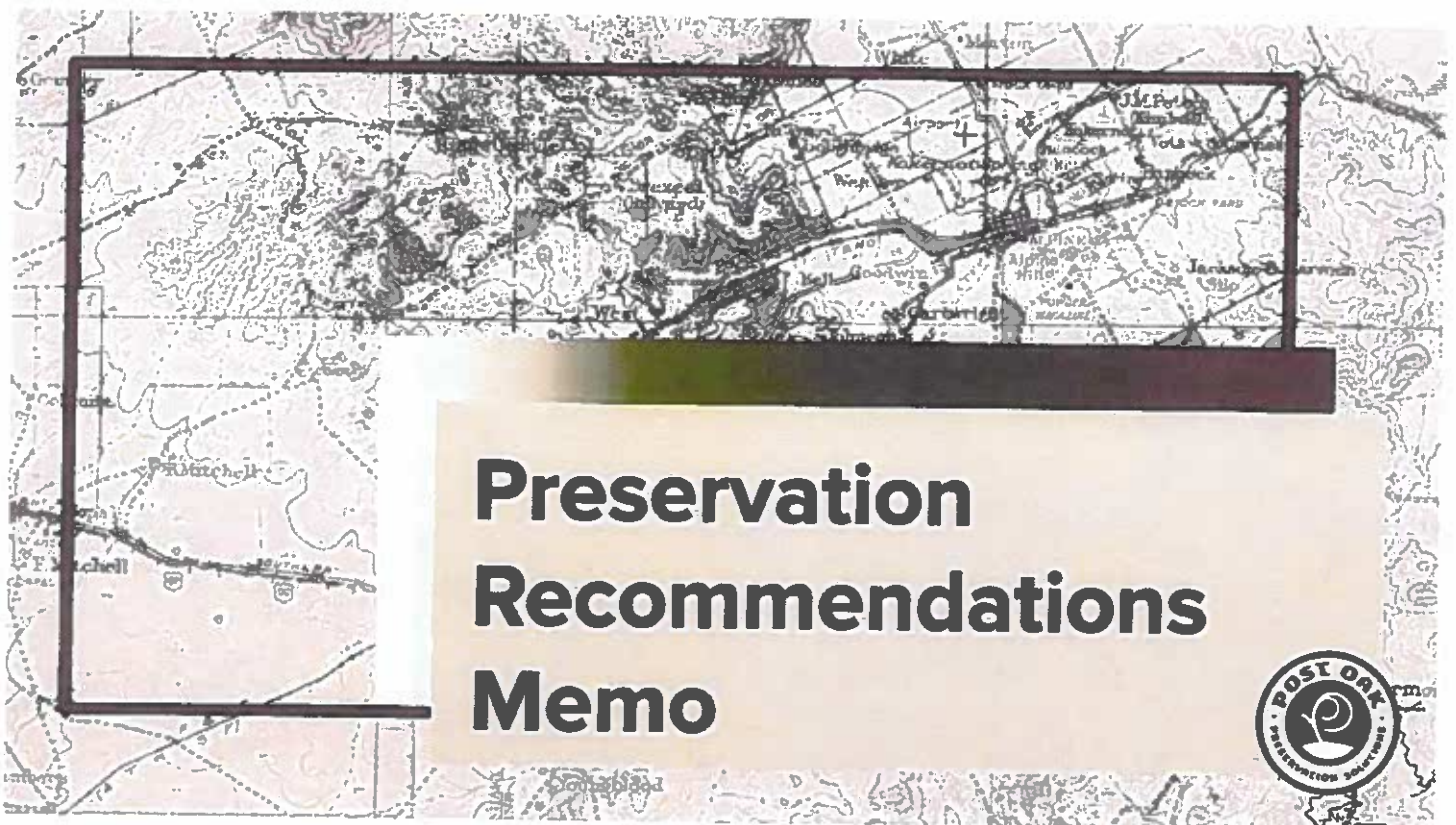


Proposed Survey Area – Kokernot Field



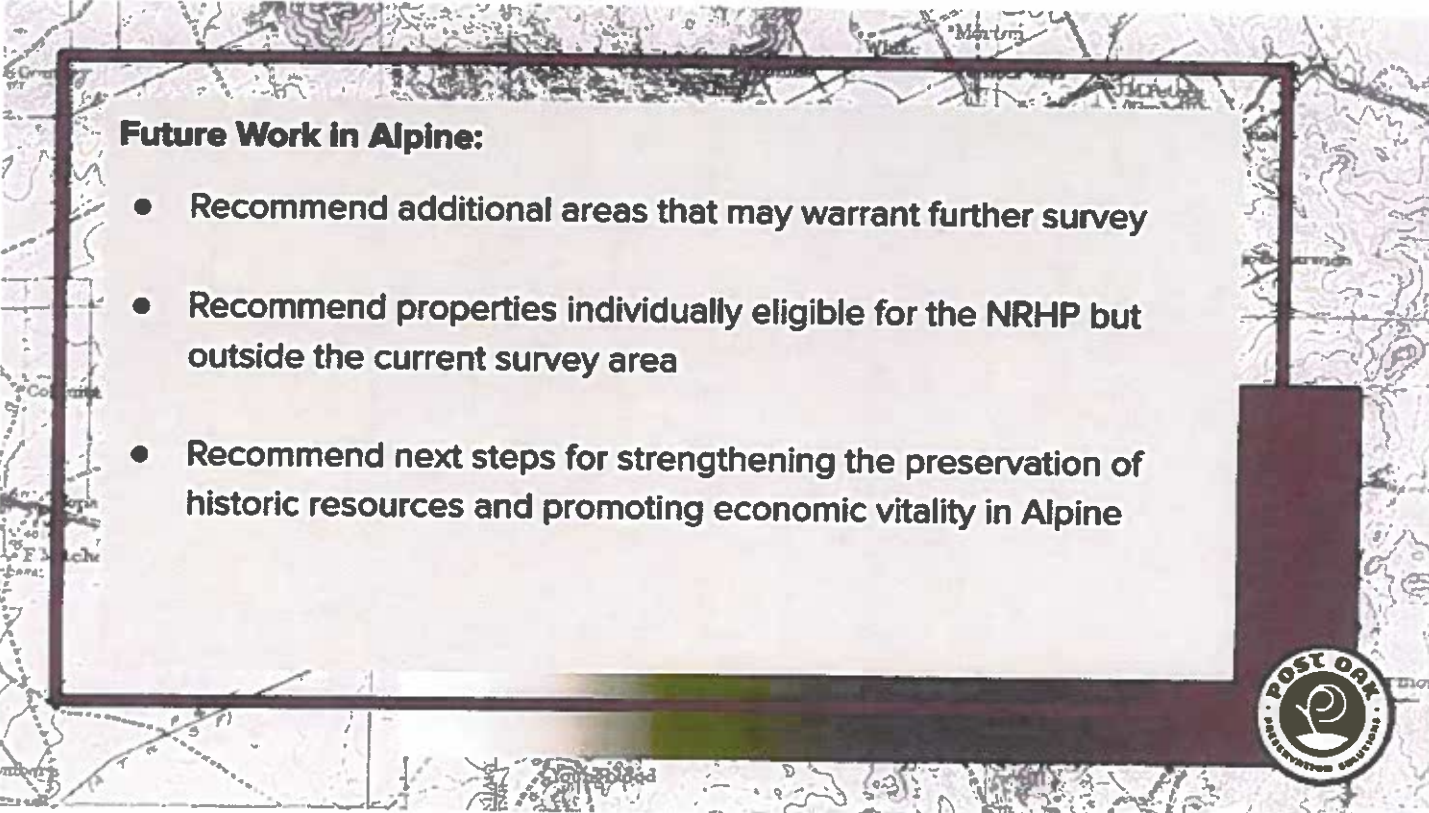


**Includes ball
fields, grand
stand, masonry
fences and gates**



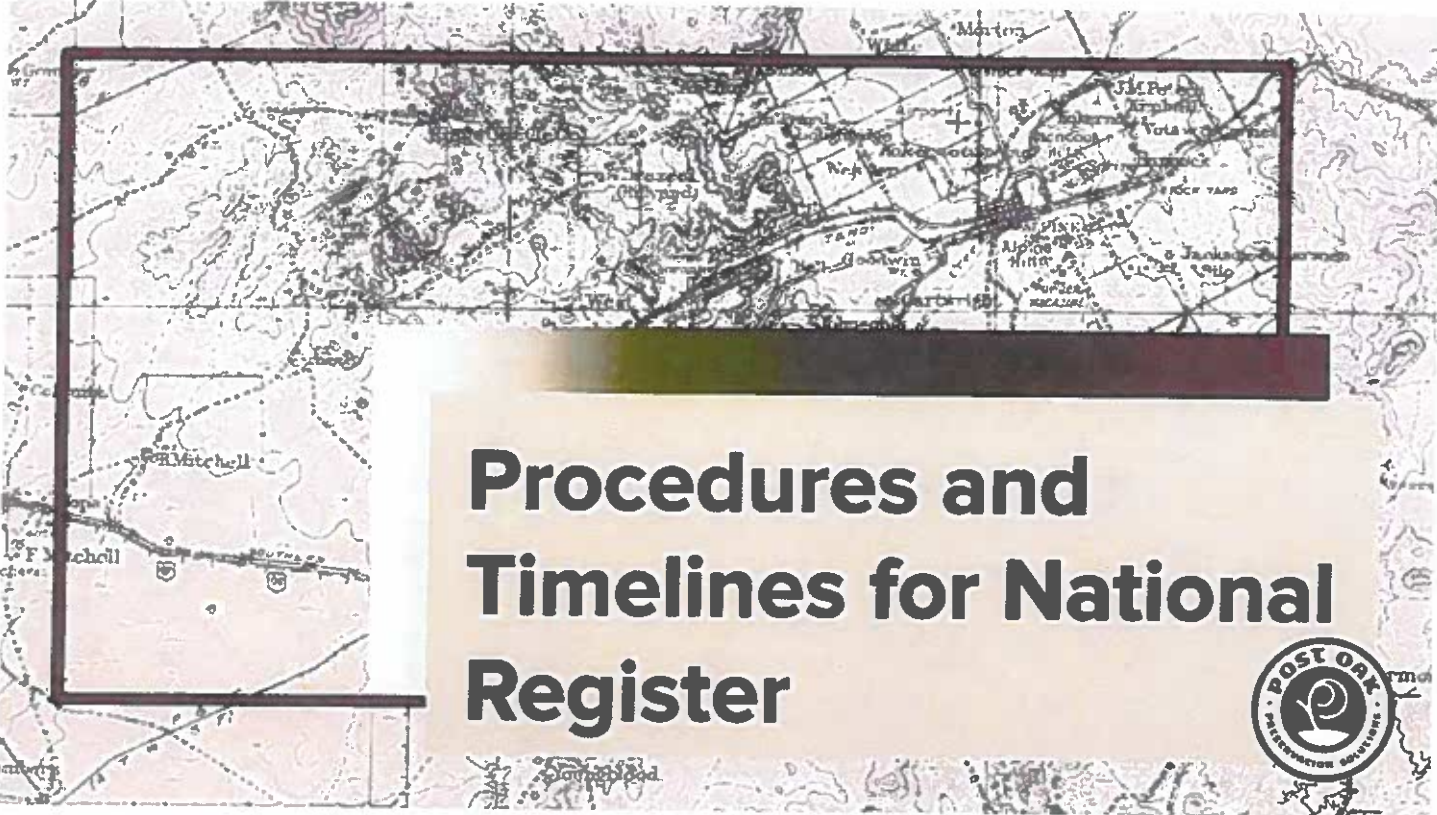
Preservation Recommendations Memo





Future Work in Alpine:

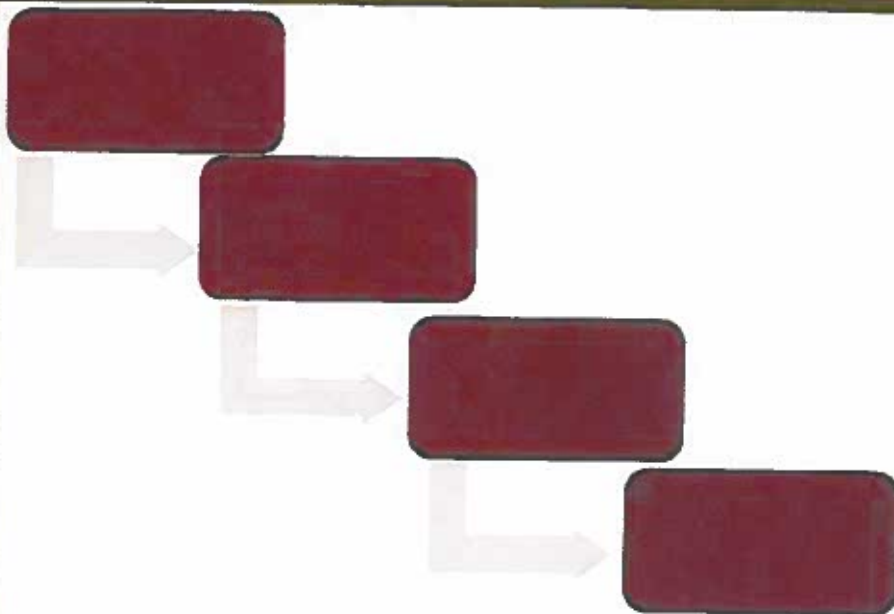
- Recommend additional areas that may warrant further survey
- Recommend properties individually eligible for the NRHP but outside the current survey area
- Recommend next steps for strengthening the preservation of historic resources and promoting economic vitality in Alpine



Procedures and Timelines for National Register



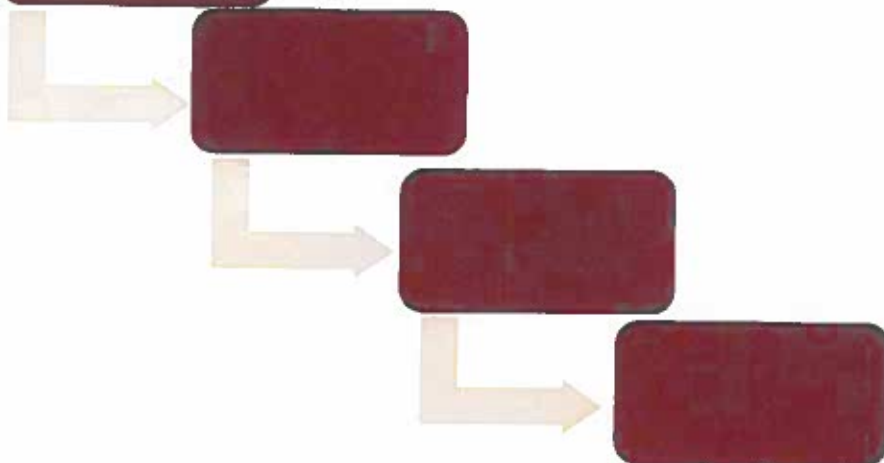
NATIONAL REGISTER PROCESS



NATIONAL REGISTER PROCESS

**Research
& Survey**

- Determines history, integrity and significance of a district



NATIONAL REGISTER PROCESS

Research & Survey

- Determines history, integrity and significance of a district

Determination of Eligibility

- Formalize boundaries & contributing / non-contributing buildings



NATIONAL REGISTER PROCESS

Research & Survey

- Determines history, integrity and significance of a district

Determination of Eligibility

- Formalize boundaries & contributing / non-contributing buildings

Nomination

- Pending DOE approval by THC, revise & expand DOE into nomination
- Property owners can apply for HTCs once draft is submitted



NATIONAL REGISTER PROCESS

Research & Survey

- Determines history, integrity and significance of a district

Determination of Eligibility

- Formalize boundaries & contributing / non-contributing buildings

Nomination

- Pending DOE approval by THC, revise & expand DOE into nomination
- Property owners can apply for HTC's once draft is submitted

Approval

- Review & approval by Texas Historical Commission & National Park Service

THC/NPS Review Timelines*

- Determination of Eligibility (DOE): upon receipt, THC has **30 days** to review
- 1st Draft National Register Nomination: upon receipt, THC has **60 days** to review
- Review of Nomination by State Board of Review (SBR)
 - Upon completion of edits, the nomination will be scheduled for an upcoming SBR Meeting
 - The SBR meets 3 times per year: **January, May, and September**
- Nomination forwarded to the National Park Service (NPS) following approval by SBR (typically approved by NPS within 60 days of receipt)

