



**CITY OF ALPINE**  
**REGULAR CITY COUNCIL MEETING**  
**April 21, 2026 – 5:30 PM**

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*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. 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](http://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 Ordinance 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.
- B. Public Hearing to obtain citizen's views and comments regarding Special Use Permit 2026-04-01, a special use permit allowing the applicant, Jennifer Hatch, to establish a short term rental at 110 N 7th. The property owner of record is Jennifer Hatch. The Parcel ID of the subject property is 11839.
- C. Public Hearing to obtain citizen views and comments regarding Resolution 2026-04-12, a resolution naming City-owned real property located at the corner of 5th Street and Avenue E as "Artwalk Plaza"; Recognizing Artwalk Alpine as a historic cultural event contributing to

the development of downtown murals and tourism; Providing Findings of Fact; And providing for an Effective Date.

4. **PUBLIC PRESENTATIONS.**

A. Presentations & Recognitions

B. Proclamations

i) Proclamation of International Dark Sky Week for April 13-20, 2026.

ii) Proclamation of April 2026 as Earth Month.

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 Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

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

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

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

A. Approval of the April 7, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)

B. Approval of the appointment of Lori Griffin to the Place 2 position on Planning & Zoning Commission. (E. Martinez, City Council)

C. Approval of the March 2026 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

- D. Approval of the 2nd Quarter Fiscal Year 2026 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)
- E. Approval of the March 2026 invoice for Bojorquez Law Firm Services. (G. Calderon, City Secretary)

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.*

- A. Presentation and discussion regarding an introduction to Pape-Dawson Engineers, including an overview of services, prior work in the region, and potential opportunities to support City of Alpine projects and initiatives. (C. Eaves, Mayor)
- B. Presentation and submission of the proposed Five-Year Capital Improvement Program (CIP) for FY 2026–2030, including a general summary of the program, review of project priorities, funding considerations, and next steps in the planning process; and direction to staff. (H. Arredondo, City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discuss current performance to City Fiscal Year 2025-2026 City Budget at top level. (R. Stephens, City Council)
- B. Discuss total amount of city debt by general fund and enterprise funds including debt for zipper, loader, pool and parks (approved in April 7 meeting). (R. Stephens, City Council)
- C. Discuss the status of the completion of the analysis regarding fund balance. (R. Stephens, City Council)
- D. Review the Fiscal Year 2026-2027 City budget schedule and preliminary expectations of funding needed to support the draft capital improvement plan. (R. Stephens, City Council)
- E. Discuss the status of repairs and improvements to the municipal pool and timeline moving forward. (C. Eaves, Mayor)
- F. Discussion regarding the extension of the City pool season and operating hours, including staffing, operational impacts, and associated costs. (C. Eaves, Mayor)
- G. Discussion regarding collaborative efforts between the City of Alpine and the Alpine Independent School District for joint use of the Manuel Payne Field located in Kokernot Park. (H. Arredondo, City Manager)
- H. Discussion of the Utilities Water Rate Study, originally conducted in 2023 and updated in 2025 by Communities Unlimited. (R. Rückes, City Council)

11. **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 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)
- B. Approve the first reading of Ordinance 2026-04-05, an ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances; Amending Article II – Rules of Procedure by revising Section 23-9 (Agenda) to clarify that all members of the City Council, including the Mayor, may place items on the agenda subject to established administrative procedures; Ensuring consistency with the City Charter; And providing for Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and an Effective Date. (H. Arredondo, City Manager)
- C. Approve Resolution 2026-04-12, a resolution naming City-owned real property located at the corner of 5th Street and Avenue E as “Artwalk Plaza”; Recognizing Artwalk Alpine as a historic cultural event contributing to the development of downtown murals and tourism; Providing Findings of Fact; And providing for an Effective Date. (R. Stephens, City Council)
- D. Approve Resolution 2026-04-13, a resolution approving and adopting an official city logo to represent the City of Alpine in public communications, marketing, and branding efforts. (H. Arredondo, City Manager)
- E. Approve Resolution 2026-04-14, a Resolution Establishing Policy Guidelines for the Operation of the Alpine Farmers Market; Providing for Fair and Consistent Market Administration; Supporting Vendor Participation; Aligning Market Practices with Applicable State Law; and Providing for an Effective Date. (R. Rückes, City Council)
- F. Approve award of RFP 2026-02-01 for a pet cremation incinerator to US Cremation Equipment, LLC, as the highest-ranked proposer based on best value criteria, and authorize the City Manager to negotiate and execute all necessary agreements. (H. Arredondo, City Manager)

12. **EXECUTIVE REPORTS.**

*Executive reports are limited to 6 minutes each. A bell will ring when the six-minute timeframe has been reached. If further time is needed the presentation may be extended an additional four minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the city council. Executive reports do not require individual items to be listed for presentation, but no discussion may take place during this section unless the items are listed on the agenda.*

A. **City Mayor Report**

- B. **City Manager Report:** Employee Compensation, Personnel, and Organizational Development; Budget and Financial Administration; Capital Improvement Program and Infrastructure Projects; Streets and Transportation; Utilities Operations (Water, Wastewater,

and Utility Systems); Smart Meter Implementation; Utility Billing Software Transition; Information Technology and Cybersecurity; Grants and Funding Opportunities; Requests for Proposals and Procurement Activities; Public Safety and Emergency Services Coordination; Economic Development and Tourism; Elections, Charter Amendments, and Governance Matters; Intergovernmental Relations and Regional Partnerships; Boards, Commissions, and Committees; Pending and Ongoing Projects.

13. **CITY COUNCIL MEMBER COMMENTS.**

14. **EXECUTIVE SESSION.**

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

A. Personnel Matters § 551.074, Texas Government Code

a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (H. Arredondo, City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

A. Action, if any, concerning any of the items listed in executive session. (H. Arredondo, City Manager)

16. **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](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2 P.M. on April 15, 2026, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**

**this 15 day of April, 2026.**

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



**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 3A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Public Hearing to obtain citizen views and comments regarding the second and final reading Ordinance 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 3B

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Public Hearing to obtain citizen's views and comments regarding Special Use Permit 2026-04-01, a special use permit allowing the applicant, Jennifer Hatch, to establish a short term rental at 110 N 7th. The property owner of record is Jennifer Hatch. The Parcel ID of the subject property is 11839.

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 3C

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Public Hearing to obtain citizen views and comments regarding Resolution 2026-04-12, a resolution naming City-owned real property located at the corner of 5th Street and Avenue E as “Artwalk Plaza”; Recognizing Artwalk Alpine as a historic cultural event contributing to the development of downtown murals and tourism; Providing Findings of Fact; And providing for an Effective Date.

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 4Bi

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Proclamation of International Dark Sky Week for April 13-20, 2026.

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. 4-21-26 Proclamation Dark Sky week 2026

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

# Proclamation

By Catherine Eaves, City of Alpine Mayor

**WHEREAS**, the aesthetic beauty and wonder of a natural night sky is a shared heritage of all humankind; and

**WHEREAS**, the experience of standing beneath a starry night sky inspires feelings of wonder and awe, and encourages a growing interest in science and nature, especially among young people and visitors; and

**WHEREAS**, light pollution has scientifically-established economic and environmental consequences, which result in significant impacts to the ecology and human health of all communities; and

**WHEREAS**, 80-percent of the world's population, and 98-percent of Texas' population, lives under a dome of light pollution—excessive artificial lighting at night that disrupts natural darkness—and may never experience the visual wonder or ecological and health benefits of living under a dark sky; and

**WHEREAS**, light pollution represents a waste of natural resources amounting to roughly \$3 billion per year of wasted energy in the United States and contributes to diminished energy security; and

**WHEREAS**, the City of Alpine lies at the heart of the Big Bend region of Texas, one of the darkest areas remaining in North America, and is part of the Greater Big Bend International Dark Sky Reserve, the largest area in the world certified by the International Dark Sky Association; and

**WHEREAS**, astronomical research at McDonald Observatory and other facilities in the Big Bend region depend upon access to dark night skies to be successful; and

**WHEREAS**, the Big Bend region is home to dozens of nocturnal wildlife species, and is visited by hundreds of migratory bird species, which rely on undisturbed night environments to hunt, mate, navigate, and thrive; and

**WHEREAS**, the International Dark-Sky Association, is the globally-recognized authority on light pollution, promotes International Dark-Sky Week to raise awareness of light pollution, and provide free education, resources, and solutions to the public to encourage the protection of and enjoyment of dark skies and responsible outdoor lighting.

**NOW, THEREFORE** I, Catherine Eaves, Mayor of the City of Alpine Texas, on behalf of the community, do hereby recognize April 13, 2026 to April 20, 2026, as

## International Dark-Sky Week

In the City of Alpine, Texas and ask each resident to join me, not only in observing and pondering upon this important week, but also in raising awareness and support for protecting our precious dark skies resources and helping Alpine be the leader in dark-sky awareness for the region.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of April in the Year 2026.

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Catherine Eaves, Mayor

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 4Bii

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Proclamation of April 2026 as Earth Month.

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. 2026 Earth month

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

# Proclamation

By Catherine Eaves, City of Alpine Mayor

**WHEREAS**, we are reminded of the extraordinary importance of maintaining a clean and healthy environment; and

**WHEREAS**, all people, regardless of race, gender, income, or geography, have a right to a healthy, sustainable environment with economic growth and opportunity; and

**WHEREAS**, we are all caretakers of our planet and have an obligation to combat climate change and environmental degradation to preserve the earth's beauty and resources; and

**WHEREAS**, it is necessary to broaden and diversify this global movement to achieve maximum success; and

**WHEREAS**, this year marks the 56th anniversary of the Earth Day movement let it be known that the city of Alpine, Texas encourages all businesses, institutions, and individuals to celebrate the Earth and commit to caring for the planet and its resources.

**NOW, THEREFORE** I, Catherine Eaves, Mayor of the City of Alpine Texas, on behalf of the community, do hereby recognize the month of April 2026 as

## # Earth Month

and encourage people in Alpine to combat environmental degradation, support green program initiatives, and to encourage others to undertake similar actions.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of April in the Year 2026.

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Catherine Eaves, Mayor

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 7A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the April 7, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. 4-6-26 Regular City Council Minutes
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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**City Of Alpine**  
**REGULAR CITY COUNCIL MEETING**  
**Tuesday, April 7, 2026 – 5:30 PM**  
**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:**

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

**City Staff and Stakeholders Present:**

Henry Arredondo, City Manager  
Geoffrey R. Calderon, City Secretary  
Cynthia Trevino, City Attorney  
Kirk Caughman, Chief of Police  
Felipe Fierro, Police Captain  
Abel Hinojos, Airport Supervisor  
Mike Maciaz, Utilities Director  
Randy Guzman, Gas Utility Director  
Adelina Beall, Env. Services Coordinator  
Heather Yadon, Tourism Coordinator  
Chris Ruggia, Director of Tourism  
Jennifer Stewart, Animal Serv. Supervisor  
Jessica Isley, Building Official  
Alexandra Tackett, Deputy City Secretary

**Not Present:** None

**Others Present:** 15 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 2:00 P.M. on March 31, 2026.*

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](http://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.*

**Public Comments:** None.

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.*

**Open (5:31 P.M.)**

- A. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2026-03-05, an ordinance authorizing and ordering the issuance of City of Alpine, Texas Limited Tax Note, Series 2026; Specifying the terms and features of such note; Levying a continuing Direct Annual Ad Valorem Tax for the payment of said note; And resolving other matters incident and related to the issuance, sale, payment, and delivery of a Paying Agent/Registrar Agreement, And Providing an Effective Date.

**Public Comments:** Drew Whittington, Government Capitol Securities.

- B. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2026-04-01, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances; Amending Rules and Regulations for All City Parks; Providing the Establishment of Up to a \$500 Penalty per Occurrence for Violations of the Ordinance; Providing for the Establishment of Up to a \$4,000 Penalty for Certain Public Health and Safety Violations of the Ordinance; Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses.

**Public Comments:** None.

- C. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2026-04-02, an ordinance Establishing Article X Low Speed and Utility Vehicles to Chapter 94 – Traffic and Vehicles of the Alpine Code of Ordinances; Establishing Regulations Related to the Operation of Golf Carts, Pocket Bikes, Mini-Motorbikes, and Utility Task Vehicles Within the City; Providing for a Penalty of up to \$500 per Occurrence for Violations; and Providing for Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses.

**Public Comments:** None.

- D. Public Hearing to obtain citizen views and comments regarding the first reading Ordinance 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley

Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

**Public Comments:** None.

- E. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2026-04-04, an ordinance amending the Fiscal Year 2025–2026 budget to appropriate Hotel Occupancy Tax funds for the purchase of real property to support tourism-related infrastructure; Authorizing the expenditure of said funds; And providing for Findings of Fact, Cumulative, Severability, Proper Notice and Meeting, and an Effective Date.

**Public Comments:** None.

**Closed (5:36 P.M.)**

4. **PUBLIC PRESENTATIONS.** -

A. Presentations & Recognitions

B. Proclamations

- i) Proclamation of April as National Safe Digging Month.
- ii) Proclamation of National Public Safety Telecommunicators Week April 12-18, 2026.
- iii) Proclamation of National Animal Care and Control Appreciation Week for April 12-18, 2026.

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.

*City Manager Henry Arredondo requested item 9B be continued for the next council meeting.*

**RESOLUTION 2026-04-01:** On a motion by Councilor Rick Stephens and seconded by

Councilor Richard Portillo to withdraw item 9B, the City Council unanimously adopted the motion.

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

*No items were removed from the Consent Agenda.*

- 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, by simple request, ask that time-sensitive items be considered during that section.

*Mayor Catherine Eaves requested item 10C be added to the time sensitive item from the Consent Agenda.*

6. **TIME SENSITIVE ITEMS.** -

Environmental Services Adelina Beall and Utilities Director Mike Maciaz, spoke regarding Information or dicussion Item 10C.

7. **CONSENT AGENDA.** -

- A. Approval of the March 17, 2026 Special & Regular Meeting Minutes. (G. Calderon, City Secretary)

**RESOLUTION 2026-04-02:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve the Consent Agenda as presented, the City Council unanimously adopted the motion.

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.*

- A. Presentation of the City of Alpine 2025 Annual Report, including an overview of departmental operations, performance metrics, major projects, staffing changes, grant activity, and strategic planning efforts. (H. Arredondo, City Manager)
- B. Presentation and discussion regarding an introduction to Pape-Dawson Engineers, including an overview of services, prior work in the region, and potential opportunities to support City of Alpine projects and initiatives. (C. Eaves, Mayor)

*Item 9B was withdrawn.*

10. **INFORMATION OR DISCUSSION ITEMS.** -

- A. Discussion and possible action regarding City Council support for the Texas Downtown Association Regional Roundtable to be held July 9–10, 2026, including consideration of funding in the amount of \$500 for the rental of The Granada venue, participation in the 5th and Holland ribbon cutting event, and consideration of a name for the public plaza located at 5th Street and Holland Avenue recently acquired by the City. (E. Martinez, City Council)

*Mayor Eaves called a short recess. (6:46 P.M.)*

*The meeting resumed. (6:52 P.M.)*

- B. Discussion regarding the adoption of an official City of Alpine logo reflecting the City's identity as the Heart of the Big Bend Dark Sky Reserve and authorizing its use for official municipal purposes. (C. Eaves, Mayor)
- C. Discussion regarding the 2021 Interlocal Agreement (Memorandum of Understanding) between the City of Alpine and Sul Ross State University for the development, maintenance, and improvement of Kokernot Park and related properties, including a review of the agreement terms, obligations of each party, funding considerations, and potential future coordination efforts. (C. Eaves, Mayor)

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

- A. Approve the first and final reading of Ordinance 2026-03-05, an ordinance authorizing and ordering the issuance of City of Alpine, Texas Limited Tax Note, Series 2026; Specifying the terms and features of such note; Levying a continuing Direct Annual Ad Valorem Tax for the payment of said note; And resolving other matters incident and related to the issuance, sale, payment, and delivery of a Paying Agent/Registrar Agreement, And Providing an Effective Date. (H. Arredondo, City Manager)

**RESOLUTION 2026-04-03:** On a motion by Councilor Richard Portillo and seconded by Councilor Lucy Escovedo to approve Ordinance 2026-03-05 as presented, the City Council voted as follows:

**FOR:**

Councilor Richard Portillo  
Councilor Eva Martinez  
Councilor Lucy Escovedo

**AGAINST:**

Councilor Robert Rückes  
Councilor Rick Stephens

The motion to approve the ordinance passed 3 to 2.

- B. Approve the second and final reading of Ordinance 2026-04-01, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances; Amending Rules and Regulations for All City Parks; Providing the Establishment of Up to a \$500 Penalty per Occurrence for Violations of the Ordinance; Providing for the Establishment of Up to a \$4,000 Penalty for Certain Public Health and Safety Violations of the Ordinance; Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. (H. Arredondo, City Manager)

**RESOLUTION 2026-04-04:** On a motion by Councilor Richard Portillo and seconded by Councilor Eva Martinez to approve Ordinance 2026-04-01 as presented, the City Council unanimously adopted the motion.

- C. Approve the second and final reading of Ordinance 2026-04-02, an ordinance Establishing Article X Low Speed and Utility Vehicles to Chapter 94 – Traffic and Vehicles of the Alpine Code of Ordinances; Establishing Regulations Related to the Operation of Golf Carts, Pocket Bikes, Mini-Motorbikes, and Utility Task Vehicles Within the City; Providing for a Penalty of up to \$500 per Occurrence for Violations; and Providing for Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. (H. Arredondo, City Manager)

**RESOLUTION 2026-04-05:** On a motion by Councilor Lucy Escovedo and seconded by Councilor Richard Portillo to approve Ordinance 2026-04-02 as presented, discussion ensued.

**RESOLUTION 2026-04-06:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to amend the adoption date on Ordinance 2026-04-02 from April 17th to April 7th, 2026, the City Council unanimously adopted the motion. The City Council then unanimously adopted the original motion as amended.

- D. Approve the first reading of Ordinance 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)

**RESOLUTION 2026-04-07:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve the first reading of Ordinance 2026-04-03 as presented, the City Council unanimously adopted the motion.

- E. Approve the first and final reading of Ordinance 2026-04-04, an ordinance amending the Fiscal Year 2025–2026 budget to appropriate Hotel Occupancy Tax funds for the purchase of real property to support tourism-related infrastructure; Authorizing the expenditure of said funds; And providing for Findings of Fact, Cumulative, Severability, Proper Notice and Meeting, and an Effective Date. (H. Arredondo, City Manager)

**RESOLUTION 2026-04-08:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve first and final reading of Ordinance 2026-04-04 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 six-minute timeframe has been reached. If further time is needed the presentation may be extended an additional four minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the city council. Executive reports do not require individual items to be listed for presentation, but no discussion may take place during this section unless the items are listed on the agenda.*

A. **City Mayor Report**

B. **City Manager Report:** Employee Compensation, Personnel, and Organizational Development; Budget and Financial Administration; Capital Improvement Program and Infrastructure Projects; Streets and Transportation; Utilities Operations (Water, Wastewater, and Utility Systems); Smart Meter Implementation; Utility Billing Software Transition; Information Technology and Cybersecurity; Grants and Funding Opportunities; Requests for Proposals and Procurement Activities; Public Safety and Emergency Services Coordination; Economic Development and Tourism; Elections, Charter Amendments, and Governance Matters; Intergovernmental Relations and Regional Partnerships; Boards, Commissions, and Committees; Pending and Ongoing Projects.

13. **CITY COUNCIL MEMBER COMMENTS.** -

**RESOLUTION 2026-04-09:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to recess into executive session, the City Council unanimously adopted the motion. (7:47 P.M.)

14. **EXECUTIVE SESSION.**

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

A. Personnel Matters § 551.074, Texas Government Code

- a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (H. Arredondo, City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.** -

**RESOLUTION 2026-04-10:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to move into regular session, the City Council unanimously adopted the motion. **(8:30 P.M.)**

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

**RESOLUTION 2026-04-11:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to take no action after executive session, the City Council unanimously adopted the motion.

16. **ADJOURN.** -

*There being no further business, the meeting was adjourned by Mayor Eaves. (8:30 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 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](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on March 31, 2026, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**  
**this 31st day of March 2026.**

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



**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 7B

Department: Administration

Sponsor: Eva Martinez, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the appointment of Lori Griffin to the Place 2 position on Planning & Zoning Commission. (E. Martinez, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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- 1. L. GRIFFIN APPLICATION\_Redacted

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026



# BOARDS, COMMISSIONS & COMMITTEES QUESTIONNAIRE

Name Lori Griffin	
Mailing Address 203 S 4th St	
City, State, Zip Alpine TX 79830	Telephone Number
Occupation Artist	Are you a resident of Alpine, Texas? Yes
Email Address	
How long have you been a resident of, or been involved with Alpine? 2005	
Are you a qualified (registered) voter of Brewster County? Yes	
Are you a qualified (registered) voter of City of Alpine? Yes	
The Board, Commission or Committee ("Board") that you have interest in serving? Zoning & Planning	
Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this Board: PhD in Biomechanics - medical engineering Business Consulting Worked @ Duke University "Engineering Dept" as Post Doc Worked with construction company Research + Teaching @ university level	
Please contact the Office of the City Secretary or your Council Representative with any questions.	

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

Love to contribute to the community,  
I would like to help the growth of Alpine.

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

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

Yes \_\_\_\_\_ No  \_\_\_\_\_

If yes, in what capacity?

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

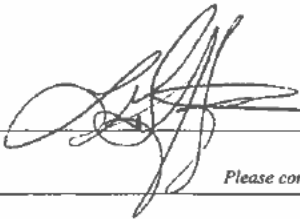
Do you receive any compensation from the City of Alpine or are there potential conflicts of interests if you serve the City of Alpine?

Yes \_\_\_\_\_ No  \_\_\_\_\_

If yes, please explain:

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

4/8/2020

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

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 7C

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the March 2026 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. 3-2026 OCS Report FY 2026

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**OFFICE OF THE CITY SECRETARY**  
**MARCH 2026 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.

<b>Meeting Type</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Regular Meetings	2	11
Special Meetings	0	0
Workshops	2	10

<b>Document Type</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Agendas Prepared/Posted	3	12
Packets Prepared/Posted	3	12
Minutes Completed/Approved	3	13

<b>Agenda Items Processed</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Ordinances	4	14
Resolutions	4	25
Orders	0	0
Proclamations	0	1
Contracts/Agreements	1	8
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	0	4
Alcoholic Beverage Permit	0	0
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	0	1
Annexation	0	0
Variance	2	2
Board Appointments	0	8
Other	19	126

<b>Enrolled (Passed) Documents</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Ordinances	4	15
Resolutions	4	25
Orders	0	0

**APPROVED ORDINANCES**

*Ordinance 2026-03-01:* an ordinance Approving Rezone Application 2026-03-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 707 E. Ave F and Legally Described as the South 69.4 Feet of Lots Six (6) and Seven (7), Block Twenty-Five (25), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas, as the Same Appears in Plat Envelope No. 112 on File in the Office of the County Clerk of Brewster County, Texas, Save and Except the East 17.3' of Lot 6 Deeded by F.E. Weyerts to the City of Alpine, Texas, for Street or Highway Purposes, Dated August 30, 1947, Recorded in Volume 111, Page 380, Deed Records of Brewster County, Texas; Rezoning the Subject Property from R-2 Two-Family District to C-1 Neighborhood Commercial District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-02:* an ordinance amending Chapter 26 – Civic and Cultural Affairs and Facilities of the Alpine Code of Ordinances; Establishing Article IV – Alpine Public Library; Recognizing the Alpine Public Library as a Core Civic and Cultural Institution; Exempting the Alpine Public Library from the Community Services Grant Program; Authorizing Annual Consideration of funding through the City's budget process; Providing Findings of Fact; Providing for Inclusion in the Code of Ordinances; Providing a Cumulative clause; Providing a Severability Clause; Providing for Proper Notice and Meeting; And Providing an Effective Date. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-03:* an ordinance amending the Fiscal Year 2025-2026 Budget to appropriate \$50,000 from the Alpine Volunteer Fire Department Reserve Account for Phase One Burn House renovations; Ratifying Council intent regarding Addendum No. 1 to the Fire Training Facility Use Agreement; and authorizing payment of Invoice No. 1004 to the Alpine Emergency Services Board. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-04:* an ordinance amending the Fiscal Year 2025-2026 Budget to Appropriate Funds for Municipal Swimming Pool Improvements; Authorizing the Expenditure of Funds for the Municipal Pool Rehabilitation Project; Ratifying prior council actions related to the project; And Providing for Findings of Fact, Cumulative, Severability, Proper Notice and Meeting, and an Effective Date. *The City Council approved this item on March 17, 2026.*

**UNAPPROVED ORDINANCES – None.****APPROVED RESOLUTIONS**

*Resolution 2026-03-01:* a resolution approving the ratification of the City Manager's submission of a grant application to the Office of National Drug Control Policy for the High Intensity Drug Trafficking Areas Program (Assistance Listing 95.001), Program Fiscal Year 2026, in the requested amount of \$191,773.00. *The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-02:* a resolution Expressing Support for Freight Rail as a Critical Component of the National Transportation System and Authorizing Participation in a Joint Letter to the Texas Congressional Delegation Regarding the Upcoming Surface Transportation Reauthorization. *The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-03:* a resolution Expressing Concern Regarding Proposed Construction of a Physical Border Wall in the Big Bend Region and Affirming the Importance of the Rio Grande, Big Bend National Park, and Big Bend Ranch State Park to the Region's Economic, Environmental, and Cultural Well-Being. *The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-17: a resolution Expressing Support for the Big Bend Regional Hospital District's Efforts to Seek Federal Funding for Rural Healthcare Initiatives; Expressing the City's Interest in Participating in Regional Healthcare Improvements That May Result from Such Funding; Authorizing the Mayor to Execute Related Documents; and Providing for an Effective Date. The City Council approved this item on March 17, 2026.*

**UNAPPROVED RESOLUTIONS – None.**

**APPROVED SPECIAL USE PERMITS – None.**

**UNAPPROVED SPECIAL USE PERMITS – None.**

**APPROVED ORDERS – None.**

**APPROVED REPLATS – None.**

**APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.**

Approval of the First Amendment to the Municipal Solid Waste Collection and Disposal Services Contract with Texas Disposal Systems, Inc., revising certain service provisions and attachments under the ten-year agreement awarded March 1, 2022. *The City Council approved this item on March 3, 2026.*

*Variance 2026-02-01 - a variance which would allow the applicant, Nancy L. Whitlock, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 407 S. 6th Street and is legally described as Block 76, Lots 2, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is Nancy L. Whitlock. The property ID of the subject property is 12250. The current zoning classification of the property is R-3 Apartment District. If the variance is approved, the zoning classification of the subject property will remain R-3 Apartment District. The City Council approved this item on March 3, 2026.*

*Variance 2026-02-02 – a variance which would allow the applicants, David Collier and Gregory O'Neal, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 202 W. Gallego Ave and is legally described as Block 76, Lots 6–8, East 42 of Lots 6, 7, and 8, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is David Collier and Gregory O'Neal. The property ID of the subject property is 12255. The current zoning classification of the property is R-4 Mixed Residential District. If the variance is approved, the zoning classification of the subject property will be R-4 Mixed Residential District. The City Council approved this item on March 3, 2026.*

Approval of the Tourism Job Descriptions:

-Tourism Administrator & Visitor Center Assistant

*The City Council approved this item on March 17, 2026.*

**WORKSHOPS & PRESENTATIONS**

3-3-26: Workshop Discussion: Review, Refinement, and Direction Regarding Proposed Amendments to the City of Alpine Home-Rule Charter, Including Scope, Language, and Timeline for Potential Placement on the November 3, 2026 Uniform General Election Ballot.

**TRANSPARENCY IN GOVERNMENT: HEARINGS, LETTERS, & PUBLIC NOTICES**

The City held 2 public hearings in March 2026. Additionally, we sent 0 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

<b>Public Hearings</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
No. of Hearings Conducted	9	26

<b>Letters</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
No. of Letters Sent	24	106

<b>Official Newspaper Notices</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Notice of Public Hearing	2	13
Notice of Passed Ordinance	1	7
Misc. Public Notice (RFP, Workshop, Etc.)	1	4

**PUBLIC INFORMATION REQUESTS**

<b>Public Information Requests</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Requests Received	24	107
Average Completion Time	3.1 days	2.64 days
Referred to Attorney General	0	1

<b>Requests by Department</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Administration	1	9
Animal Services	0	1
Building Services / Planning / Code	0	7
Finance	3	7
Police	20	75
Public Works	0	0
Utilities	0	0
Utility Billing	0	0
Human Resources	0	2
Redirected to another agency	0	6

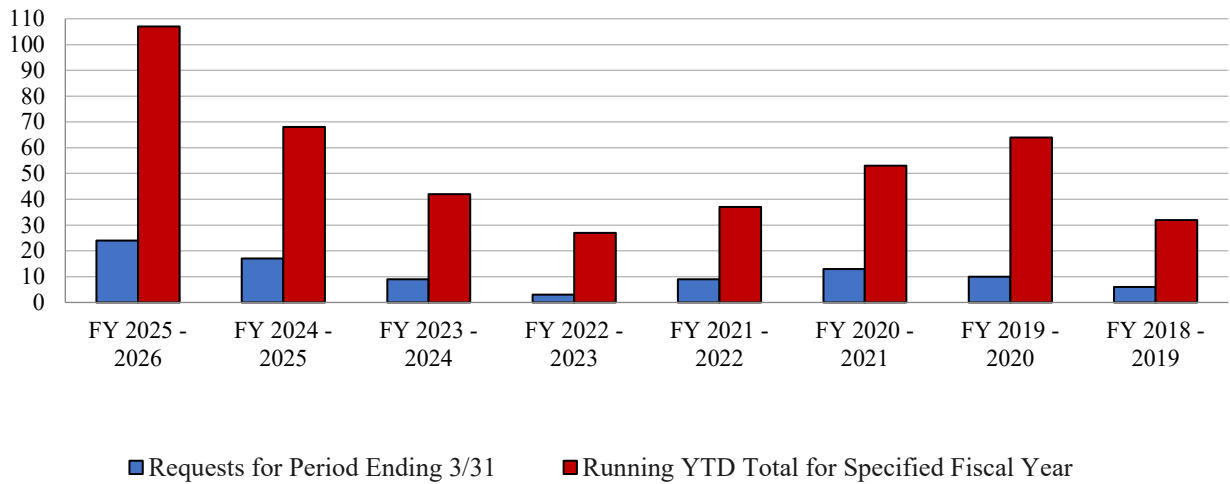
**PUBLIC INFORMATION REQUESTS –**

*Year to Date Annual Comparison for period ending March 31.*

<b>Annual Comparison</b>	<b>Requests for Period Ending 3/31</b>	<b>Running YTD Total for</b>

		<b>Specified Fiscal Year</b>
<b>FY 2025 - 2026</b>	24	107
<b>FY 2024 - 2025</b>	17	68
<b>FY 2023 - 2024</b>	9	42
<b>FY 2022 - 2023</b>	3	27
<b>FY 2021 - 2022</b>	9	37
<b>FY 2020 - 2021</b>	13	53
<b>FY 2019 - 2020</b>	10	64
<b>FY 2018 - 2019</b>	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.