*Review times are based on NPS guidelines, but actual review times vary based on workload at THC



Downtown Alpine Historic District Survey & National Register of Historic Places Nomination

Proposed Budget

Scope of Work	Fee Estimate
Retainer due upon execution of this agreement	\$3,125
Completion of survey fieldwork	\$6,250
Submit Determination of Eligibility (DOE) to the Texas Historical Commission (THC)	\$9,375
Submit Draft 1 of the National Register of Historic Places Nomination (NRN) to THC	\$6,250
Submit Final Draft of the NRN to THC	\$3,125
Approval of the NRN by State Board of Review	\$3,125
TOTAL	\$31,250

Historic Preservation Recommendations Memo Fee - \$1,700

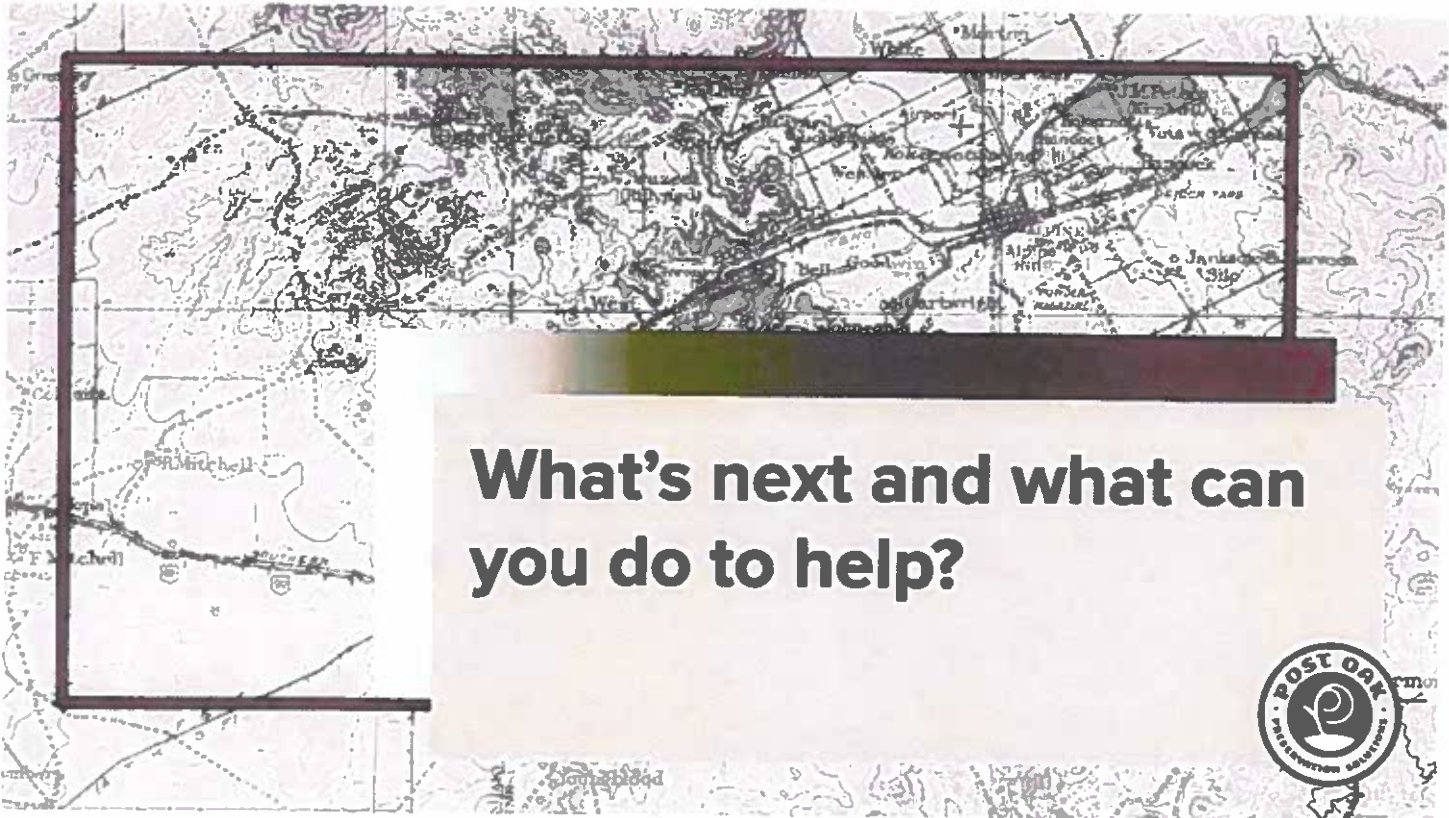


Kokernot Field National Register of Historic Places Nomination

Proposed Budget

Scope of Work	Fee Estimate
Retainer due upon execution of this agreement	\$1,600
Submission of Draft 1 of the National Register of Historic Places Nomination	\$3,200
Submission of Final Draft of the National Register of Historic Places Nomination	\$2,000
Approval of the National Register Nomination by the State Board of Review	\$1,200
TOTAL	\$8,000





What's next and what can you do to help?



Next Steps:

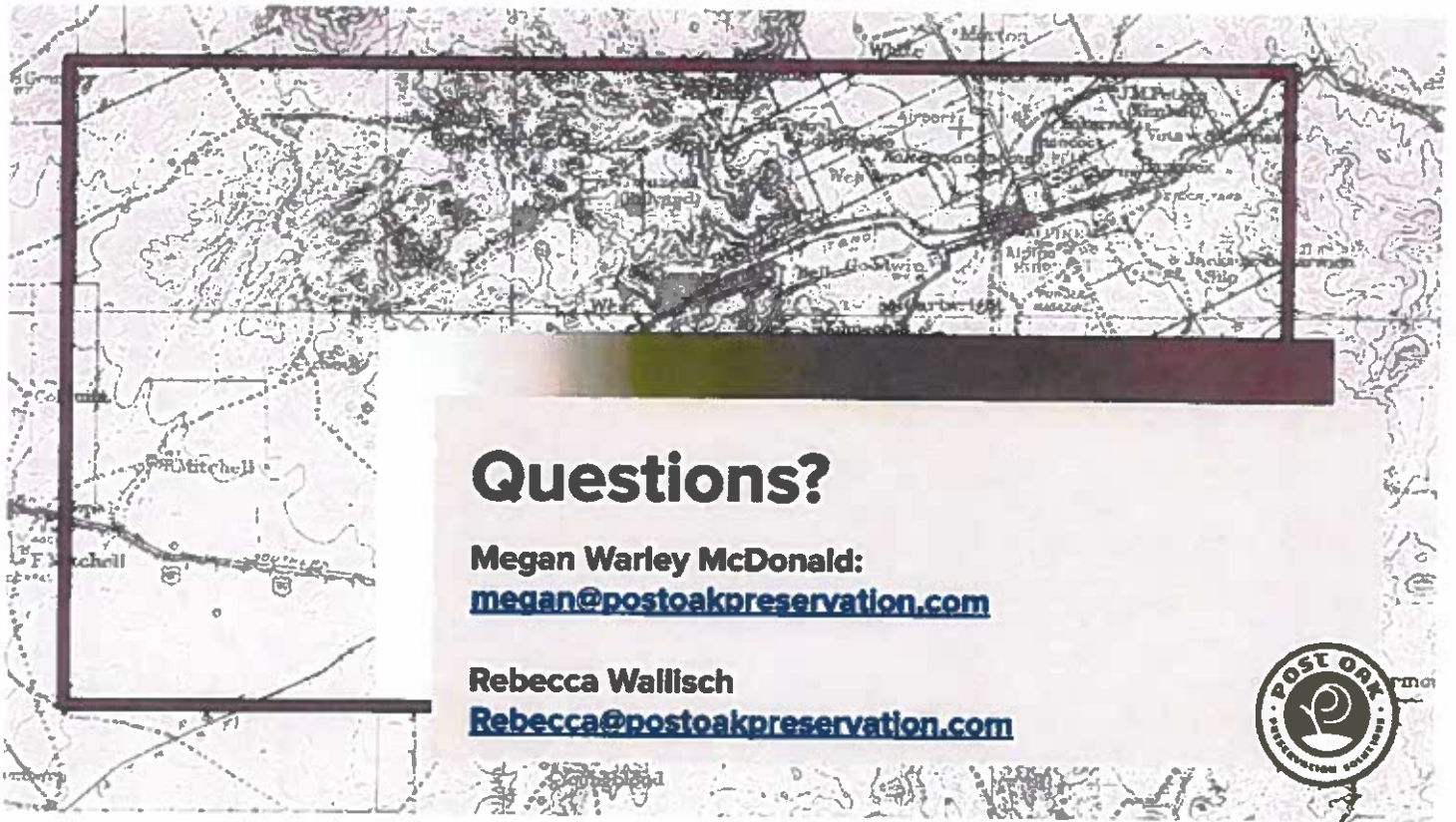
- City determines if ready to pursue survey and National Register Nominations
- If so, Post Oak and City will determine project timeline
- Post Oak will begin background research, survey preparation, and field maps
- Post Oak will begin preliminary outreach

How you can help:

- Do you have any old photos, plans, or stories of the origins of the buildings in Alpine? Feel free to send these to us at:

alpine@postoakpreservation.com





Questions?

Megan Warley McDonald:
megan@postoakpreservation.com

Rebecca Wallisch
Rebecca@postoakpreservation.com



G. E. Peterson III

43118 FM 1703
Alpine, TX 79830

June 13, 2024

(megan.antrim@cityofalpine.com)
Alpine, Texas 79830

Dear Megan,

I am writing in support of the HOT Commission's use of a portion of the City's historic preservation funds to pay for a proposed historic district survey. Before you is a proposal to survey and create a National Register Historic District in downtown. I believe that this proposal, presented by Historic Alpine and Post Oak Preservation, can be the start of a renaissance in downtown Alpine. National Register listing brings recognition, financial incentives and very importantly, historic tourists. Tourists who come for history spend more money, stay longer and talk to their friends.

An overall restoration initiative is critical for the future of downtown Alpine. In the past, little has been accomplished in creating a positive sense of the value of a preserved and restored downtown Alpine. Since the Forcheimer Building fire, one thing has become startling in its clarity. Alpine must take action to develop its historic business district as the asset it can be to the town. Already lagging occupancy in many commercial buildings leaves visitors with an image of a municipality in decline. A boarded up stretch of burned buildings, and very low occupancy in the remainder of downtown will not attract visitors or new businesses. Without positive change, decline piles on top of decline. Business revenues, sales and property tax revenues are the lifeblood of any community. The community must come together, reverse the decline and move forward.

Sincerely yours,

Pete Peterson

Kristin L Cavness
410 N 5th Street
Alpine, Texas 79830

Date: June 13, 2024

City of Alpine
100 N 13th St
Alpine, TX 79830

Dear Members of the Alpine HOT Tax Commission and the City Council,

I am expressing support for the proposed historic district survey in Alpine, Texas. As a community member deeply invested in preserving and celebrating our rich history, I believe this initiative, led by Historic Alpine, is crucial for our town's future.

The proposed survey and subsequent National Register of Historic Places Nomination, as outlined in Post Oak Preservation Solutions' cost proposal, offer a structured and comprehensive approach to preserving our heritage. The detailed work, including field surveys, eligibility determinations, and the drafting and approval of nominations, will ensure that Alpine's historic resources are documented and protected for future generations.

Supporting the Historic District is crucial to our future, especially after the devastating impact on our downtown. The surviving businesses will also feel the repercussions for months if not years, and our tourism will suffer significantly. We must push Bill to decide about this immediately. The allocation of a portion of the hotel/motel tax towards historic preservation projects is a wise and forward-thinking use of these funds, ensuring that Alpine remains a vibrant and attractive destination for visitors.

Thank you for your dedication and support during this critical time. I urge you to approve the funding for this essential project and take a decisive step towards securing our community's cultural and economic future.

I am the GM of the Alpine Cowboys and great granddaughter of HL Kokernot, Jr who built our Historic Kokernot Field. I am in hopes of adding Kokernot Field to the Historic Alpine list and get it restored to its proper condition.

Sincerely,
Kristin L Cavness

**Bob and Lucy Ward
1402 N 5th Street
Alpine, Texas 79830**

June 13, 2024

**City of Alpine
100 N 13th St
Alpine, TX 79830**

Dear Members of the Alpine HOT Tax Commission and the City Council,

We are expressing support for the proposed historic district survey in Alpine, Texas. As community members deeply invested in preserving and celebrating our rich history, we believe this initiative, led by Historic Alpine, is crucial for our town's future.

The proposed survey and subsequent National Register of Historic Places Nomination, as outlined in Post Oak Preservation Solutions' cost proposal, offer a structured and comprehensive approach to preserving our heritage. The detailed work, including field surveys, eligibility determinations, and the drafting and approval of nominations, will ensure that Alpine's historic resources are documented and protected for future generations.

Supporting the Historic District is crucial to our future, especially after the devastating impact on our downtown. The surviving businesses will also feel the repercussions for months if not years, and our tourism will suffer significantly. The allocation of a portion of the hotel/motel tax towards historic preservation projects is a wise and forward-thinking use of these funds, ensuring that Alpine remains a vibrant and attractive destination for visitors.

Thank you for your dedication and support during this critical time. We urge you to approve the funding for this essential project and take a decisive step towards securing our community's cultural and economic future.

**Sincerely,
Bob Ward
Lucy Ward**



ALPINE INDEPENDENT SCHOOL DISTRICT

B. Michelle Rinehart, EdLD
Superintendent

704 W. Sul Ross Avenue
Alpine, Texas 79830
Phone: (432) 837-7700
Fax: (432) 837-7740

Alpine ISD will provide our children with learning experiences to be responsible, productive, and successful citizens of an ever changing world.

June 12, 2024

City of Alpine
100 N 13th St
Alpine, TX 79830

Dear Members of the Alpine HOT Tax Commission and the City Council;

I am writing to enthusiastically support the proposed historic district survey in Alpine, Texas. Our town's unique history and charm are some of its greatest assets, and it is imperative that we take active steps to preserve them.

The comprehensive plan by Historic Alpine, in collaboration with Post Oak Preservation Solutions, provides a clear and actionable roadmap for documenting and safeguarding our historic resources. The detailed fieldwork, determinations of eligibility, and nominations to the National Register of Historic Places are critical components that will protect our heritage and enhance our town's appeal to tourists and historians alike.

As the proud owner of one of Alpine's historic, tourist-drawing properties (Kokernot Field), we find the supports provided by Historic Alpine's proposal invaluable. We believe this process will provide a pathway to leveraging much-needed resources to preserve and restore historic properties that our often underfunded organizations (Alpine ISD included) struggle to preserve.

Supporting the Historic District is crucial to our future, especially after the devastating impact of the May 2024 fire on our downtown. The surviving businesses will also feel the repercussions for months if not years, and our tourism will suffer significantly. Allocating a portion of the hotel/motel tax to support historic preservation projects is a strategic investment that will yield long-term benefits for our community, and aligns well with the intent and purpose of Hotel Occupancy Taxes.

I deeply appreciate your dedication to our town and urge you to approve the necessary funding for this vital project. Together, we can ensure that Alpine's history is preserved and celebrated for generations.

B. Michelle Rinehart
Superintendent of Schools

**Katie Hector
814 Cottonwood Creek Road
Alpine, Texas 79830**

June 12, 2024

**City of Alpine
100 N 13th St,
Alpine, TX 79830**

Dear Members of the Alpine HOT Tax Commission and the City Council,

As a resident who deeply values Alpine's historic character and small-town appeal, I enthusiastically support the proposed historic district survey. This project has the potential to significantly benefit downtown Alpine and the cherished Kokernot Field.

Growing up in Alpine, most locals have fond memories of spending time in downtown Alpine or at Kokernot Field. As a child, some of my earliest recollections were watching my father coach the Sul Ross Lobos baseball team at Kokernot Field. As I watched the game, I would pass the time by tumbling over the bars that separated the box seats in the front of the stadium, performing like a gymnast for the crowd. Years later, I realized that generations before me had enjoyed the same traditions, minus the tumbling, and love of the game in that very same section.

In 2009, I became involved with the Cowboys organization, and in 2015 I joined the board of the Big Bend Baseball and Softball, LLC dba Alpine Cowboys. My passion for the field has never waned, and I now take great joy in bringing my own two children to watch the games, seeing them recreate my childhood antics by flipping over the bars.