<b>Document Type</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Agendas Prepared/Posted	2	11
Packets Prepared/Posted	2	11
Minutes Completed	2	11

<b>Board Meetings Held</b>	<b>March 2026</b>	<b>FY 2026 YTD</b>
Animal Advisory Board	0	1
Hotel Occupancy Tax Committee	0	0
Music Advisory Board	0	2
Parks and Recreation	1	5

Planning & Zoning	1	3
Building & Standards	0	0

**Animal Advisory Board – None**

**Hotel Occupancy Tax Committee – None**

**Music Advisory Board – None**

**Parks & Recreation Board.**

The Parks & Recreation Board met on March 11<sup>th</sup> to discuss:

- Possible grant funding from Big Bend Regional Hospital District.
- The Municipal Swimming Pool and plans to move forward with the rehabilitation project.

**Planning & Zoning Commission**

The Planning & Zoning Commission met on March 23<sup>th</sup> to discuss:

*Ordinance 2026-04-03:* an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

**Building & Standards Commission – None.**

**BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES.**

**BOARD APPOINTMENTS — None.**

**BOARD RESIGNATIONS / REMOVAL**

**Parks & Recreation**

Place 4: Manuel Garcia

**Planning & Zoning**

Place 2: Linda Molinar

**BOARD VACANCIES**

**Parks & Recreation**

Place 4  
Place 5

**Planning & Zoning**

Place 2  
Place 3

**Building & Standards**

Place 6  
Place 7

**TRAINING ACTIVITY & SPECIAL EVENTS** — None.

**ELECTION ACTIVITY**

3-3-26: Workshop Discussion: Review, Refinement, and Direction Regarding Proposed Amendments to the City of Alpine Home-Rule Charter, Including Scope, Language, and Timeline for Potential Placement on the November 3, 2026 Uniform General Election Ballot.

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 7D

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the 2nd Quarter Fiscal Year 2026 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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- 1. Quarter 2 2025-2026 Fiscal Year Report

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**OFFICE OF THE CITY SECRETARY**  
**QUARTER 2 2026 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.

<b>Meeting Type</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Regular Meetings	6	11
Special Meetings	0	0
Workshops	6	10

<b>Document Type</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Agendas Prepared/Posted	7	12
Packets Prepared/Posted	7	12
Minutes Completed/Approved	7	13

<b>Agenda Items Processed</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Ordinances	5	14
Resolutions	13	25
Orders	0	0
Proclamations	0	1
Contracts/Agreements	2	8
Policy Revisions	0	0
General Special/Conditional Use Permit	0	0
Short Term Rental	2	4
Alcoholic Beverage Permit	0	0
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	1	1
Annexation	0	0
Variance	2	2
Board Appointments	1	8
Other	68	126

<b>Enrolled (Passed) Documents</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Ordinances	6	15
Resolutions	13	25
Orders	0	0

**APPROVED ORDINANCES.**

*Ordinance 2026-01-02:* an ordinance amending the City of Alpine Fiscal Year 2025-2026 budget to appropriate funding for the purchase of an incinerator for the Animal Services department; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. *The City Council approved this item on January 6, 2026.*

*Ordinance 2026-03-01:* an ordinance Approving Rezone Application 2026-03-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 707 E. Ave F and Legally Described as the South 69.4 Feet of Lots Six (6) and Seven (7), Block Twenty-Five (25), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas, as the Same Appears in Plat Envelope No. 112 on File in the Office of the County Clerk of Brewster County, Texas, Save and Except the East 17.3' of Lot 6 Deeded by F.E. Weyerts to the City of Alpine, Texas, for Street or Highway Purposes, Dated August 30, 1947, Recorded in Volume 111, Page 380, Deed Records of Brewster County, Texas; Rezoning the Subject Property from R-2 Two-Family District to C-1 Neighborhood Commercial District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-02:* an ordinance amending Chapter 26 – Civic and Cultural Affairs and Facilities of the Alpine Code of Ordinances; Establishing Article IV – Alpine Public Library; Recognizing the Alpine Public Library as a Core Civic and Cultural Institution; Exempting the Alpine Public Library from the Community Services Grant Program; Authorizing Annual Consideration of funding through the City's budget process; Providing Findings of Fact; Providing for Inclusion in the Code of Ordinances; Providing a Cumulative clause; Providing a Severability Clause; Providing for Proper Notice and Meeting; And Providing an Effective Date. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-03:* an ordinance amending the Fiscal Year 2025-2026 Budget to appropriate \$50,000 from the Alpine Volunteer Fire Department Reserve Account for Phase One Burn House renovations; Ratifying Council intent regarding Addendum No. 1 to the Fire Training Facility Use Agreement; and authorizing payment of Invoice No. 1004 to the Alpine Emergency Services Board. *The City Council approved this item on March 17, 2026.*

*Ordinance 2026-03-04:* an ordinance amending the Fiscal Year 2025-2026 Budget to Appropriate Funds for Municipal Swimming Pool Improvements; Authorizing the Expenditure of Funds for the Municipal Pool Rehabilitation Project; Ratifying prior council actions related to the project; And Providing for Findings of Fact, Cumulative, Severability, Proper Notice and Meeting, and an Effective Date. *The City Council approved this item on March 17, 2026.*

**UNAPPROVED ORDINANCES – None.****APPROVED RESOLUTIONS**

*Resolution 2026-01-01:* a resolution formally accepting the donation of improvements to the Kokernot Little League Field from the Big Bend Little League Association; Requiring compliance with all applicable building codes; Authorizing the waiver of building permit fees for the donated improvements; Authorizing the City Manager to execute any necessary agreements; Finding a valid public purpose; And providing an effective date. *The City Council approved this item on January 6, 2026.*

*Resolution 2026-01-02:* a resolution opposing any federal legislation that increases semi-truck size or weight; requesting the federal delegation to oppose such legislation; and approving a letter of support expressing the city's position. *The City Council approved this item on January 6, 2026.*

*Resolution 2026-01-03:* a resolution granting a land owner petition and releasing approximately 11.73 acres of land from the City of Alpine's Extraterritorial Jurisdiction; Directing the filing of this resolution and related documents with the Brewster County Clerk; Authorizing updates to official city maps and records; And providing an Effective Date. *The City Council approved this item on January 6, 2026.*

*Resolution 2026-01-04:* a resolution updating authorized check signatories for all city accounts held with West Texas National Bank; Requiring two signatures on all city checks; Designating primary and alternate authorized signers; Providing for an effective date. *The City Council approved this item on January 6, 2026.*

*Resolution 2026-01-05:* a resolution recognizing Kokernot Park, including Kokernot Field and the Manuel Payne game field, as historic community resources; Making Findings of Fact; Directing that the park and fields be identified in the city's inventory and plans as historic; Providing an Effective Date. *The City Council approved this item on January 6, 2026.*

*Resolution 2026-02-01:* a resolution adopting appendix e: parks and recreation fee schedule to the Alpine code of ordinances; establishing park pavilion rental fees and deposits; providing for an effective date; and providing for severability. *The City Council approved this item on February 3, 2026.*

*Resolution 2026-02-10:* a resolution adopting the City of Alpine Community Services Grant Program policy and application; Finding that the policy serves a valid public purpose; Acknowledging City Council workshops and recommended updates; Providing for implementation; And providing an effective date. *The City Council approved this item on February 17, 2026.*

*Resolution 2026-02-11:* a resolution authorizing the City of Alpine Environmental Services Department to participate in the Keep Texas Beautiful and Texas Department of Transportation's Governor's Community Achievement Award Program. *The City Council approved this item on February 17, 2026.*

*Resolution 2026-02-12:* a resolution acknowledging Critical Conditions at the City Swimming Pool; Finding That Major Repairs and Upgrades Are Necessary to Preserve a Significant Public Amenity; Authorizing Preliminary Approval to Proceed With Project Planning, Cost Negotiations, and Financing Options; Acknowledging the Use of a Cooperative Purchasing Method for Certain Services; and Providing for Future Council Action Regarding Final Scope, Procurement Method, and Expenditure of Fund. *The City Council approved this item on February 17, 2026.*

*Resolution 2026-03-01:* a resolution approving the ratification of the City Manager's submission of a grant application to the Office of National Drug Control Policy for the High Intensity Drug Trafficking Areas Program (Assistance Listing 95.001), Program Fiscal Year 2026, in the requested amount of \$191,773.00. *The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-02:* a resolution Expressing Support for Freight Rail as a Critical Component of the National Transportation System and Authorizing Participation in a Joint Letter to the Texas Congressional Delegation Regarding the Upcoming Surface Transportation Reauthorization. *The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-03: a resolution Expressing Concern Regarding Proposed Construction of a Physical Border Wall in the Big Bend Region and Affirming the Importance of the Rio Grande, Big Bend National Park, and Big Bend Ranch State Park to the Region’s Economic, Environmental, and Cultural Well-Being. The City Council approved this item on March 3, 2026.*

*Resolution 2026-03-17: a resolution Expressing Support for the Big Bend Regional Hospital District’s Efforts to Seek Federal Funding for Rural Healthcare Initiatives; Expressing the City’s Interest in Participating in Regional Healthcare Improvements That May Result from Such Funding; Authorizing the Mayor to Execute Related Documents; and Providing for an Effective Date. The City Council approved this item on March 17, 2026.*

**UNAPPROVED RESOLUTIONS – None.**

**APPROVED SPECIAL USE PERMITS.**

*Special Use Permit 2026-01-01: a special use permit allowing the applicant, Karen Chapman, to establish a short term rental at 401 W. Sul Ross. The property owner of record is Karen Chapman & Thomas Robinson. The Parcel ID of the subject property is 35650. The City Council approved this item on January 20, 2026.*

*Special Use Permit 2026-02-01: a special use permit allowing the applicant, T Bar L Land & Cattle, LLC, to establish a short term rental at 801 S Walker St. The property owner of record is T Bar L Land & Cattle, LLC. The Parcel ID of the subject property is 10915. The City Council approved this item on February 3, 2026.*

**UNAPPROVED SPECIAL USE PERMITS – None.**

**APPROVED ORDERS – None.**

**APPROVED REPLATS**

*Replat 2026-02-01: a replat application to allow the applicant, Eric Delanoy, to obtain variances from the established setback requirements. The subject property is located at or about 200 North Orange Street, at or near the intersection of North Orange Street and West Avenue E. The subject property is legally described as 0.801 acres out of Block 3, Amended Metta Harms Addition to Alpine, Subdivision Plat on file in Envelope 95, Plat Records of Brewster County, Texas, being all of that certain tract described in Volume 286, Page 501, Official Public Records of Brewster County, Texas. The record property owner is ALP-1610 W HWY 90, BG REAL. The Parcel Identification Number of the subject property is 11327. The City Council approved this item on February 3, 2026.*

**APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.**

*Approve the Employment Agreement with Henry Arredondo for the position of City Manager. The City Council approved this item on January 6, 2026.*

*Approval of the First Amendment to the Municipal Solid Waste Collection and Disposal Services Contract with Texas Disposal Systems, Inc., revising certain service provisions and attachments under the ten-year agreement awarded March 1, 2022. The City Council approved this item on March 3, 2026.*

*Variance 2026-02-01* - a variance which would allow the applicant, Nancy L. Whitlock, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 407 S. 6th Street and is legally described as Block 76, Lots 2, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is Nancy L. Whitlock. The property ID of the subject property is 12250. The current zoning classification of the property is R-3 Apartment District. If the variance is approved, the zoning classification of the subject property will remain R-3 Apartment District. *The City Council approved this item on March 3, 2026.*

*Variance 2026-02-02* – a variance which would allow the applicants, David Collier and Gregory O'Neal, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 202 W. Gallego Ave and is legally described as Block 76, Lots 6–8, East 42 of Lots 6, 7, and 8, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is David Collier and Gregory O'Neal. The property ID of the subject property is 12255. The current zoning classification of the property is R-4 Mixed Residential District. If the variance is approved, the zoning classification of the subject property will be R-4 Mixed Residential District. *The City Council approved this item on March 3, 2026.*

Approval of the Tourism Job Descriptions:

-Tourism Administrator & Visitor Center Assistant

*The City Council approved this item on March 17, 2026.*

## **WORKSHOPS & PRESENTATIONS**

*1-6-26:* Workshop meeting to review:

- i) The 2025 Water Rate Study update prepared by Communities Unlimited.
- ii) Updates to the 2025-2026 Utilities Fee Schedule and Utility Rates.

*1-20-26:* Workshop to discuss funding non-profit organizations and the possible implementation of a Community Service Grant Program.

*2-3-26:* Workshop to discuss funding non-profit organizations and the possible implementation of a Community Service Grant Program

*2-17-26:* Workshop to discuss the implementation of an ordinance establishing regulations related to the operation of golf carts, pocket bikes and mini-motorbikes within the city; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clause.

3-3-26: Workshop Discussion: Review, Refinement, and Direction Regarding Proposed Amendments to the City of Alpine Home-Rule Charter, Including Scope, Language, and Timeline for Potential Placement on the November 3, 2026 Uniform General Election Ballot.