Supporting the Historic District is crucial for Alpine's future, especially after the devastating impact on our downtown businesses and a deteriorating baseball field. It's imperative that the city council act on this matter immediately. Utilizing a portion of the hotel/motel tax to fund historic preservation projects is a practical and beneficial use of these resources, helping to maintain Alpine's unique charm and attract visitors.

I commend your commitment to our community and strongly urge you to support this vital project. By doing so, we can protect our town's heritage and ensure Alpine's vibrant future.

**Sincerely,
Katie Hector**



Geo Calderon <g.calderon@ci.alpine.tx.us>

Support Letter for the Historic District Survey

Katie Hector <

Thu, Jun 13, 2024 at 7:53 AM

To: Christopher Ruggia <chris@visitalbnetx.com>, g.calderon@cityofalpine.com, megan.antrim@cityofalpine.com

Cc: Abbey Branch <

>

Members of the Alpine HOT Tax Commission and the City Council,

Please see my attached letter in support of the Historic District Survey. I hope you will read my letter and the multiple other letters that have shown support for this survey.

Thank you for your time.

--

Katie Hector

Alpine Cowboys

Board Member - Secretary

301 N. 5th Street

Alpine, Texas 79830

Website: <http://Alpine.PecosLeague.com>



Support Letter for the Historic District Survey.docx.pdf

41K

Nancy L. Whitlock
110 B N. 6th St.
Alpine, Texas 79830

June 11, 2024

City of Alpine
100 N. 13th St.
Alpine, Tx 79830

Dear members of the Alpine HOT Tax Commission and the City Council,

The proposed historic district survey in Alpine, Texas is important for Alpine and I support it. Our cultural landmarks need to be preserved for future generations. The initiative detailed in Post Oak Preservations Solutions' cost proposal, promises A meticulous and thorough approach to documenting our historic resources. After the recent fire on Holland Ave. it seems the perfect time to pull together and do something about the future of our historical buildings and precious spaces. Using A portion of the hotel/motel tax to fund historic preservation projects just makes since. Thank you for your hard work and urge you to support this project. This is our time to protect what is precious about Alpine.

Sincerely,

Nancy L. Whitlock



Geo Calderon <g.calderon@ci.alpine.tx.us>

Historic District Survey request

Sibley Liz

Tue, Jun 11, 2024 at 8:01 AM

To: g.calderon@cityofalpine.com, megan.antrim@cityofalpine.com, Christopher Ruggia <chris@vastgraphics.com>

Cc: HIRAM Cell <

Dear Ms. Antrim, Mr. Calderon and Mr. Ruggia,

My husband, Hiram and I, respectfully request that the City of Alpine's HOT Tax Commission's use of a portion of the Historic Preservation Funds to pay for the proposed historic district survey, a crucial initiative for the future of our beloved downtown Alpine.

As owners of three historically significant buildings downtown (The Alpine Studio 106 West Murphy St, The Bottle House BnB, 110 West Murphy Street and the Galeria Sibley 103 West Holland), we believe this to be a further step in preserving, enhancing and revitalizing our downtown area.

Sincerely,

Liz Sibley



Geo Calderon <g.calderon@ci.alpine.tx.us>

Fwd: Letter of support of the proposed Historic District Survey

Jeff Haynes ·
To: g.calderon@cityofalpine.com
Cc: Stephanie Haynes ·

Mon, Jun 10, 2024 at 1:27 PM

City of Alpine Texas 79830

Dear Members of the Alpine HOT Tax Commission and the City Council,

We are writing to strongly support the proposed historic district survey in Alpine, Texas. We value our town's unique heritage, we are excited about this project's potential for preserving our history, fostering community pride and especially for its potential to expand our economy from the revenue generated by visitors who come to see what Historic Alpine has to offer. The initiative, spearheaded by Historic Alpine and detailed in Post Oak Preservation Solutions cost proposal, promises a meticulous and thorough approach to documenting our historic resources. From field surveys to the final approval of the National Register of Historic Places nominations, this project ensures that our cultural landmarks are recognized and preserved. Supporting the Historic District is crucial to our future, especially after the devastating recent fire and its impact on our downtown. The existing businesses will also feel the repercussions for months if not for years to come. Our tourism will also suffer significantly. Utilizing a portion of the hotel/motel tax to fund historic preservation projects is a practical and beneficial use of the resources, helping to maintain Alpine's charm and attract visitors. We commend you for your commitment to our community and urge you to support this vital project. By doing so, we can protect our town's heritage and ensure Alpine's vibrant future.

Sincerely,

Jeff Haynes
Stephanie Haynes
1012 Loop Road
Alpine, Texas 79830

Copy: Abbey Branch



Dear Members of the Alpine HOT Committee and the City Council,

Alpine Community Projects fully supports Historic Alpine's HOT fund application to hire Post Oak Preservation Solutions to conduct the Downtown Alpine Historic Survey and National Register of Historic Places Nomination.

Taking this step will finally allow Alpine's downtown building owners to apply for tax credits that could make the difference between being able to rehabilitate our buildings and not. Once those rehabilitations are done, the increased beauty and function of the buildings will attract businesses, which provides more shops, restaurants, and services for visitors (and locals too – a twofer!). All of this provides more sales tax to the city. It also just makes living in and visiting Alpine more pleasant for everyone.

And, to be clear, being on the National Register of Historic Places imposes NO restrictions on property owners.

One last thought – as everyone knows, Alpine is hurting right now. We think it's possible that the good energy and forward movement that this project will bring is just what our little town needs.

Respectfully,

Kirsten Christophersen Moody
Alpine Community Projects



Big Bend Arts Council, Inc.
PO Box 1764
Alpine, TX 79831

June 7, 2024

City of Alpine
100 N 13th St
Alpine, TX 79830

Dear Members of the Alpine HOT Tax Commission and the City Council,

I am expressing support for the proposed historic district survey in Alpine, Texas. As President of the Big Bend Arts Council, I represent all of our 75 members who are deeply invested in preserving and celebrating our rich history, we believe this initiative, led by Historic Alpine, is crucial for our town's future.

The proposed survey and subsequent National Register of Historic Places Nomination, as outlined in Post Oak Preservation Solutions' cost proposal, offer a structured and comprehensive approach to preserving our heritage. The detailed work, including field surveys, eligibility determinations, and the drafting and approval of nominations, will ensure that Alpine's historic resources are documented and protected for future generations. Supporting the Historic District is crucial to our future, especially after the devastating impact on our downtown. This building housed the BBAC-supported gallery, Gallery On The Square for over 6 years. Our Gallery will feel the repercussions for months if not years, and our tourism will suffer significantly. We must push Mr. Ivey to decide about this immediately. The allocation of a portion of the hotel/motel tax towards historic preservation projects is a wise and forward-thinking use of these funds, ensuring that Alpine remains a vibrant and attractive destination for visitors.

Thank you for your dedication and support during this critical time. I urge you to approve the funding for this essential project and take a decisive step towards securing our community's cultural and economic future.

Sincerely,
Janet Moeller,
President
Big Bend Arts Council, Inc.

Collin Bibb
209 W Holland Ave. Alpine TX 79832

Jun 6, 2024
City of Alpine
100 N 13th St
Alpine, TX 79830

Dear Members of the Alpine HOT Tax Commission and the City Council,

I'm writing to express our support for the proposed historic district survey in Alpine, Texas. As a community member and business owner deeply invested in preserving and celebrating our rich history, I believe this initiative, led by Historic Alpine, is crucial for our town's future.

The proposed survey and subsequent National Register of Historic Places Nomination, as outlined in Post Oak Preservation Solutions' cost proposal, offer a structured and comprehensive approach to preserving our heritage. The detailed work, including field surveys, eligibility determinations, and the drafting and approval of nominations, will ensure that Alpine's historic resources are documented and protected for future generations. Furthermore, we can personally attest to the efficacy of Post Oak's work in securing tax financing for historic preservation; we've used them on multiple projects in West Texas, including the Holland Hotel and the Maverick Inn.

Supporting the Historic District is crucial to our future, especially after the devastating impact on our downtown. The surviving businesses will also feel the repercussions for months if not years, and our tourism will suffer significantly. We must push Bill to decide about this immediately. The allocation of a portion of the hotel/motel tax towards historic preservation projects is a wise and forward-thinking use of these funds, ensuring that Alpine remains a vibrant and attractive destination for visitors.

Thank you for your dedication and support during this critical time. I urge you to approve the funding for this essential project and take a decisive step towards securing our community's cultural and economic future.

Sincerely,
Collin Bibb
Partner, Byways Hospitality

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10E

Department: Water Utility Services

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve Lizard Bob Construction for utility repairs, to include Hwy 118 water leak, Gallego & Phelps Fire Hydrant, and 8th and Uvalde sewer line replacement (M. Antrim, City Manager)

EXECUTIVE SUMMARY

- The Utility Department continues to face multiple critical utility repair projects that are essential for maintaining infrastructure and ensuring public health and safety.
- These projects include addressing a water leak on Hwy 118, replacing a sewer line on 8th and Uvalde, and replacing fire hydrants on Gallego and Phelps.
- Approval of a third-party contractor to complete these repairs is crucial for relieving staff workload and operational efficiency.
- A third-party contractor will bring specialized expertise and resources to complete these repairs quickly and effectively.
- Approval of the request aligns with the City of Alpine's purchasing requirements, ensuring transparency and accountability in the use of public funds.

SUPPORTING MATERIALS

1. Lizard Bob Construction Quotes

BUDGET CONSIDERATIONS

Expenditure Required: \$19,558.60

Savings Anticipation: N/A

Current Budget FY2023- \$150,000

2024:

Additional Funding: N/A

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

[Type here]

Lizard Bob Construction

07/02/2024

Bid for water leak approximately 8 miles on 118N.

Labor

\$2,000

Due to the nature of the above job, should we encounter the need for additional labor or materials there will be an additional cost. That being said, any and all additional costs will be discussed and agreed upon with the costumer prior to commencement.

Client: _____ Contractor: _____

[Type here]

[Type here]

Lizard Bob Construction

07/02/2024

City of Apline

Bid for resetting sewer line to grade on 8th and Uvalde.

Labor

\$3,000

- Due to the nature of the above job, should we encounter the need for additional labor and materials there will be an additional cost. That being said, any and all additional costs will be discussed and agreed upon with the costumer prior to commencement.

client _____

contractor _____

[Type here]

Lizard Bob Construction

07/02/2024

Bid for valve insertion.

6" valve insertion	\$8,000
5" ¼ VOS423HYD 3' bury	\$3,112.50
6" C900DR18 PVC Blue Pipe	\$405.75
Back-Hoe Work	\$2,015
Cement Work	\$1,025.35
Total:	\$14,558.60

Due to the nature of the above job, should we encounter the need for additional labor or materials, these will be an additional cost. That being said, any and all additional costs will be discussed and agreed upon with the customer prior to commencement.

Client: _____

[Type here] Contractor: _____

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 10F

Department: City Council

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: Approve



AGENDA ITEM

Approve proposed City Charter propositions. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

- Charter Discussions have taken place over the past 6 months.
- Both prior and current City Council have reviewed and provided input on the propositions prepared by Mayor Catherine Eaves.
- The City's legal team has reviewed and provided the attached feedback for City Council approval.
- Once the propositions have been approved, the next step will be to call an election.

SUPPORTING MATERIALS

1. Charter Proposed Propositions

BUDGET CONSIDERATIONS

Expenditure Required: \$6,000.00

Savings Anticipation: N/A

Current Budget FY2023- \$0.00

2024:

Additional Funding: FY2024-2025 - \$6,000.00

APPROVERS

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

Approved - 7/8/2024
Approved - 7/8/2024
Final Approval - 7/8/2024

PROPOSITION A

SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.01 GENERAL POWERS, OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO ADD (D) THE COUNCIL IS REQUIRED TO REVIEW THE CITY CHARTER AS NEEDED BUT AT LEAST EVERY 5 YEARS TO KEEP IT IN COMPLIANCE WITH ALL STATE AND FEDERAL LAWS AND TO VERIFY THAT THE CHARTER STILL MEETS THE NEEDS OF THE RESIDENTS OF ALPINE?

This proposition would amend specifically the listed sections and subsections of the City Charter listed below as indicated with the underlined words being amended additions. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article II Powers of the City

Section 2.01 General Powers

(D) the council is required to review the City Charter as needed but at least every 10 years to keep it in compliance with all state and federal laws and to verify that the Charter still meets the needs of the residents of Alpine?

The proposition on the ballot shall state as follows:

PROPOSITION A

“SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.01 GENERAL POWERS, OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO ADD (D) THE COUNCIL IS REQUIRED TO REVIEW THE CITY CHARTER AS NEEDED BUT AT LEAST EVERY 5 YEARS TO KEEP IT IN COMPLIANCE WITH ALL STATE AND FEDERAL LAWS AND TO VERIFY THAT THE CHARTER STILL MEETS THE NEEDS OF THE RESIDENTS OF ALPINE?”

FOR _____

AGAINST _____

Commented [CE1]:

Commented [AG2R1]: I think five years is sufficient and might be the most practical option for the City, but the City could always set it to every two years to match the State legislative timeline updates.

PROPOSITION B

SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.03 ALTERATION AND EXTENSION OF BOUNDARIES, OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO REMOVE SECTION (B) BY ACTION OF THE CITY COUNCIL, WITH OR WITHOUT THE CONSENT OF THE INHABITANTS OR OWNERS OF THE TERRITORY TO BE ANNEXED?

This proposition would amend the specifically listed sections and subsections below as indicated with the words struck through being amended deletions. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article II Powers of the City

Section 2.03 Alteration and Extension of Boundaries

(B) ~~by action of the City Council, with or without the consent of the inhabitants or owners of the territory to be annexed~~

The proposition on the ballot shall state as follows:

PROPOSITION B

“SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.03 ALTERATION AND EXTENSION OF BOUNDARIES, OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO DISALLOW INVOLUNTARY ANNEXATION BY REMOVING SECTION (B) BY ACTION OF THE CITY COUNCIL, WITH OR WITHOUT THE CONSENT OF THE INHABITANTS OR OWNERS OF THE TERRITORY TO BE ANNEXED?”

FOR _____

AGAINST _____

PROPOSITION C

SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.04 ANNEXATION PROCEDURES, OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO REMOVE, WHETHER BY ACTION OF THE CITY COUNCIL OR BY PETITION?

This proposition would amend the specifically listed sections and subsections below as indicated with the words struck through being amended deletions. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article II Powers of the City

Section 2.04 Annexation Procedures

All action of the City Council, ~~whether by action of the City Council or by petition~~ shall be undertaken in strict compliance with State law

The proposition on the ballot shall state as follows:

PROPOSITION C

“SHALL ARTICLE II POWERS OF THE CITY, SECTION 2.04 ANNEXATION PROCEDURES, OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED-TO REMOVE, WHET~~H~~ER BY ACTION OF THE CITY COUNCIL OR BY PETITION AND THEREFORE MAKE CLEAR THAT ALL ACTION OF THE CITY COUNCIL MUST BE STRICTLY COMPLIANT WITH STATE LAW?”

FOR _____

AGAINST _____

PROPOSITION D

SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.01 NUMBER, SELECTION AND TERMS OF OFFICE, SUBSECTION (B), OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO CHANGE THE WORDS DISTRICTS TO THE WORDS WARDS?

This proposition would amend the specifically listed sections and subsections below as indicated by changing the word Districts to the word Wards. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article III THE CITY COUNCIL

Section 3.01 Number, Selection, and Terms of Office

(B) Councilmembers shall be elected from ~~districts~~ Wards. Places on the Council shall correspond to five (5) single-member ~~districts~~ Wards. Only eligible voters registered in ~~districts~~ Wards 1,2,3,4 and 5 may vote for places 1,2,3,4, and 5 respectively.

The proposition on the ballot shall state as follows:

PROPOSITION D

“SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.01 NUMBER, SELECTION AND TERMS OF OFFICE, SUBSECTION (B), OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO CHANGE THE WORDS DISTRICTS TO THE WORDS WARDS?”