### **TRANSPARENCY IN GOVERNMENT: HEARINGS, LETTERS, & PUBLIC NOTICES**

The City held 14 public hearings in Quarter 2 2026. Additionally, we sent 98 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

<b>Public Hearings</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
No. of Hearings Conducted	21	34

<b>Letters</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
No. of Letters Sent	98	106

<b>Official Newspaper Notices</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Notice of Public Hearing	9	13
Notice of Passed Ordinance	2	7
Misc. Public Notice (RFP, Workshop, Etc.)	4	4

### **PUBLIC INFORMATION REQUESTS**

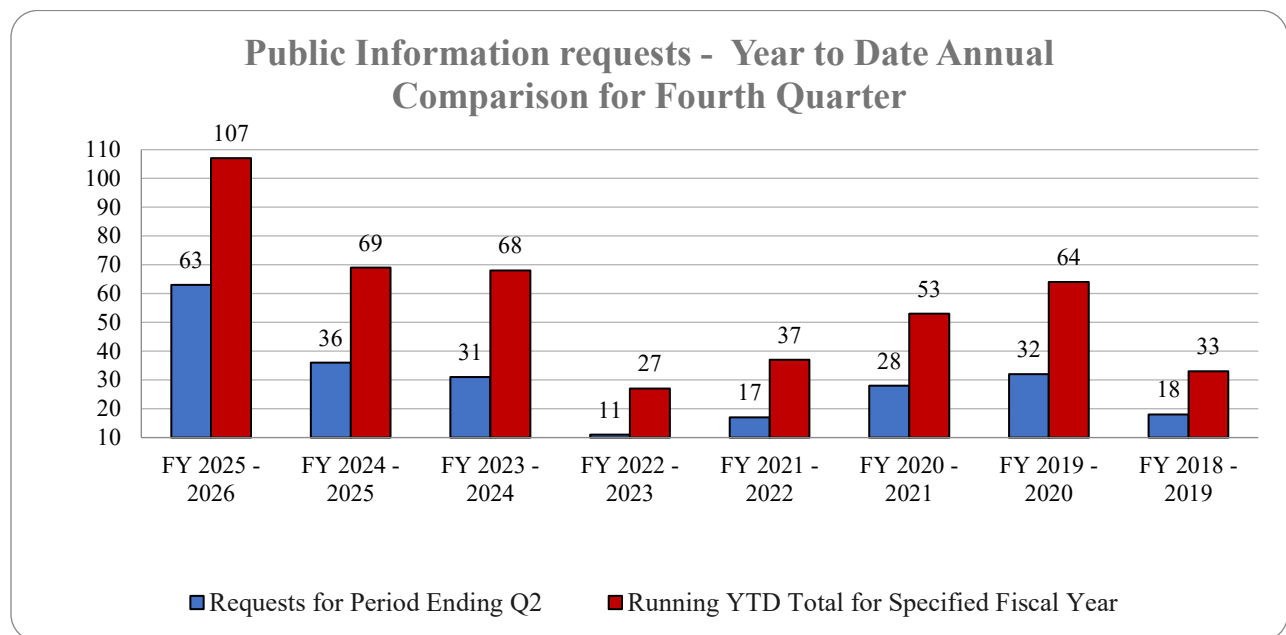
<b>Public Information Requests</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Requests Received	63	107
Average Completion Time	2.59 days	2.63 days
Referred to Attorney General	1	1

<b>Requests by Department</b>	<b>Q2 2026</b>	<b>FY 2026 YTD</b>
Administration	4	9
Animal Services	1	1
Building Services / Planning / Code	4	7
Finance	5	7
Police	44	75
Public Works	0	0
Utilities	0	0
Utility Billing	0	0
Human Resources	1	2
Redirected to another agency	4	6

### **PUBLIC INFORMATION REQUESTS –**

*Year to Date Annual Comparison for period ending Quarter 2.*

Annual Comparison	Requests for Period Ending Quarter 2	Running YTD Total for Specified Fiscal Year
<b>FY 2025 - 2026</b>	63	107
<b>FY 2024 - 2025</b>	36	69
<b>FY 2023 - 2024</b>	31	68
<b>FY 2022 - 2023</b>	11	27
<b>FY 2021 - 2022</b>	17	37
<b>FY 2020 - 2021</b>	28	53
<b>FY 2019 - 2020</b>	32	64
<b>FY 2018 - 2019</b>	18	33



**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	Q2 2025	FY 2026 YTD
Agendas Prepared/Posted	8	11
Packets Prepared/Posted	8	11
Minutes Completed	8	11

Board Meetings Held	Q2 2025	FY 2026 YTD
Animal Advisory Board	1	1

Hotel Occupancy Tax Committee	0	0
Music Advisory Board	1	2
Parks and Recreation	3	5
Planning & Zoning	3	3
Building & Standards	0	0

### **Animal Advisory Board**

The Animal Advisory Board met on January 13<sup>th</sup> to discuss:

Possible direction regarding a proposed ordinance regulating human–wildlife interactions within the City of Alpine, prompted by an increase in reported encounters involving wildlife such as bears, mountain lions, javelina, and bobcats. The discussion will include a review of a draft ordinance addressing feeding, harassment, possession, waste management, enforcement mechanisms, penalties, exceptions under state and federal law, and public education efforts, as well as coordination with Texas Parks and Wildlife Department, Brewster County Emergency Management, and local first responders.

**Hotel Occupancy Tax Committee.** – None

### **Music Advisory Board**

The Music Advisory Board met on February 10<sup>th</sup> to discuss:

- Music Industry Database / Mailing List / Directory
- Make Music Day
- Future Projects

### **Parks & Recreation Board.**

The Parks & Recreation Board met on January 14<sup>th</sup> to discuss:

- Discussion regarding Updates to Parks and Recreation Fees schedule.
- Discuss possible updates to Chapter 74 - Parks and Recreation to the Alpine Code of Ordinances.
- Approve a recommendation to the City Council regarding Parks and Recreation fees.

The Parks & Recreation Board met on February 11<sup>th</sup> to discuss:

Approve a recommendation to the City Council to implement an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances; Amending Rules and Regulations for All City Parks; Providing the Establishment of Up to a \$500 Penalty per Occurrence for Violations of the Ordinance; Providing for the Establishment of Up to a \$4,000 Penalty for Certain Public Health and Safety Violations of the Ordinance; Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clause.

The Parks & Recreation Board met on March 11<sup>th</sup> to discuss:

- Possible grant funding from Big Bend Regional Hospital District.
- The Municipal Swimming Pool and plans to move forward with the rehabilitation project.

### Planning & Zoning Commission

The Planning & Zoning Commission met on January 26<sup>th</sup> to discuss:

*Replat 2026-02-01:* a replat application to allow the applicant, Eric Delanoy, to obtain variances from the established setback requirements. The subject property is located at or about 200 North Orange Street, at or near the intersection of North Orange Street and West Avenue E. The subject property is legally described as 0.801 acres out of Block 3, Amended Metta Harms Addition to Alpine, Subdivision Plat on file in Envelope 95, Plat Records of Brewster County, Texas, being all of that certain tract described in Volume 286, Page 501, Official Public Records of Brewster County, Texas. The record property owner is ALP-1610 W HWY 90, BG REAL. The Parcel Identification Number of the subject property is 11327. As part of the replat request, the applicant is requesting approval of existing front-yard and street-side setback variances, where the zoning ordinance requires a 25-foot front-yard setback and a 12.5-foot street-side setback. The existing structure is located approximately 3.7 to 4.0 feet from the front property line, resulting in a requested front-yard setback deviation of approximately 21.0 to 21.3 feet, and approximately 5.2 feet from the street-side property line, resulting in a requested street-side setback deviation of approximately 7.3 feet. The current zoning classification of the property is C1A – Neighborhood Commercial District. If the replat is approved, the zoning classification of the subject property will remain C1A – Neighborhood Commercial District.

The Planning & Zoning Commission met on February 23<sup>th</sup> to discuss:

*Ordinance 2026-03-01:* an Ordinance Approving Rezone Application 2026-03-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 707 E. Ave F and Legally Described as the South 69.4 Feet of Lots Six (6) and Seven (7), Block Twenty-Five (25), Hancock Addition (South of the Railroad) to the City of Alpine, Brewster County, Texas, as the Same Appears in Plat Envelope No. 112 on File in the Office of the County Clerk of Brewster County, Texas, Save and Except the East 17.3' of Lot 6 Deeded by F.E. Weyerts to the City of Alpine, Texas, for Street or Highway Purposes, Dated August 30, 1947, Recorded in Volume 111, Page 380, Deed Records of Brewster County, Texas; Rezoning the Subject Property from R-2 Two-Family District to C-1 Neighborhood Commercial District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clause.

*Variance 2026-02-01:* a variance which would allow the applicant, Nancy L. Whitlock, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 407 S. 6th Street and is legally described as Block 76, Lots 2, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is Nancy L. Whitlock. The property ID of the subject property is 12250. The current zoning classification of the property is R-3 Apartment District. If the variance is approved, the zoning classification of the subject property will remain R-3 Apartment District.

*Variance 2026-02-02:* a variance which would allow the applicants, David Collier and Gregory O'Neal, to establish a variance to the setback requirements of the subject property. The acceptable setback is typically 25 feet from a structure to the property line. This variance would allow the subject property 0 feet of setback from the structure to the property line, which typically does not meet the requirements for a residential lot under the City's Code. The nonconforming subject in question was established prior to adoption of the City's Code and setback requirements. The subject property is located at 202 W. Gallego Ave and is legally described as Block 76, Lots 6–8, East 42 of Lots 6, 7, and 8, Original Town to the City of Alpine, Brewster County, Texas. The property owner of record is David Collier and Gregory O'Neal. The property ID of the

subject property is 12255. The current zoning classification of the property is R-4 Mobile Home District. If the variance is approved, the zoning classification of the subject property will be R-4 Mixed Residential District.

The Planning & Zoning Commission met on March 23<sup>th</sup> to discuss:

*Ordinance 2026-04-03:* an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

**Building & Standards Commission – None.**

**BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES.**

**BOARD APPOINTMENTS**

**Building & Standards Committee**

Place 7: Martha Munoz

**BOARD RESIGNATIONS / REMOVAL**

**Building & Standards**

Place 7: Martha Munoz

**Planning & Zoning**

Place 3: Tom Griffith  
Place 2: Linda Molinar

**Parks & Recreation**

Place 4: Manuel Garcia

**BOARD VACANCIES**

**Building & Standards**

Place 6  
Place 7

**Planning & Zoning**

Place 2  
Place 3

**Parks & Recreation**

Place 4  
Place 5

**TRAINING ACTIVITY & SPECIAL EVENTS — None.**

**ELECTION ACTIVITY**

3-3-26: Workshop Discussion: Review, Refinement, and Direction Regarding Proposed Amendments to the City of Alpine Home-Rule Charter, Including Scope, Language, and Timeline for Potential Placement on the November 3, 2026 Uniform General Election Ballot.

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 7E

Department: Administration

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the March 2026 invoice for Bojorquez Law Firm Services. (G. Calderon, City Secretary)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. Bojorquez Invoice march.\_Redacted

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**BUDGET CONSIDERATIONS**

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Expenditure Required: \$3,994.20

Savings Anticipation: N/A

Current Budget FY 2025-2026: \$100,000

Additional Funding: N/A

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**INVOICE**

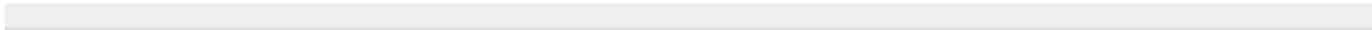
Number	14570
Issue Date	3/31/2026
Due Date	4/30/2026

City of Alpine  
 Henry Arredondo, City Manager  
 100 N 13th St.  
 Alpine, TX 79830

**Alpine - Code Enforcement**

Total for Alpine - Code Enforcement	\$108.00
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**Alpine - General**



Total for Alpine - General	\$2,231.10
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**Alpine - Municipal Court**

Total for Alpine - Municipal Court	\$1,071.50
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**Alpine - Personnel**

Total for Alpine - Personnel	\$151.20
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**Alpine - Water**

Total for Alpine - Water	\$432.40
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Total (USD)	\$3,994.20
Paid	\$0.00
Balance	\$3,994.20

**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

11675 Jollyville Road, Suite 300  
 Austin, TX 78759

*ALL PAST DUE AMOUNTS ARE SUBJECT TO INTEREST CHARGES*

**Timekeeper Totals**

Name	Rate	Hours	Total
Cynthia Trevino	\$210.05	18.00	\$3,780.90
Nicole E Hipp-Follweiler	\$110.00	1.00	\$110.00
Scott Tschirhart	\$258.00	0.20	\$51.60

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 9A

Department: City Council

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Presentation and discussion regarding an introduction to Pape-Dawson Engineers, including an overview of services, prior work in the region, and potential opportunities to support City of Alpine projects and initiatives. (C. Eaves, Mayor)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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1. City of Alpine\_Pape-Dawson Intro\_2026

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

# INFRASTRUCTURE THAT FITS WEST TEXAS



**CITY OF ALPINE**  
TOBY FLINN, P.E.  
APRIL 7, 2026

**PAPE-DAWSON**

**PAPE-DAWSON**

**West Texas is defined by its land, its people, and its independence.**

Community members value wide-open spaces, working ranches and farms, dark skies, parks, trails, and a way of life that cannot be replicated anywhere else in Texas. Infrastructure improvements in this region must respect that identity.

Established in 1965, Pape-Dawson is a **Texas-founded** civil engineering and surveying firm with a proven track record of helping communities across our great state make practical, fiscally responsible improvements that directly benefit residents — without compromising character.

Having worked with more than **310** communities with a population of less than 10,000, we understand the unique challenges rural communities face.

# STRENGTHENING WEST TEXAS COMMUNITIES

PAPE-DAWSON

UNIQUE CHALLENGES. RESPONSIBLE SOLUTIONS.

Rural and frontier communities face challenges that differ significantly from urban areas:

- Limited local tax base
- Increased construction costs
- Aging public infrastructure
- Access to healthcare
- Lack of consultant options
- Competitive state and federal funding programs
- Limited administrative capacity to pursue grants
- Border security

At the same time, community members often prefer:

- Measured, intentional improvements
- Measured tourism
- Enhanced quality of life
- Long lasting infrastructure that make sense
- Preservation of lands and open space
- Infrastructure that fits the terrain
- Fiscal restraint and transparency
- Security and federal government collaboration

We understand these challenges and priorities.

Every dollar spent must deliver lasting value. Before discussing solutions, we listen.

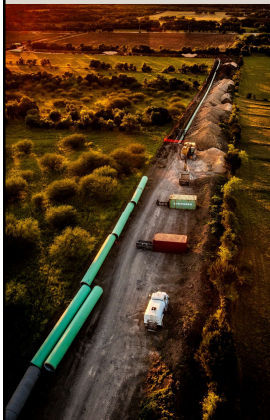
City of Alpine

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# WHAT WE DO

PAPE-DAWSON

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Water & Wastewater

Reliable water and wastewater systems are foundational to public health and long-term viability. Our goal is sustainable, maintainable systems that fit your operational capacity. We provide:

- System assessments, asset management, and capacity evaluations
- Rehabilitation, replacement, and phased improvement planning
- TCEQ coordination and compliance support
- Funding alignment with Texas Water Development Board, USDA Rural Development, and other programs
- Design, Project Management, Construction Inspections, Commissioning

Name of Presentation Here

4

# WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Transportation

In rural communities, roadways and trails are lifelines. We prioritize durable, cost-effective solutions that reduce long-term maintenance burdens. We assist with:

- Safety improvements
- Drainage corrections to prevent recurring damage
- Low-maintenance roadway design
- TxDOT coordination and funding strategy
- Grant-supported, multimodal transportation improvements

Name of Presentation Here

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# WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Survey & Right-of-Way

In West Texas, land is more than property — it is livelihood, heritage, and identity. Infrastructure projects sometimes require easements or right-of-way acquisition. This process must be handled with clarity and respect for landowners. We provide:

- Evaluation of adjustments and alternatives to avoid unnecessary acquisition
- Easement and right-of-way mapping
- Boundary and topographic surveying
- Coordination with title companies and legal counsel
- Support during appraisal and valuation processes
- Clear documentation for funding and regulatory compliance
- Photogrammetry and 3D scanning

Name of Presentation Here

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# WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Community Focused Land Development

Strong communities rely on well-planned sites for essential services. We provide comprehensive civil engineering and surveying services for community-serving development projects, including:

- Healthcare facilities and clinics
- K-12 schools and school district facilities
- Higher education campuses
- Emergency services facilities
- County and municipal buildings

Name of Presentation Here

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# WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Funding Support

For many West Texas communities, the primary barrier to infrastructure improvements is funding. We recognize that administrative capacity in smaller communities is often limited. Our role is to reduce that burden by helping you navigate the funding process with confidence. Our funding support includes:

- Identifying eligible state and federal programs
- Aligning project scope with funding criteria
- Developing cost estimates and supporting documentation
- Preparing grant and funding applications
- Coordinating with agencies such as Texas Water Development Board, TxDOT, USDA Rural Development, Texas General Land Office, and TCEQ

Name of Presentation Here

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## WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



### Neighborhood Planning

Resilient communities begin with thoughtful neighborhood planning that reflects local character and makes the most of limited resources. In Far West Texas—where land is abundant, but infrastructure and funding are not—we provide practical, forward-looking solutions that prioritize efficiency, flexibility, and long-term value. We assist with community-centered neighborhood initiatives, including:

- Master planning for new and expanding neighborhoods
- Subdivision layout and lot planning
- Street and utility design
- Phased development strategies aligned with funding realities
- Land use planning that preserves open space and community identity

Name of Presentation Here

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## WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



### Recreation

We deliver practical, cost-conscious civil engineering and surveying solutions that maximize impact while respecting the land. We support community-focused recreation projects, including:

- Multi-use sports fields and athletic complexes
- Parks, playgrounds, and open space amenities
- Walking, hiking, and multi-use trail systems
- Outdoor gathering spaces and community recreation areas

Name of Presentation Here

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# WHAT WE DO

PRACTICAL INFRASTRUCTURE THAT SERVES RESIDENTS.



## Specialized Services

Pape-Dawson offers communities comprehensive services. We are your single point of contact, ready to listen and serve the needs of your community.

- Aviation Planning & Engineering
- GIS Services
- Environmental Services
- Surveying & Geospatial Services
- Power & Energy

Name of Presentation Here

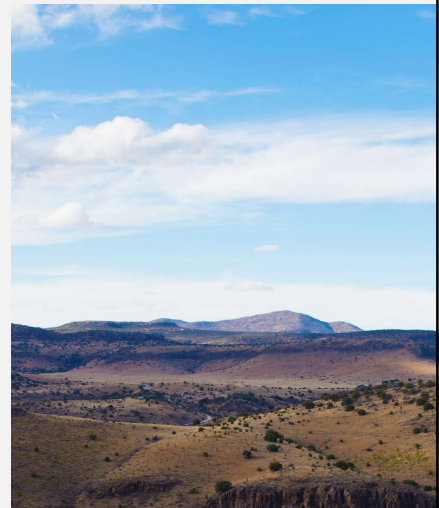
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# PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

## Developing Long-term Vision for a Vital West Texas Airport

Pape-Dawson (as KSA) partnered with the City of Alpine to guide the long-term planning of Alpine-Casparis Municipal Airport — a vital gateway to Big Bend National Park and a critical hub for emergency medical evacuations in West Texas. Given the Airport’s remote location, high elevation, and extreme climate, strategic infrastructure planning was essential to support reliable operations and future growth. Our team completed a comprehensive Airport Layout Plan (ALP) update, evaluating existing conditions and establishing a 20-year development vision. Working closely with City leadership, Airport staff, and tenants, we identified expansion alternatives and delivered a flexible Recommended Development Plan designed to adapt as needs evolve. A Capital Improvement Program (CIP) further outlined project priorities and cost estimates, providing a clear roadmap to strengthen the Airport’s role as a resilient regional asset.



City of Alpine

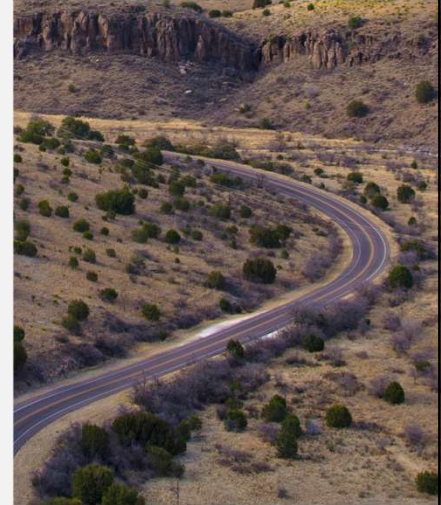
12

## PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

### Prioritizing Improvements in Alpine

Pape-Dawson (as KSA) partnered with the City of Alpine to complete a comprehensive Street Condition Assessment and develop a 10-year Capital Roadway Improvement Plan. Our team conducted a Pavement Condition Index (PCI) analysis of approximately 875 street block units, evaluating every roadway and creating a ranked inventory based on condition. Using this data, we delivered a phased improvement plan with prioritized projects and planning-level cost estimates to guide annual investment and strengthen the overall system over time. The study also reviewed roadway functional classifications and identified candidates for potential upgrades to support long-term mobility goals. Deliverables included detailed maps, ArcGIS web tools, and a PAVER-based model that enables the City to update conditions and track completed work — providing Alpine with a practical, sustainable framework for proactive roadway management.



City of Alpine

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## PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

### Unlocking Opportunity for the City of Whitewright

Pape-Dawson partnered with the City of Whitewright to secure critical funding through the Texas Water Development Board (TWDB). Designated as a Disadvantaged Community, Whitewright’s average median household income falls below 70% of the state average, making traditional infrastructure funding especially challenging. Working closely with City leadership, our team identified qualifying “green” projects and prepared the required Project Information Forms to align with TWDB program requirements. Through thoughtful strategy and collaboration, we helped position Whitewright to receive funding with significant loan forgiveness and 0% interest. The City can now move forward with infrastructure projects than would not have been possible through conventional financing — delivering meaningful improvements for residents.



**Population:**  
1,725 (2020)

**Known For:**  
Heritage and slow-paced, small-town feeling with charming downtown.

City of Alpine

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## PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

### Improving Small Town Infrastructure to Support Economic Opportunity

Pape-Dawson is currently serving as program manager for the City of Sherman’s 5-year capital improvement program (CIP). The program includes eight major water and wastewater facilities – infrastructure needs brought on by the development of a Texas Instruments manufacturing facility, a significant economic development project for the small North Texas town. Our team acts at the City’s advisor, overseeing design consultants, general contractors, and coordinates engineering, design, and construction activities. We review plans and designs for infrastructure to identify efficiencies and ensure projects align with the City’s values and needs. For instance, we reviewed designs for 16 miles of water line and proposed adjustments that reduced the number of impacted parcels from 70 to less than 50.

PAPE-DAWSON



City of Alpine

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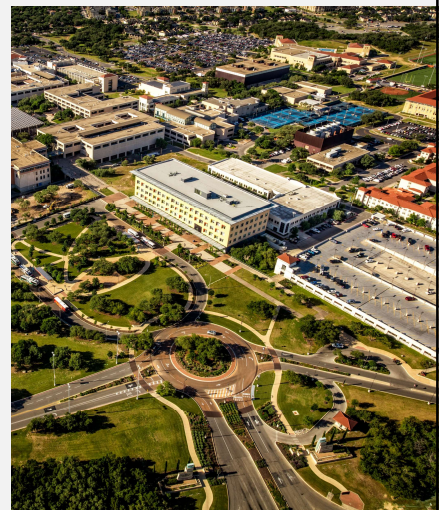
## PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

### Supporting Decades of Advancement for The University of Texas at San Antonio

Pape-Dawson has been working with UTSA since 2002, providing civil engineering and surveying services for various projects on the university’s main and downtown campus. Our partnership has included master planning projects, environmental support, hike and bike trails, and facility designs for new and expansion projects. Beyond campus improvements, Pape-Dawson is heavily invested in the university’s success. Sam Dawson, CEO served as chair of the Be Bold Campaign Leadership Council, working with UTSA President Taylor Eighmy and a council comprised of community leaders and donors to lead the university’s largest fundraising campaign in history. Gene Dawson, Chairman, served as President of the Roadrunner Athletics Foundation for more than a decade. The Triple Dawson Family Foundation has also contributed to transformative contributions to UTSA, including the Roadrunner Athletics Center of Excellence and the Student Success Center.

PAPE-DAWSON



City of Alpine

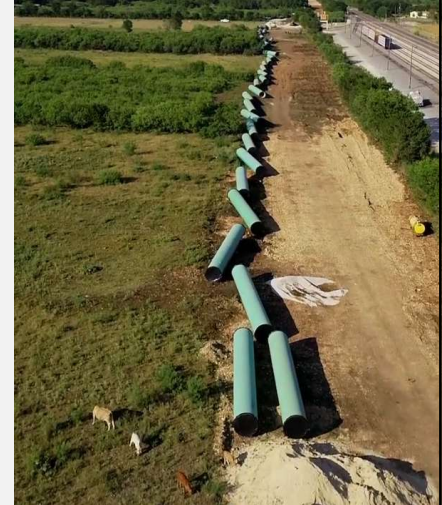
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# PROVEN EXPERIENCE

ADVOCATING FOR TEXANS.

## Delivering Critical Water Infrastructure for South Texas Communities

As program manager, Pape-Dawson was responsible for design, stakeholder coordination, land acquisition, environmental assessment, permitting, and construction administration for this 142-mile water line to deliver potable water to communities in the Central Texas region. The project was funded through a public-private partnership, a highly effective way to promote shorter development time and allow residents to avoid up front costs and risks. A five-year endeavor, the historic project involved 511 easement acquisitions. Our team managed the entire process including right of entry, surveying, appraisals, negotiations, eminent domain assistance, and attorneys. All easements were successfully acquired without a single condemnation case going to District Court. The project is a testament to our team's ability to seamlessly coordinate with a wide range of stakeholders to deliver critical infrastructure projects.



## YOUR ADVOCATE & ADVISOR

At Pape-Dawson, community involvement is not a marketing statement or a box to check—it is a core part of our mission and deeply ingrained in our daily work. Our service-oriented culture defines everything we do, from supporting our clients with responsiveness, accountability, and technical excellence, to actively giving back to the communities we serve through volunteer work and philanthropic efforts. We are dedicated to building relationships that extend far beyond project timelines, supporting city and county leaders as trusted advisors and neighbors.



**Toby Flinn, P.E., PMP**  
 Vice President, Project Delivery  
[tflinn@pape-dawson.com](mailto:tflinn@pape-dawson.com)  
 726.227.9498

# CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 9B

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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## AGENDA ITEM

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Presentation and submission of the proposed Five-Year Capital Improvement Program (CIP) for FY 2026–2030, including a general summary of the program, review of project priorities, funding considerations, and next steps in the planning process; and direction to staff. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This item provides for the **presentation and formal submission** of the proposed Five-Year Capital Improvement Program (CIP) for Fiscal Years 2026–2030.

Pursuant to Section 5.08 of the City of Alpine Home Rule Charter, the City Manager is required to prepare and submit a multi-year capital program to the City Council at least three months prior to the final date for submission of the annual budget. This presentation fulfills that requirement and serves as the formal transmittal of the CIP to the City Council for review and policy direction.

The proposed CIP includes a general summary of the program, a listing of proposed capital projects over the five-year planning horizon, and preliminary information regarding project prioritization, estimated costs, potential funding sources, and anticipated implementation timelines. This item is intended to facilitate Council discussion regarding capital priorities and funding strategies in advance of the upcoming budget development process.

No formal action is required at this time. The CIP will continue to be refined through Council workshops and staff review and will be brought forward for formal consideration, including required publication and public hearing, in conjunction with the Fiscal Year 2026–2027 budget adoption process, in accordance with Section 5.09 of the Charter.

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## SUPPORTING MATERIALS

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1. Executive Summary City of Alpine Capital Improvement Plan (FY 2026-2030)
2. CIP Executive Summary 2025 2031 Tabloid size (1)

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## BUDGET CONSIDERATIONS

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

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## APPROVERS

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

# Executive Summary: City of Alpine Capital Improvement Plan (FY 2026–2031)

**Date:** March 16, 2026

## 1. Introduction

This document provides an executive summary of the City of Alpine's Capital Improvement Plan (CIP) for the fiscal years 2025 through 2031. The comprehensive plan outlines a wide range of proposed projects across numerous municipal departments, reflecting a strategic vision for the city's growth, safety, and modernization. The plan details projects with a total projected expenditure exceeding \$16.6 million, addressing critical infrastructure needs, equipment replacement, and new initiatives aimed at enhancing operational efficiency and community services. The projects are phased over multiple years and are funded through a combination of the general fund, departmental operating budgets, Hotel Occupancy Tax (HOT) funds, and various external grants including FEMA, TxDOT, USDA, and the Texas Water Development Board.

## 2. Strategic Priorities

The Capital Improvement Plan is organized around four core strategic priorities that guide the allocation of resources and project selection across all city departments.

**Infrastructure Modernization and Resilience** represent the single largest investment category in the plan. A complete overhaul of the Wastewater Treatment Plant (\$5.2 million),

refurbishment of water wells and storage tanks, and a multi-year program to locate and replace aging water and sewer lines are among the most significant undertakings. These

projects are critical for ensuring regulatory compliance with TCEQ and EPA standards, reducing long-term maintenance costs, and preventing service disruptions to the community.

**Public Safety Enhancement** is a second major focus area. The Alpine Police Department has submitted numerous requests for new patrol vehicles, modern weaponry, facility renovations, and a long-range plan for a new police station. Animal Control Services has identified several high-priority needs — including a new incinerator currently in the RFP process, a standby emergency generator, and a transport vehicle — to ensure the welfare of animals in the shelter's care and the safety of staff.

**Economic Development and Tourism** reflect the city's recognition of tourism as a key economic driver. Projects funded primarily through Hotel Occupancy Taxes include the restoration and modernization of the Visitor Center (windows, roof, flooring, and lighting), the development of a downtown Mural Park and Visitor Kiosk at 5th and Holland Street, and significant upgrades to the Alpine-Casparis Municipal Airport. Airport improvements, including runway resurfacing and an AWOS system relocation, are largely funded through a 90/10 TxDOT/City cost-sharing arrangement.

**Operational Efficiency and Technology** underscore a city-wide shift toward modern systems. The implementation of Smart Water Meters (\$1.8 million) and Automated Meter Infrastructure (AMI) for the Gas Department (\$1 million) are transformative projects intended to reduce manual labor, improve billing accuracy, and increase revenue. Supporting these are a Utility GIS System and a City-Wide Digital Imaging Project to modernize records management.

### **3. Departmental Funding Overview**

The table below summarizes the total projected expenditures by major city department as identified across all 69 pages of the CIP. The Utilities department represents the largest single area of investment, reflecting the critical state of the city's water and wastewater infrastructure.

<b>Department</b>	<b>Total Projected Expense</b>
Utilities (Water/Wastewater/Sanitation)	\$9,720,000
Gas Department	\$1,305,000
Police Department	\$2,276,000
Airport (Alpine-Casparis Municipal)	\$1,369,206
Public Works (Streets & Parks)	\$1,266,500
Administration & City Secretary	\$642,000
Tourism & Visitor Center	\$375,000
Animal Control Services	\$240,000
<b>Grand Total (Estimated)</b>	<b>\$17,310,706</b>

*Note: The grand total is an estimate based on individual project figures as stated in the CIP. Some projects have costs dependent on grant awards or TxDOT funding decisions, and actual expenditures may vary. Several projects are noted as requiring re-quoting due to current market conditions.*

#### **4. High-Priority Initiatives (Priority Level 1)**

The plan designates a number of projects as Priority Level 1, indicating they are the most urgent and critical for the city to address in the near term. These projects are foundational to maintaining essential services, ensuring public safety, and supporting the city's broader strategic goals.