FOR _____

AGAINST _____

Commented [AG3]: Why does the City want to make this change/is there something particular it wants to accomplish? A “ward” carries certain meaning under State law. Although Alpine is a home rule city and does not operate under certain restrictions placed on general law cities, many home rule cities tend to keep the designation of “district” because a “ward” carries the connotation of separate political subdivisions within a City (such as with Houston) or normally pertains to adjusting the number of councilmembers to more fairly and specifically represent voters in certain areas. For example, In Type A general law cities a council voting to change “district” to “ward” creates a council that has a mayor and two councilmembers from each ward (instead of just one per district). If the City is not looking to make changes like this this word adjustment could be misleading.

*****Legal Counsel review – can we make one proposition to replace all words “District” with “Ward”????*****

Commented [AG4]: One provision would be sufficient to replace all mentions; however, please see above re the connotations of “ward”

PROPOSITION E

SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.01 NUMBER, SELECTION AND TERMS OF OFFICE, SUBSECTION (D) OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO STATE THE FOLLOWING (D) THE MAYOR AND COUNCILMEMBERS WILL BE ELECTED FOR 3-YEAR TERMS WITH TWO TERM LIMITS SEQUENTIALLY BEGINNING WITH THE 2025 ELECTION FOR **WARDS 1 AND 3**, 2026 ELECTION FOR **WARDS 5** AND THE MAYOR, 2027 FOR **WARDS 2, 4**. AFTER TWO TERMS SERVED A COUNCILMEMBER OR MAYOR MUST SIT OUT FOR AT LEAST ONE YEAR BEFORE BECOMING ELIGIBLE TO SERVE ON COUNCIL AGAIN?

Commented [AG5]: This should still use or at least show the word “district” as it could mislead voters into believing “ward” is already in use

This proposition would amend the specifically listed sections and subsections below as indicated by changing the councilmember terms to 3 years with two term limits and a provision that members must sit out for at least one year before being eligible to serve on council again. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article III THE CITY COUNCIL

Section 3.01 Number, Selection, and Terms of Office

(D) SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.01 NUMBER, SELECTION AND TERMS OF OFFICE, SUBSECTION (D) OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO STATE THE FOLLOWING (D) THE MAYOR AND COUNCILMEMBERS WILL BE ELECTED FOR 3-YEAR TERMS WITH TWO TERM LIMITS SEQUENTIALLY BEGINNING WITH THE 2025 ELECTION FOR **WARDS 1 AND 3**, 2026 ELECTION FOR **WARDS 5** AND THE MAYOR, 2027 FOR **WARDS 2, 4**. AFTER TWO TERMS SERVED A COUNCILMEMBER OR MAYOR MUST SIT OUT FOR AT LEAST ONE YEAR BEFORE BECOMING ELIGIBLE TO SERVE ON COUNCIL AGAIN?

~~. The Mayor and Councilmembers for places 2 and 4 will be elected in even-numbered years. Councilmembers for places 1, 2, and 5 will be elected in odd-numbered years. The Mayor and Councilmembers will be elected for two-year terms.~~

The proposition on the ballot shall state as follows:

PROPOSITION E

SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.01 NUMBER, SELECTION AND TERMS OF OFFICE, SUBSECTION (D) OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO STATE THE FOLLOWING (D) THE MAYOR AND COUNCILMEMBERS WILL BE ELECTED FOR 3-YEAR TERMS WITH TWO TERM LIMITS SEQUENTIALLY BEGINNING WITH THE 2025 ELECTION FOR **WARDS 1 AND 3**, 2026 ELECTION FOR **WARDS 5** AND THE MAYOR, 2027 FOR **WARDS 2, 4**. AFTER TWO TERMS SERVED A COUNCILMEMBER OR MAYOR MUST SIT OUT FOR AT LEAST ONE YEAR BEFORE BECOMING ELIGIBLE TO SERVE ON COUNCIL AGAIN?

Commented [AG6]: Let me know the reasoning for proposing ward and if the City wishes to go forward with Proposition D after all. If so, I can help adjust this wording for the voter to show district with a notation regarding the possible change.

FOR _____

AGAINST _____

PROPOSITION G

SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.03 MAYOR AND MAYOR PRO TEM SUBSECTION (C) OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO STATE THE MAYOR AND MAYOR PRO TEM WHILE PRESIDING OVER THE COUNCIL, IN THE MAYOR'S ABSENCE, SHALL VOTE ONLY IN THE CASE OF A TIE. NEITHER WILL HAVE THE POWER OF VETO?

This proposition would amend the specifically listed sections and subsections below as indicated by changing the passage to state that the Mayor and Mayor Pro Tem while presiding over the Council shall vote only in the case of a tie and there are no veto powers. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article III THE CITY COUNCIL

Section 3.03 Mayor and Mayor Pro Tem

~~(C) The Mayor, and the Mayor Pro Tem when acting while presiding in place of the mayor and presiding over the council, over the council shall vote on council meeting items only in the case of a tie. Neither will have the power of Veto.~~

~~(C) 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 (5) 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.~~

The proposition on the ballot shall state as follows:

PROPOSITION G

"SHALL ARTICLE III THE CITY COUNCIL, SECTION 3.03 MAYOR AND MAYOR PRO TEM SUBSECTION (C) OF THE ALPINE, TEXAS CITY CHARTER BE AMENDED TO STATE THE MAYOR AND THE MAYOR PRO TEM WHEN ACTING IN PLACE OF THE MAYOR AND PRESIDING OVER THE

Commented [AG7]: Edited for concern that this could be construed as the mayor pro tem not being able to vote, ever, even while the mayor is present and presiding over council.

COUNCIL, WHILE PRESIDING OVER THE COUNCIL SHALL VOTE ON COUNCIL MEETING ITEMS ONLY IN THE CASE OF A TIE. NEITHER WILL HAVE THE POWER OF VETO?"

FOR _____

AGAINST _____

PROPOSITION H

SHALL ARTICLE III THE CITY COUNCIL SECTION 3.06 VACANCIES, OF THE ALPINE, TEXAS CITY CHARTER SECTION (A) IF A SINGLE VACANCY OCCURS, WITH A YEAR OR LESS REMAINING ON THE TERM COUNCIL SHALL APPOINT A SUCCESSOR TO SERVE UNTIL THE NEXT REGULAR CITY ELECTION. IF MORE THAN A YEAR REMAINS ON THE TERM, THEN AN ELECTION WILL BE HELD. THOSE WISHING TO BE APPOINTED MUST FILL OUT THE CANDIDACY APPLICATION USED DURING REGULAR CITY ELECTION FILING PERIODS AND THEY MUST BE PUT ON THE NEXT REGULAR CITY COUNCIL AGENDA IN WHICH THE PAPERWORK MEETS THE CITY SECRETARY'S PACKET FILING DEADLINE AS A DISCUSSION ITEM. DURING THE FOLLOWING REGULAR CITY COUNCIL MEETING, COUNCIL WILL MAKE THE APPOINTMENT AS AN ACTION ITEM WHICH MAY NOT OCCUR BEFORE PUBLIC COMMENTS?

This proposition would amend the specifically listed sections and subsections below as indicated by amending Section (A) If a single vacancy occurs, the council shall appoint a candidate, if a year or less remains on the term who has completed the election packet application used in Candidate filing packets for Regular Elections. Council will appoint the successor as an Action Item after public comments have been made only after they have appeared as a Discussion Item at a previous Regular City Council Meeting. If more than a year remains on the term, then an election will be held. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article III The City Council

Section 3.06 Vacancies

(A) If a single vacancy occurs, with a year or less remaining on the term Council shall appoint a successor to serve until the next regular City election. If more than a year remains on the term, then an election will be held. **Those wishing to be appointed must fill out the Candidacy Application used during Regular City Election Filing Periods and they must be put on the next Regular City Council Agenda in which the paperwork meets the City Secretary's packet filing deadline as a discussion item. During the following Regular City Council Meeting, Council will make the appointment as an Action Item which may not occur before public comments.**

The proposition on the ballot shall state as follows:

PROPOSITION H

"SHALL ARTICLE III THE CITY COUNCIL SECTION 3.06 VACANCIES, OF THE ALPINE, TEXAS CITY CHARTER SECTION (A) IF A SINGLE VACANCY OCCURS, WITH A YEAR OR LESS REMAINING ON THE TERM COUNCIL SHALL APPOINT A SUCCESSOR TO SERVE UNTIL THE NEXT REGULAR CITY ELECTION. IF MORE THAN A YEAR REMAINS ON THE TERM, THEN AN ELECTION WILL BE HELD THOSE WISHING TO BE APPOINTED MUST FILL OUT THE CANDIDACY APPLICATION USED DURING REGULAR CITY ELECTION FILING PERIODS AND THEY MUST BE PUT ON THE NEXT REGULAR CITY COUNCIL AGENDA IN WHICH THE PAPERWORK MEETS THE CITY SECRETARY'S PACKET FILING

DEADLINE AS A DISCUSSION ITEM. DURING THE FOLLOWING REGULAR CITY COUNCIL MEETING, COUNCIL WILL MAKE THE APPOINTMENT AS AN ACTION ITEM WHICH MAY NOT OCCUR BEFORE PUBLIC COMMENTS?"