<b>Project Title</b>	<b>Department</b>	<b>Projected Expense</b>
Incinerator Replacement	Animal Control Services	\$120,000
Emergency Generator for Animal Shelter	Animal Control Services	\$50,000
Security Camera System (Shelter)	Animal Control Services	\$10,000
Outside Lighting (Shelter)	Animal Control Services	\$10,000
Appliance Replacement (Shelter)	Animal Control Services	\$5,000
AWOS Upgrade and Relocation	Airport	\$456,707
Runway 5/23 Crack Seal/Sealcoat	Airport	\$394,500
Computer Replacement (City Wide)	Administration	\$250,000
Downtown Visitor Kiosk & Mural Park	Tourism	\$100,000
Alpine Police Station Remodel	Police Department	\$80,000 (+ future)
APD Dispatch Computers	Police Department	\$50,000
APD K-9 Unit (2nd Unit)	Police Department	\$35,000
Fleet Maintenance Facility (Washbay)	Public Works	\$80,000
Kubota MX5400 Mower Replacement	Public Works	\$38,000
Superior Broom Replacement	Public Works	\$120,000
10' Blade Maintainer	Public Works	\$150,000
AISD Ballfield Agreement (Manuel Payne)	Public Works (Parks)	\$500,000

Kubota Mule RTV520 (Parks)	Public Works (Parks)	\$12,000
Old Infrastructure Location & Replacement	Utilities	\$600,000
Utility GIS System	Utilities	\$25,000
Backhoe Replacement	Utilities	\$90,000
Wastewater Treatment Plant Overhaul	Utilities	\$5,200,000
Smart Water Meters	Utilities	\$1,800,000
HVAC System Replacement	Gas Department	\$20,000
Gas Dept. Rectifier Replacement	Gas Department	\$160,000
AMI (Automated Meter Infrastructure)	Gas Department	\$1,000,000

### 5. Key Funding Sources and Grant Opportunities

The City of Alpine is actively pursuing multiple external funding sources to offset the financial burden of the CIP. The following grant programs and partnerships are referenced throughout the plan.

Funding Source	Applicable Projects
TxDOT Aviation Division (90/10 split)	Airport AWOS, Runway Resurfacing, Runway Lighting
FEMA BRIC Program (75% grant, 25% City match)	Hazard Mitigation Program
USDA Matching Grant Texas Water Development Board (TWDB)	
	Smart Meters, Eastside Sewer Extension, Infrastructure

Hotel Occupancy Tax (HOT) Funds	All Tourism & Visitor Center Projects
American Rescue Plan Act / Infrastructure Bill	Smart Water Meters
Law Enforcement Grants	APD Evidence Room, APD K-9 Unit

## 6. Conclusion

The City of Alpine's Capital Improvement Plan presents a forward-looking and ambitious roadmap for investment in the community's future. The scope of the plan — spanning eight departments and covering everything from shelter appliances to a \$5.2 million wastewater treatment plant overhaul — reflects the breadth of needs facing a growing municipality. By prioritizing the modernization of essential infrastructure, enhancing public safety, fostering economic development through tourism, and embracing technological efficiency, the plan lays a strong foundation for a resilient and prosperous Alpine. Successful execution will depend on disciplined financial management, the aggressive pursuit of external grant funding, and the coordinated effort of all city departments working toward a shared vision.

Department	Description	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total for 5 Years
		Year 1	Year 2	Year 3	Year 4	Year 5	
Office of City Secretary	OCS - CITY-WIDE DIGITAL IMAGING PROJECT		\$50,000	\$25,000			
	Digital Agenda Posting Station	\$13,000					
	Digital Marquee		\$29,000				
	<b>Total Office of the City Secretary</b>	<b>\$13,000</b>	<b>\$79,000</b>	<b>\$25,000</b>			<b>\$117,000</b>
Office of the City Manager	OCM - Replacement of Computers	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
	Hazard Mitigation Program:		\$100,000				
	Outdoor Lighting Ordinance		\$25,000	\$25,000	\$75,000	\$50,000	
	<b>Total Office of the City Manager</b>	<b>\$50,000</b>	<b>\$175,000</b>	<b>\$75,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$525,000</b>
<b>Total Administration and City Secretary</b>		<b>\$63,000</b>	<b>\$254,000</b>	<b>\$100,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$642,000</b>
Animal Services	Animal Shelter Repairs & Maintenance		\$30,000				
	Pet Cremation Incinerator	\$120,000					
	Generator	\$50,000					
	Security Camera System	\$10,000					
	Outside Lightning	\$10,000					
	Appliance Replacement	\$5,000					
	Dog Box		\$15,000				
	<b>Total Animal Services</b>	<b>\$195,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>
Alpine Police Department	Alpine Police Station Building Maintenance - Remodel	\$20,000	\$20,000	\$20,000	\$20,000	\$2,000,000	
	Purchase two 2020 Chevy Tahoes	\$34,000					
	Office Related Furniture	\$10,000	\$10,000	\$10,000			
	Patrol Rifles & Shotguns - Tavor X95	\$4,000	\$4,000	\$4,000			
	Patrol Rifles & Shotguns - Beretta 1301	\$5,000	\$4,000	\$4,000			
	Evidence Room Update	\$4,000	\$4,000	\$4,000			
	K-9 Unit: 2nd K-9 for Narcotics Detection FY 2026-2027	\$35,000					
	Holding Cells		\$10,000				
	Dispatch & Police Computers	\$25,000	\$25,000				
	<b>Total APD:</b>	<b>\$137,000</b>	<b>\$77,000</b>	<b>\$42,000</b>	<b>\$20,000</b>	<b>\$2,000,000</b>	<b>\$2,276,000</b>
Gas Department	HVAC System	\$20,000					
	Building Updates	\$10,000	\$10,000	\$30,000			
	Gas - Rectifier	\$160,000					
	Gas Automated Meter Reading	\$1,000,000					
	Gas Equipment Replace ment	\$75,000					
<b>Total Gas:</b>	<b>\$1,265,000</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,305,000</b>	
HOT Hotel Occupancy Tourism	Mural Park & Visitor Center Kiosk - Corner of 5th Street	\$100,000					
	Visitor Center Windows & Wall Restoration		\$75,000				
	Visitor Center Roof, Ceiling & Lighting Restoration			\$75,000			
	Visitor Center Interior Layout & Flooring				\$50,000		
	Visitor Center Porch & Sidewalks					\$75,000	
<b>Total HOT / Visitor Center</b>	<b>\$100,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$75,000</b>	<b>\$375,000</b>	
Airport	AWOS Upgrade and Relocation: TxDOT Aviation Division grant support project: 90% funded by State(\$411,036), 10% funded by City of Alpine(\$45,671). TxDOT Aviation CIP lists the project to be eligible for funding	\$456,706					
	Airport Runway 5/23 - Crack Seal / SEALCOAT	\$19,725	\$19,725				
	Airport Ramp Expansion (90'x120')		\$60,000				
	Airport Kubota			\$26,000			
	Airport Covered Structure for Self Serve				\$22,000		
	Airport Covered Parking				\$15,000		
	Airport Runway Lighting 5-23			\$17,500	\$17,500		
	Airport Generator				\$22,500	\$22,500	
<b>Total Airport</b>	<b>\$476,431</b>	<b>\$79,725</b>	<b>\$43,500</b>	<b>\$77,000</b>	<b>\$22,500</b>	<b>\$699,156</b>	
Utilities	Wastewater Treatment Plant complete update and rehabilitation			\$5,200,000			
	Utilities - Update Current Two Facilities		\$40,000				
	Eastside Sewer Extension: To provide service to the Eastside of Alpine, to include annexed areas with no current access to sewer services			\$1,700,000			
	Utilities - Automated Well Meters			\$90,000			
	Utilities - Marquiz Well Refurbishment		\$150,000				
	Utilities - Smart Water Meters Modernization		\$1,800,000				
	Utilities - Backhoe	\$90,000					
	Utilities - Refurbishment of 2 storage tanks located at SRSU			\$50,000			
	Utilities - Manholes addition, replacement						
	Utilities - Infrastructure and Replacement plan	\$125,000	\$125,000	\$125,000	\$125,000	\$100,000	
	Utilities - GIS	\$25,000					
	Environmental Services - Household Hazardous Waste		\$37,000				
	Environemtnal Services - Bobcat UW56		\$72,000				
	Environmental Services - Electronic Recycling	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
	Environmental Services - Tire Recycling	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
	Environmental Services - Yearly Battery Recycling	\$1,500	\$1,800				
	Environmental Services - Portable water/bathroom/septic		\$30,000				
	Environmental Services - New Glass Tub Grinder			\$75,000			
<b>Total Utilities</b>	<b>\$215,000</b>	<b>\$2,115,000</b>	<b>\$7,165,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$9,720,000</b>	
Public Works	Streets - Fleet Maintenance Facility: construction of an addition (washbay) to the current yard facility.	\$80,000					
	Streets - Employee Lounge	\$30,000					
	Streets Kubota	\$38,000					
	Streets Superior Broom			\$120,000			
	Streets - 10 ' Blade Maintainer				\$150,000		
	Parks - Manuel Payne and International Softball Fields.	\$500,000					
	Parks - Kokernot Park Inner Walking Trail Dark Skies lights			\$120,000			
	Parks - Kokernot Park Loop Walking Trail Dark Sky lights			\$190,000			
	Parks - Kubota Mule RTV520	\$12,000					
	Parks - Trencher			\$23,000			
	Parks - Trencher TS3C Trailer			\$3,500			
	<b>Total Public Works</b>	<b>\$660,000</b>	<b>\$0</b>	<b>\$456,500</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,266,500</b>
		<b>\$3,124,431</b>	<b>\$2,734,725</b>	<b>\$7,937,000</b>	<b>\$547,000</b>	<b>\$2,297,500</b>	<b>\$16,640,656</b>

Department	Description	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total for 5 Years
		Year 1	Year 2	Year 3	Year 4	Year 5	
Office of City Secretary	City-wide Digital Imaging Project		\$50,000	\$25,000			
	Digital Agenda Posting Station	\$13,000					
	Digital Marquee		\$29,000				
	<b>Total Office of the City Secretary</b>	<b>\$13,000</b>	<b>\$79,000</b>	<b>\$25,000</b>			<b>\$117,000</b>
Office of the City Manager	Replacement of Computers	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
	Hazard Mitigation Program:		\$100,000				
	Outdoor Lighting Ordinance		\$25,000	\$25,000	\$75,000	\$50,000	
	<b>Total Office of the City Manager</b>	<b>\$50,000</b>	<b>\$175,000</b>	<b>\$75,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$525,000</b>
<b>Total Administration and City Secretary</b>		<b>\$63,000</b>	<b>\$254,000</b>	<b>\$100,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$642,000</b>
Animal Services	Animal Shelter Repairs & Maintenance		\$30,000				
	Pet Cremation Incinerator	\$120,000					
	Generator	\$50,000					
	Security Camera System	\$10,000					
	Outside Lightning	\$10,000					
	Appliance Replacement	\$5,000					
	Dog Box		\$15,000				
	<b>Total Animal Services</b>	<b>\$195,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>
Alpine Police Department	Alpine Police Station Building Maintenance - Remodel	\$20,000	\$20,000	\$20,000	\$20,000	\$2,000,000	
	Purchase two 2020 Chevy Tahoes	\$34,000					
	Office Related Furniture	\$10,000	\$10,000	\$10,000			
	Patrol Rifles & Shotguns - Tavor X95	\$4,000	\$4,000	\$4,000			
	Patrol Rifles & Shotguns - Beretta 1301	\$5,000	\$4,000	\$4,000			
	Evidence Room Update	\$4,000	\$4,000	\$4,000			
	K-9 Unit: 2nd K-9 for Narcotics Detection FY 2026-2027	\$35,000					
	Holding Cells		\$10,000				
	Dispatch & Police Computers	\$25,000	\$25,000				
	<b>Total APD:</b>	<b>\$137,000</b>	<b>\$77,000</b>	<b>\$42,000</b>	<b>\$20,000</b>	<b>\$2,000,000</b>	<b>\$2,276,000</b>
Gas Department	HVAC System	\$20,000					
	Building Updates	\$10,000	\$10,000	\$30,000			
	Gas - Rectifier	\$160,000					
	Gas Automated Meter Reading	\$1,000,000					
	Gas Equipment Replacement	\$75,000					
<b>Total Gas:</b>	<b>\$1,265,000</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,305,000</b>	
HOT Hotel Occupancy Tourism	Mural Park & Visitor Center Kiosk - Corner of 5th Street	\$100,000					
	Visitor Center Windows & Wall Restoration		\$75,000				
	Visitor Center Roof, Ceiling & Lighting Restoration			\$75,000			
	Visitor Center Interior Layout & Flooring				\$50,000		
	Visitor Center Porch & Sidewalks					\$75,000	
<b>Total HOT / Visitor Center</b>	<b>\$100,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$75,000</b>	<b>\$375,000</b>	
Airport	AWOS Upgrade and Relocation: TxDOT Aviation Division grant support project: 90% funded by State(\$411,036), 10% funded by City of Alpine(\$45,671). TxDOT Aviation CIP lists the project to be eligible for funding	\$456,706					
	Airport Runway 5/23 - Crack Seal / SEALCOAT	\$394,500					
	Airport Ramp Expansion (90'x120')		\$60,000				
	Airport Kubota			\$26,000			
	Airport Covered Structure for Self Serve				\$22,000		
	Airport Covered Parking				\$15,000		
	Airport Runway Lighting 5-23				\$350,000		
	Airport Generator				\$22,500	\$22,500	
	<b>Total Airport</b>	<b>\$851,206</b>	<b>\$60,000</b>	<b>\$26,000</b>	<b>\$409,500</b>	<b>\$22,500</b>	<b>\$1,369,206</b>
	Utilities	Wastewater Treatment Plant complete update and rehabilitation			\$5,200,000		
Utilities - Update Current Two Facilities			\$40,000				
Eastside Sewer Extension: To provide service to the Eastside of Alpine, to include annexed areas with no current access to sewer services				\$1,700,000			
Utilities - Automated Well Meters				\$90,000			
Utilities - Marquiz Well Refurbishment			\$150,000				
Utilities - Smart Water Meters Modernization			\$1,800,000				
Utilities - Backhoe		\$90,000					
Utilities - Refurbishment of 2 storage tanks located at SRSU				\$50,000			
Utilities - Manholes addition, replacement							
Utilities - Infrastructure and Replacement plan		\$125,000	\$125,000	\$125,000	\$125,000	\$100,000	
Utilities - GIS		\$25,000					
Environmental Services - Household Hazardous Waste			\$37,000				
Environmental Services - Bobcat UW56			\$72,000				
Environmental Services - Electronic Recycling		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Environmental Services - Tire Recycling		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Environmental Services - Yearly Battery Recycling		\$1,500	\$1,800				
Environmental Services - Portable water/bathroom/septic			\$30,000				
Environmental Services - New Glass Tub Grinder				\$75,000			
<b>Total Utilities</b>	<b>\$215,000</b>	<b>\$2,115,000</b>	<b>\$7,165,000</b>	<b>\$125,000</b>	<b>\$100,000</b>	<b>\$9,720,000</b>	
Public Works	Streets - Fleet Maintenance Facility: construction of an addition (washbay) to the current yard facility.	\$80,000					
	Streets - Employee Lounge	\$30,000					
	Streets Kubota	\$38,000					
	Streets Superior Broom			\$120,000			
	Streets - 10' Blade Maintainer				\$150,000		
	Parks - Manuel Payne and International Softball Fields.	\$500,000					
	Parks - Kokernot Park Inner Walking Trail Dark Skies lights			\$120,000			
	Parks - Kokernot Park Loop Walking Trail Dark Sky lights			\$190,000			
	Parks - Kubota Mule RTV520	\$12,000					
	Parks - Trencher			\$23,000			
	Parks - Trencher TS3C Trailer			\$3,500			
	<b>Total Public Works</b>	<b>\$660,000</b>	<b>\$0</b>	<b>\$456,500</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$1,266,500</b>
	<b>\$3,486,206</b>	<b>\$2,636,000</b>	<b>\$7,894,500</b>	<b>\$879,500</b>	<b>\$2,297,500</b>	<b>\$17,193,706</b>	

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10A

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discuss current performance to City Fiscal Year 2025-2026 City Budget at top level. (R. Stephens, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10B

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discuss total amount of city debt by general fund and enterprise funds including debt for zipper, loader, pool and parks (approved in April 7 meeting). (R. Stephens, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10C

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discuss the status of the completion of the analysis regarding fund balance. (R. Stephens, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10D

Department: City Council

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Review the Fiscal Year 2026-2027 City budget schedule and preliminary expectations of funding needed to support the draft capital improvement plan. (R. Stephens, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10E

Department: City Council

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discuss the status of repairs and improvements to the municipal pool and timeline moving forward. (C. Eaves, Mayor)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10F

Department: City Council

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discussion regarding the extension of the City pool season and operating hours, including staffing, operational impacts, and associated costs. (C. Eaves, Mayor)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10G

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Discussion regarding collaborative efforts between the City of Alpine and the Alpine Independent School District for joint use of the Manuel Payne Field located in Kokernot Park. (H. Arredondo, City Manager)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 10H

Department: City Council

Sponsor:

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation:



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**AGENDA ITEM**

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Discussion of the Utilities Water Rate Study, originally conducted in 2023 and updated in 2025 by Communities Unlimited. (R. Rückes, City Council)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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- Alpine Water Rate Study 2025 RMF Final 1
- 

**BUDGET CONSIDERATIONS**

---

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

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**APPROVERS**

---

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

Approved - 4/15/2026  
Final Approval - 4/15/2026



# CITY OF ALPINE, TEXAS

Rate Study by: Communities Unlimited

*The United States Department of Agriculture Rural Development funded the updated rate study for 2025.*

**Rebecca Manriquez Fuentes**

Community Infrastructure Management Specialist |

Email: [Rebecca.manriquez@communitiesu.org](mailto:Rebecca.manriquez@communitiesu.org)

C :479-966-5659

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## City of Alpine, Texas Water Rate Study Summary 2025

*In 2023, Communities Unlimited conducted a water rate study. The City of Alpine requested an updated report to review and, if necessary, adjust their financials and rate structure. Our findings were based on the Water and Wastewater Annual Budget 2025-2026 and the City of Alpine, Texas, annual water usage report.*

*According to TCEQ Drinking Water Watch, the City of Alpine, Texas, has 2980 connections serving six thousand residential and commercial customers. Currently, there are 2,415 residential and 295 commercial customers in the city, totaling 2710.*

### Current Loans

**The City of Alpine currently has the following loans: Principal on a 2005 TWDB loan: \$138,000.00; Principal on a 2011 loan: \$30,800.00; Interest on the 2011 loan: \$9,586.00, totaling \$178,386.00, as part of its expenses.**

### Existing rate structure

*Based on historical data, the City of Alpine had 2,101 total accounts in 2022. As of 2025, the city has 2,710 customer connections. Please note the charts below: one shows the annual base-rate revenue comparison for residential and commercial properties by meter size, and the other shows 609 new accounts added. Currently, the base rate generates a total yearly revenue of \$297,528, with a monthly revenue of \$24,794. In 2022, the total annual revenue was \$172,056, and the monthly revenue was only \$14,338. While current residential revenue stands at \$148,812, the year-to-date residential total is \$238,464. The city has increased its revenue by \$89,652.*

Category	Base Rates 2022	Current Base Rates	Difference Added Revenue
<b>Residential Annual Revenue</b>	\$148,812	\$238,464	<b>\$ 89,652.00</b>
<b>Commercial Annual Revenue</b>	\$23,244	\$59,064	<b>\$ 35,820.00</b>
<b>Combined Annual Revenue</b>	<b>\$172,056</b>	<b>\$297,528</b>	<b>\$ 125,472.00</b>
<b>Total Accounts</b>	2,101	2,710	<b>+609 new accounts</b>

There was an increase of 417 residential customers.

<i>Residential by Meter Size:</i>	<i>2022 Customers</i>	<i>Current Customers</i>	<i>Difference</i>
3/4"	1,891	2,267	376
1"	95	120	25
1.5"	4	1	-3
2"	8	20	12
<b>Total</b>	<b>1,998</b>	<b>2,415</b>	<b>+417 customers</b>

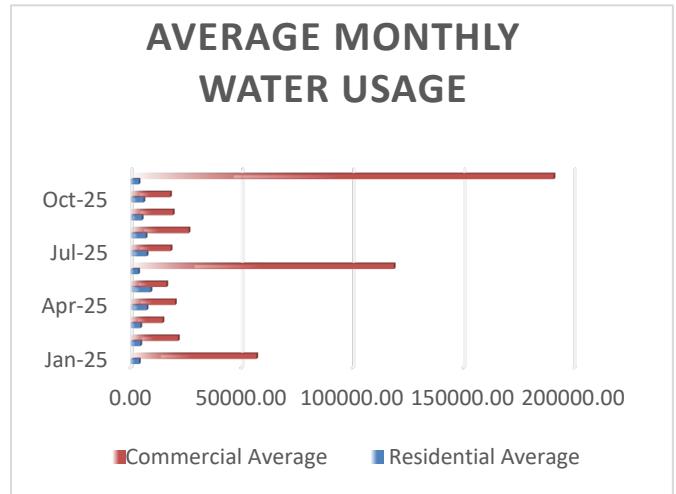
*Commercial customers increased significantly from 2022 to 2025. Currently, the City of Alpine has reached 192 commercial customers.*

<i>Commercial by Meter Size</i>	<i>2022 Customers</i>	<i>Current Customers</i>	<i>Difference</i>
3/4"	0	225	225
1"	29	48	19
1.5"	2	1	-1
2"	59	78	19
3"	7	7	0
4"	5	7	2
6"	0	1	1
8"	1	1	0
<b>Total</b>	<b>103</b>	<b>295</b>	<b>+192 customers</b>

The current rate structure has resulted in an additional \$125,472 in revenue. Residential income has risen due to an increase in accounts, while commercial sales have more than doubled, mainly because of a larger meter count. Since the rate system depends on usage, residential and commercial revenues will fluctuate at different rates based on their usage patterns. It is important to note that large commercial customers consume most of the total volume, whereas residential customers contribute smaller, steadier amounts. Reliable revenue from these sources is essential for planning capital improvement projects.

Water Usage

Month	Residential Average Water Used	Commercial Average Water Used
Jan-25	4,053 gal	56,897 gal
Feb-25	4,657 gal	21,608 gal
Mar-25	4,657 gal	14,661 gal
Apr-25	7,487 gal	20,236 gal
May-25	9,231 gal	16,371 gal
Jun-25	3,667 gal	118,876 gal
Jul-25	7,519 gal	18,321 gal
Aug-25	7,082 gal	26,401 gal
Sep-25	5,272 gal	19,294 gal
Oct-25	6,064 gal	18,073 gal
Nov-25	3,875 gal	191,000 gal



Average Monthly Water Usage:

*Residential customers show consistent monthly water use, with peaks from April to August, indicating seasonal increases in demand.*

*Commercial customers use significantly more water than residential customers, with groups, such as institutional accounts, exhibiting exceedingly high usage.*

*Mixed categories (RESCOM, RESO) also show high consumption (Hotels & Apartments)*

**Seasonal Trends:**

*Water usage peaks in late spring and summer (April to August), coinciding with increased outdoor activities and higher temperatures.*

*Usage decreases during cooler months (November to February).*

**Identifying customer consumption trends, updating billing based on usage, and encouraging conservation efforts.**

Building Counts and Average Usages

Building Type	Count	Average Usage
Residential	2490	6,586.72
Commercial	295	18,207
Apartments	18	78,230
Hotels	17	88,616
Institution	30	238,446

***Please note that Institutions have the highest average water usage at 238,446 gallons per month. Hotels and Apartments also show high usage, at 88,616 and 78,230 gallons per month, respectively. Residential customers, on average, use about 6,586 gallons per month.***

*Practical water resource management ideas designed for commercial establishments, large hotels, and apartment complexes:*

### **Suggestions for Resource Management in Commercial Properties:**

**1. Water Use Audits and Monitoring**

- *Conduct regular water audits to detect leaks, inefficiencies, and areas of high consumption.*
- *Implement smart meters and sub-meters for precise monitoring by specific areas or systems.*

**2. Efficient Fixtures and Appliances**

- *Upgrade to water-saving toilets, faucets, showerheads, and urinals.*
- *Use water-efficient laundry and dishwashing machines in hotels and apartments.*
- *Install sensor-activated fixtures to minimize unnecessary water use.*

**3. Leak Detection and Repair**

- *Use acoustic sensors or smart meters for initiative-taking leak detection.*
- *Conduct regular inspections of pipes, valves, and water-using equipment.*

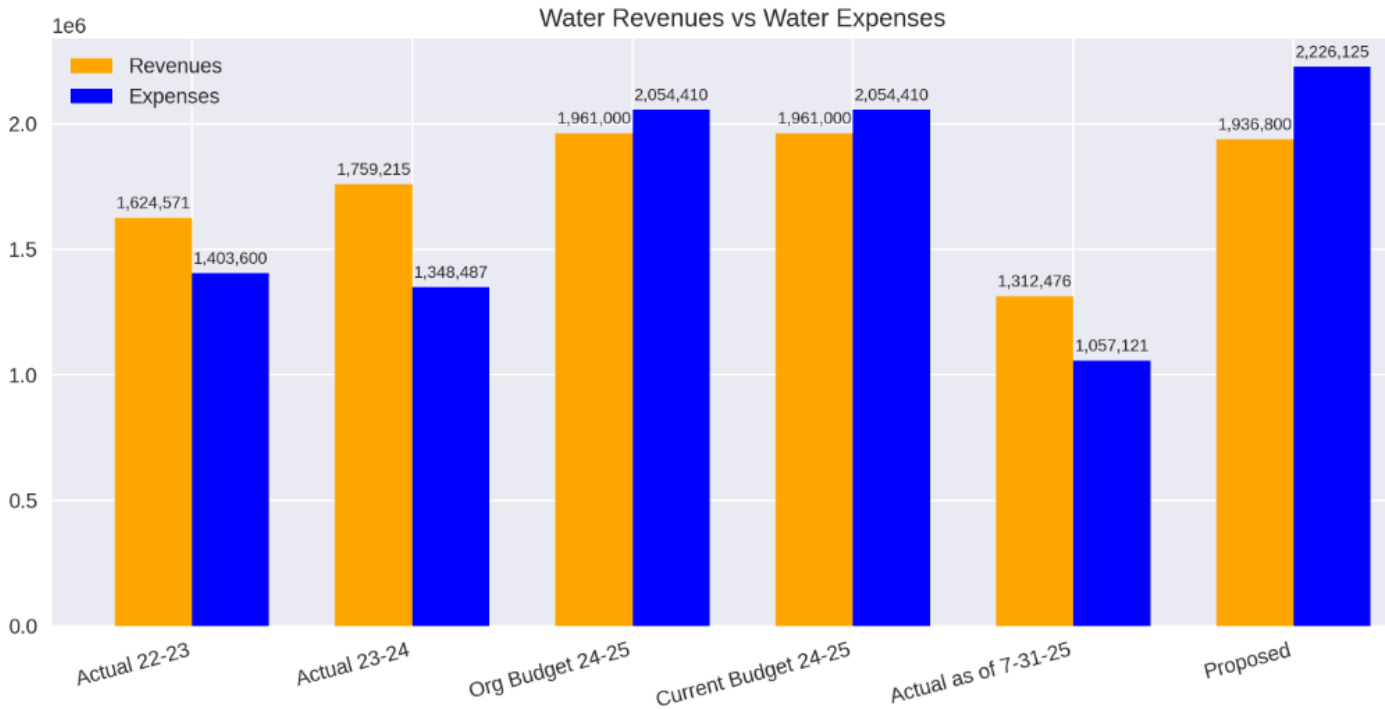
**Water Recycling and Reuse**

- *Set up greywater systems to recycle water from sinks, showers, and laundry for irrigation or toilet flushing.*

**4. Landscaping and Irrigation Management**

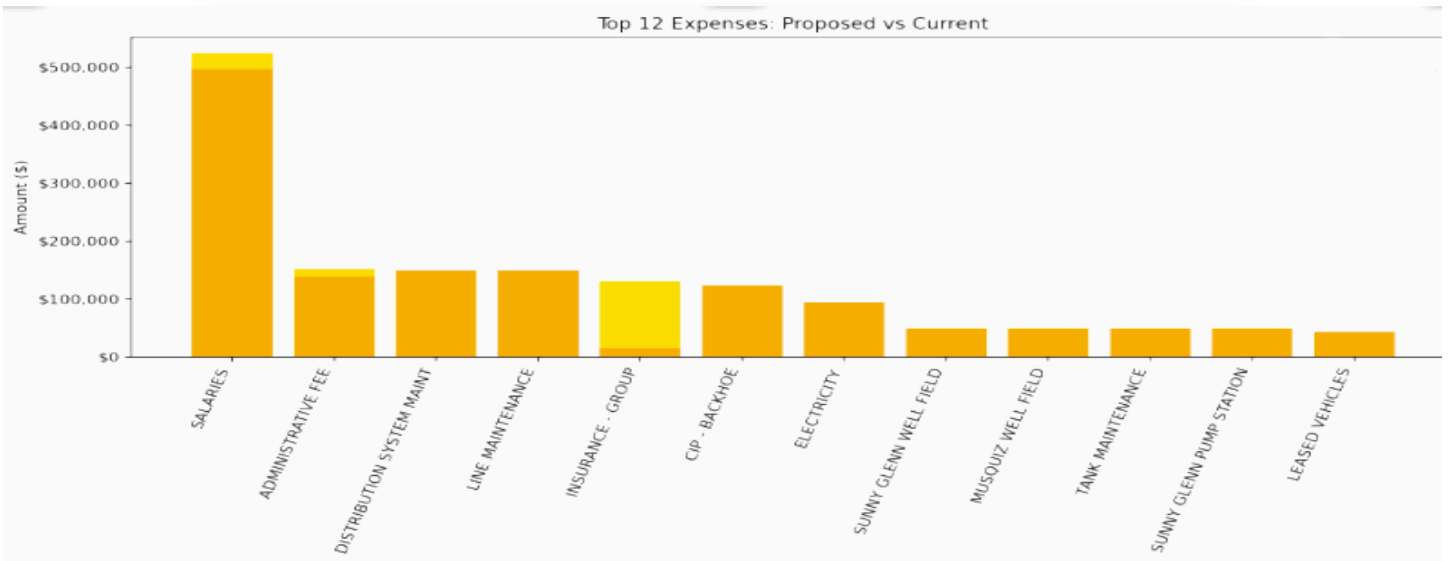
- *Select drought-resistant native plants to reduce watering needs.*
- *Use smart irrigation controllers that adapt watering schedules based on weather conditions and soil moisture levels.*
- *Water early in the morning or late in the evening to reduce evaporation.*

Water Revenues vs Water Expenses (excluding taxes, fees)



The City of Alpine has had healthy surpluses for the past two years; however, the current and proposed budgets show an increasing deficit. Expenses will outpace revenues. Expenses due to inflation have increased significantly; review key cost drivers and, if feasible, identify areas for cost reduction or improved efficiency. The proposed budget's revenues are slightly lower than those in the current budget. The City of Alpine may consider rate adjustments to generate at least \$2.9 M to avoid a future deficit. Please note above the deficit of -\$289,325 as the proposed budget was set at \$1936,800.