FOR _____

AGAINST _____

PROPOSITION I

SHALL ARTICLE III THE CITY COUNCIL SECTION 3.06 VACANCIES, OF THE ALPINE, TEXAS CITY CHARTER SECTION (B) BE AMENDED TO ADD THAT IF COUNCIL HAS TO FILL A VACANCY THOSE WISHING TO BE APPOINTED MUST FILL OUT THE CANDIDACY APPLICATION USED DURING REGULAR CITY ELECTION FILING PERIODS AND THEY MUST BE PUT ON THE NEXT REGULAR CITY COUNCIL AGENDA IN WHICH THE PAPERWORK MEETS THE CITY SECRETARY'S PACKET FILING DEADLINE AS A DISCUSSION ITEM. DURING THE FOLLOWING REGULAR CITY COUNCIL MEETING, COUNCIL WILL MAKE THE APPOINTMENT AS AN ACTION ITEM WHICH MAY NOT OCCUR BEFORE PUBLIC COMMENTS?

This proposition would amend the specifically listed sections and subsections below as indicated by amending Section (B) If two or more vacancies shall occur at one time and a special election cannot be held because the vacancies occur more than 120 days preceding a general City Election or in the event that State law prohibits a special election, the council shall appoint a candidate who has completed the election packet application used in Candidate filing packets for Regular Elections. Council will appoint the successor as an Action Item after public comments have been made only after they have appeared as a Discussion Item at a previous Regular City Council Meeting. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article III The City Council

Section 3.06 Vacancies

(B) If two or more vacancies shall occur at one time, a special election shall be called in compliance with the Texas election code to elect successors to fill the unexpired terms unless such vacancies occur within one hundred twenty (120) days preceding a general City election, in which case no special election will be called. In that event, or if State law prohibits a special election before the next general City election, the remaining Councilmembers shall by a majority vote fill such vacancies. The persons so selected shall serve only until the next general City election, when such vacancies shall be filled, as in the case of an original election, for the remainder of the unexpired terms. Those wishing to be appointed must fill out the Candidacy Application used during Regular City Election Filing Periods and they must be put on the next Regular City Council Agenda in which the paperwork meets the City Secretary's packet filing deadline as a discussion item. During the following Regular City Council Meeting, Council will make the appointment as an Action Item which may not occur before public comments.

The proposition on the ballot shall state as follows:

PROPOSITION I

"SHALL ARTICLE III THE CITY COUNCIL SECTION 3.06 VACANCIES, OF THE ALPINE, TEXAS CITY CHARTER SECTION (B) BE AMENDED TO ADD THAT IF COUNCIL HAS TO FILL A VACANCY THOSE WISHING TO BE APPOINTED MUST FILL

OUT THE CANDIDACY APPLICATION USED DURING REGULAR CITY ELECTION FILING PERIODS AND THEY MUST BE PUT ON THE NEXT REGULAR CITY COUNCIL AGENDA IN WHICH THE PAPERWORK MEETS THE CITY SECRETARY'S PACKET FILING DEADLINE AS A DISCUSSION ITEM. DURING THE FOLLOWING REGULAR CITY COUNCIL MEETING, COUNCIL WILL MAKE THE APPOINTMENT AS AN ACTION ITEM WHICH MAY NOT OCCUR BEFORE PUBLIC COMMENTS?"

FOR _____

AGAINST _____

Proposition J

"SHALL ARTICLE IV CITY ADMINISTRATION SECTION 4.04 CITY ATTORNEY OF THE ALPINE, TEXAS CITY CHARTER SECTION (A) BE AMENDED TO ADD THAT CITY COUNCIL MAY APPOINT A LAW FIRM AS THE CITY ATTORNEY. THE CITY ATTORNEY SHALL SERVE AT THE WILL OF AND BE ENTITLED TO COMPENSATION AS ESTABLISHED BY THE COUNCIL?"

This proposition would amend the specifically listed sections and subsections below as indicated by amending Section (A) to add that the City Council may appoint a law firm as the city attorney for clarification purposes. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article IV City Administration

Section 4.04 City Attorney

- (A) The City Council shall appoint an attorney, licensed to practice law in the State of Texas, as City Attorney. The City Council may appoint a law firm and its lawyers to collectively serve as the City Attorney and Deputy City Attorneys. The City Attorney and Deputy City Attorneys shall serve at the will of and be entitled to compensation as established by the Council.

The proposition on the ballot shall state as follows:

PROPOSITION J

"SHALL ARTICLE IV CITY ADMINISTRATION SECTION 4.04 CITY ATTORNEY OF THE ALPINE, TEXAS CITY CHARTER SECTION (A) BE AMENDED TO ADD THAT CITY COUNCIL MAY APPOINT A LAW

FIRM AND ITS LAWYERS TO COLLECTIVELY SERVE AS THE CITY ATTORNEY AND DEPUTY CITY ATTORNEYS. THE CITY ATTORNEY AND DEPUTY CITY ATTORNEYS SHALL SERVE AT THE WILL OF AND BE ENTITLED TO COMPENSATION AS ESTABLISHED BY THE COUNCIL?"

FOR _____

AGAINST _____

Proposition K

"SHALL ARTICLE IV CITY ADMINISTRATION SECTION 4.05 MUNICIPAL COURT OF THE ALPINE, TEXAS CITY CHARTER SECTION (C) BE AMENDED TO STATE THAT THE JUDGE OF THE MUNICIPAL COURT SHALL BE NOMINATED BY THE MAYOR AND APPROVED BY THE CITY COUNCIL FOR A TERM TO RUN CONCURRENTLY WITH THE TERM OF OFFICE OF THE MAYOR. COMPENSATION SHALL BE SET BY THE COUNCIL AND MAY NOT BE REDUCED DURING THE TERM OF OFFICE FOR WHICH THE JUDGE WAS APPOINTED?"

This proposition would amend the specifically listed sections and subsections below as indicated by amending Section (C) to change the term from 2 years to state that it will run concurrently with the term of the Mayor. The remainder of the sections and subsections with no listed amendments remain unchanged and in full force and effect unless expressly amended by another proposition passed during the same election:

Article IV City Administration

Section 4.05 Municipal Court

(C) The Judge of the Municipal Court shall be nominated by the Mayor and approved by the City Council for a term of ~~two (2) years~~ to run concurrently with the term of office of the Mayor.

The proposition on the ballot shall state as follows:

~~PROPOSITION K~~

"SHALL ARTICLE IV CITY ADMINISTRATION SECTION 4.04 CITY ATTORNEY OF THE ALPINE, TEXAS CITY CHARTER SECTION (A) BE AMENDED TO ADD THAT CITY COUNCIL MAY APPOINT A LAW FIRM AS THE CITY ATTORNEY. THE CITY ATTORNEY SHALL SERVE AT THE WILL OF AND BE ENTITLED TO COMPENSATION AS ESTABLISHED BY THE COUNCIL AND MAY NOT BE REDUCED DURING THE TERM OF OFFICE FOR WHICH THE JUDGE WAS APPOINTED?"

Commented [AG8]: Is this Proposition K correct? Or was this a draft example of the two above combined? Deleting because I think Proposition J and Proposition K above address these issues individually

FOR _____
AGAINST _____

CITY COUNCIL AGENDA ITEM REPORT

July 16, 2024

Agenda Item No. 11B

Department: Administration

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Megan Antrim, City Manager

Staff Recommendation: None



AGENDA ITEM

City Manager Report

EXECUTIVE SUMMARY

Update on Water Infrastructure

Update on Wastewater Infrastructure

Update on Streets

Update on Employee Compensation Plans & Actions

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A

2024:

Additional Funding: N/A

APPROVERS