Note: These high-cost expenses have adversely affected the city's budget. A salary increase is anticipated as the cost of living rises. Administrative fees and insurance coverage are areas to review closely. Distribute system maintenance is necessary, as is line maintenance.



### Overall Recommendations

Depending on future water usage, the number of connections, and weather conditions such as above-average rainfall or drought-like conditions, the rate increase will generate additional revenue for the same amount of water supplied to your existing customer base. Future rate increases should be considered on an individual basis, with high-end users paying more per 1,000 gallons. This typically applies to those using 10-20,000 gallons or more per month.

The Board should require monthly calculations and reports of water production costs per thousand gallons, along with water loss. (These reports should detail the location, costs, employee-hours, and meter replacements involved.) This consists of evaluating the total number of meters, their ages, types, and sizes, and evaluating five meters from each size. The results will offer valuable economic insights. Develop a meter replacement plan. Additionally, the board should consult with Water Loss experts and agencies such as TWDB or TCEQ for staff and board member training.

The table below evaluates the potential positive impact that could generate annual revenue, considering a practical midpoint that will not burden the customers. Let us keep in mind closing the budget gap and the future capital improvement projects needed to maintain a reliable and sustainable system infrastructure.

Base Rate Fee: Revenue					Base Fee Increase				
Accounts	Customer Count	Minimum Rate	Monthly Revenue	Annual Revenue	\$2 Increase Annual Revenue	\$3 Increase Annual Revenue	\$4 Increase Annual Revenue	\$5 Increase Annual Revenue	\$6 Increase Annual Revenue
<b>Residential</b>	<b>2415</b>								
3/4 inch	2267	\$ 8	\$ 18,136	\$ 217,632	\$ 272,040	\$ 299,244	\$ 326,448	\$ 353,652	\$ 380,856
1 inch	120	\$ 11	\$ 1,320	\$ 15,840	\$ 18,720	\$ 20,160	\$ 21,600	\$ 23,040	\$ 24,480
1 1/2 inch	1	\$ 16	\$ 16	\$ 192	\$ 216	\$ 228	\$ 240	\$ 252	\$ 264
2 inch	20	\$ 20	\$ 400	\$ 4,800	\$ 5,280	\$ 5,520	\$ 5,760	\$ 6,000	\$ 6,240
			\$ 19,872	\$ 238,464	\$ 296,256	\$ 325,152	\$ 354,048	\$ 382,944	\$ 411,840
<b>Commercial</b>	<b>295</b>								
3/4 inch	225	\$ 9	\$ 2,025	\$ 24,300	\$ 29,700	\$ 32,400	\$ 35,100	\$ 37,800	\$ 40,500
1 inch	48	\$ 12	\$ 576	\$ 6,912	\$ 8,064	\$ 8,640	\$ 9,216	\$ 9,792	\$ 10,368
1 1/2 inch	1	\$ 17	\$ 17	\$ 204	\$ 228	\$ 240	\$ 252	\$ 264	\$ 276
2 inch	78	\$ 21	\$ 1,638	\$ 19,656	\$ 21,528	\$ 22,464	\$ 23,400	\$ 24,336	\$ 25,272
3 inch	7	\$ 34	\$ 238	\$ 2,856	\$ 3,024	\$ 3,108	\$ 3,192	\$ 3,276	\$ 3,360
4 inch	7	\$ 43	\$ 301	\$ 3,612	\$ 3,780	\$ 3,864	\$ 3,948	\$ 4,032	\$ 4,116
6 inch	1	\$ 58	\$ 58	\$ 696	\$ 720	\$ 732	\$ 744	\$ 756	\$ 768
8 inch	1	\$ 69	\$ 69	\$ 828	\$ 852	\$ 864	\$ 876	\$ 888	\$ 900
	<b>2710</b>		\$ 4,922	\$ 59,064	\$ 67,896	\$ 72,312	\$ 76,728	\$ 81,144	\$ 85,560
<b>Total Revenues</b>			\$ 24,794.00	\$ 297,528	\$ 364,152	\$ 397,464	\$ 430,776	\$ 464,088	\$ 497,400
			<b>New Revenue</b>		\$ 66,624	\$ 99,936	\$ 133,248	\$ 166,560	\$ 199,872

Communities Unlimited, in collaboration with the United States Department of Agriculture Rural Development, creates rate structures to meet current and future funding requirements. These structures ensure that water systems stay affordable and economically sustainable for the community's benefit. Consider the following:

- ❖ Provide educational materials to customers about water conservation.
- ❖ Acquire billing software to improve billing accuracy and record-keeping, as water meters function as the system's water revenue.
- ❖ Prioritize the acquisition, replacement, operation, and maintenance of meters.
- ❖ Review the water budget annually and adjust rates to meet projected expenses.
- ❖ The Board may need to plan for rate increases ahead of upcoming USDA projects or CIP plans.
- ❖ Focus on distribution improvements and repairs, especially addressing water loss issues.

The United States Department of Agriculture Rural Development and other lenders will encourage utility borrowers to become independently sustainable. Any future water system improvements may need accompanying adjustments to the overall rate structure. In addition, the USDA also requires all borrowers to maintain a debt service reserve account. This restricted account must total one annual USDA loan payment over ten years.

*The rate study conducted by Communities Unlimited is solely for informational and planning purposes. Its main goal is to offer suggestions and guidance based on the existing data supplied by the City of Alpine, Texas, and established best practices. However, Communities Unlimited does not guarantee the results or effectiveness of any recommendations included in the study. Implementing any suggested changes is entirely at the user's own risk and discretion. Communities Unlimited will not be responsible for any financial, operational, or other consequences resulting from the use or interpretation of this study.*

## CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11A

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



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### AGENDA ITEM

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Approve the second and final reading of Ordinance 2026-04-03, an Ordinance Approving Rezone Application 2026-04-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 205 S. Berkeley and Legally Described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11), Block Two (2), Berkeley Addition to the City of 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-2 Two Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)

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### EXECUTIVE SUMMARY

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This item requests City Council approval of the final **reading of Ordinance 2026-04-03**, which would amend the City of Alpine's Official Zoning Map by rezoning the property located at **205 S. Berkeley** from **R-2 Two Family District to R-4 Mixed Residential District**.

The rezoning request was initiated by the property owner to allow for the placement of a **manufactured home**, a use that is not permitted under the current R-2 zoning designation.

In accordance with state law and City procedures, the Planning & Zoning Commission conducted a public hearing on March 23, 2026, and **recommended approval** of the requested zoning change. Public notice requirements were satisfied through publication in the City's official newspaper and mailed notice to property owners within 200 feet of the subject property.

The proposed rezoning is intended to provide greater flexibility in residential land use while remaining consistent with the City's authority to regulate zoning under Chapter 211 of the Texas Local Government Code and the City Charter.

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### SUPPORTING MATERIALS

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1. 2026-04-03 Ordinance Rezone A. Leyva 205 S. Berkeley

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### BUDGET CONSIDERATIONS

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Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A  
Additional Funding: N/A

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**ORDINANCE 2026-04-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING REZONE APPLICATION 2026-04-01; AMENDING THE OFFICIAL ZONING MAP OF THE CITY BY REZONING THE PROPERTY LOCATED AT 205 S. BERKELEY AND LEGALLY DESCRIBED AS ALL OF LOTS EIGHT (8), NINE (9), TEN (10), AND ELEVENT (11) IN BLOCK TWO (2) OF THE BERKELEY ADDITION TO THE CITY OF 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-2 TWO FAMILY DISTRICT TO R-4 MIXED RESIDENTIAL DISTRICT; PROVIDING FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE, AND HEARING CLAUSES.**

**WHEREAS**, Arturo G. Leyva, record property owner, initiated a zoning change to update the zoning designation from R-2 Two Family District to R-4 Mixed Residential District for the property located at 205 S. Berkeley; and

**WHEREAS**, the subject property is legally described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11) in Block Two (2) of the Berkeley Addition to the City of 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; and

**WHEREAS**, the subject property has a property identification number of 33770 in the public records of Brewster County, Texas, and the record owner of the property is Arturo G. Leyva; and

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

**WHEREAS**, on March 23, 2026, 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 March 5, 2026 edition of the City's official newspaper; and

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

**WHEREAS**, the City Council held a public hearing on April 7, 2026 and April 21, 2026, regarding the request to rezone, public notice of which was duly provided to the public in the March 5, 2026 and April 16, 2026 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 with authority to establish land use and development regulations, including zoning regulations, by ordinance; 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, regarding the preparation of the report of the Planning & 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**

The City Council of the City of Alpine hereby makes the following findings of fact, consistent with the recommendation of the Planning & Zoning Commission and based on evidence presented at public hearings and in staff reports:

The zoning designation of R-4 Mixed Residential District is hereby approved for the property located at 205 S. Berkeley and legally described as All of Lots Eight (8), Nine (9), Ten (10), and Eleven (11) in Block Two (2) of the Berkeley Addition to the City of 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.

Each one of the above findings, along with the recitals in the preamble of this ordinance, are incorporated herein and adopted as legislative findings of the City Council.

**SECTION II  
CUMULATIVE CLAUSE**

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

**SECTION III  
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall

not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**SECTION IV  
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**SECTION V  
PUBLIC HEARING**

A public hearing was held on April 7, 2026 and April 21, 2026, 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, on March 5, 2026 and April 16, 2026.

**SECTION VI  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 21<sup>ST</sup> DAY OF APRIL 2026 BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

APRIL 7, 2026

**SECOND AND FINAL READING**

APRIL 21, 2026

**APPROVED:**

\_\_\_\_\_  
Catherine Eaves, Mayor

**ATTEST:**

\_\_\_\_\_  
Geoffrey R. Calderon, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

# CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11B

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



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## AGENDA ITEM

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Approve the first reading of Ordinance 2026-04-05, an ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances; Amending Article II – Rules of Procedure by revising Section 23-9 (Agenda) to clarify that all members of the City Council, including the Mayor, may place items on the agenda subject to established administrative procedures; Ensuring consistency with the City Charter; And providing for Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, Public Hearing, and an Effective Date. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This ordinance amends Section 23-9 of the City of Alpine Code of Ordinances to clarify and align agenda-setting authority with the Alpine Home Rule Charter. The primary purpose of the amendment is to ensure that all members of the City Council—including the Mayor—are explicitly authorized to place items on the City Council agenda, subject to established administrative procedures.

The need for this amendment arose from the current ordinance language, which has been interpreted to require sponsorship of resolutions and ordinances by a council member or the City Manager. This provision has had the practical effect of limiting the Mayor’s independent ability to place such items on the agenda. Upon review, this restriction was identified as potentially inconsistent with the City Charter, which defines the governing body as consisting of the Mayor and Councilmembers and vests legislative authority collectively in that body.

The proposed amendment clarifies that the Mayor, as a full member of the governing body, retains equal legislative authority to introduce agenda items, including ordinances and resolutions. At the same time, the ordinance preserves existing administrative processes for agenda submission, documentation requirements, legal review, and coordination through the City Secretary and City Manager to ensure orderly and efficient governance.

Key provisions of the amendment include:

- Explicit authorization for the Mayor, City Councilmembers, City Manager, City Secretary, and City Attorney to place items on the agenda by written request.
- Continued requirement for clear agenda descriptions, supporting documentation, and adherence to established submission deadlines.

- Maintenance of administrative coordination and legal review processes to ensure compliance with applicable law and organizational efficiency.
- Retention of transparency measures, including public posting timelines and financial disclosure requirements for agenda items involving expenditures.

This ordinance promotes transparency, consistency with the City Charter, and equitable participation among members of the governing body, while maintaining the administrative structure necessary for effective agenda management.

The ordinance was reviewed and approved as to form by the City Attorney and is scheduled for first reading on April 21, 2026, and second and final reading on May 5, 2026

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**SUPPORTING MATERIALS**

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1. 2025-04-05 ORDINANCE - Rules of Procedure Sec. 23-9

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
 Final Approval - 4/15/2026

**ORDINANCE 2025-04-05**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL OF THE ALPINE CODE OF ORDINANCES; AMENDING ARTICLE II – RULES OF PROCEDURE BY REVISING SECTION 23-9 (AGENDA) TO CLARIFY THAT ALL MEMBERS OF THE CITY COUNCIL, INCLUDING THE MAYOR, MAY PLACE ITEMS ON THE AGENDA SUBJECT TO ESTABLISHED ADMINISTRATIVE PROCEDURES; ENSURING CONSISTENCY WITH THE CITY CHARTER; AND PROVIDING FOR FINDINGS OF FACT, INCLUSION IN THE CODE OF ORDINANCES, CUMULATIVE, SEVERABILITY, PROPER NOTICE AND MEETING, PUBLIC HEARING, AND AN EFFECTIVE DATE.**

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

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

**WHEREAS**, the City Council previously adopted Ordinance No. 2003-07-11, Ordinance No. 2004-09-04, Ordinance No. 2005-09-25, Ordinance No. 2006-06-07, Ordinance No. 2006-06-08, Ordinance No. 2007-06-01, Ordinance No. 2008-07-01, Ordinance No. 2009-11-03, Ordinance No. 2012-01-01, Ordinance No. 2014-08-01, Ordinance No. 2015-07-01, Ordinance No. 2021-11-01, Ordinance No. 2022-01-01, Ordinance No. 2024-04-03, and Ordinance No. 2025-11-01, which implemented updates to the City Council Rules of Procedure; and

**WHEREAS**, Section 23-9 of the Code of Ordinances establishes procedures for the placement of items on the City Council agenda; and

**WHEREAS**, the Alpine Home Rule Charter defines the City Council as consisting of the Mayor and Council Members and vests all powers of the City in the City Council; and

**WHEREAS**, it is the intent of the City Council to ensure that its rules of procedure are consistent with the Charter and do not restrict the legislative authority of any member of the governing body; and

**WHEREAS**, the City Council finds that clarifying the authority of all members of the City Council, including the Mayor, to place items on the agenda—subject to established administrative procedures—promotes transparency, efficiency, and orderly governance; and

**WHEREAS**, it is deemed to be in the best interest of the public to amend Section 23-9 to remove any ambiguity and ensure consistency with the Charter and applicable law.

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

**SECTION I**

## **FINDINGS OF FACT**

The recitals set forth above are hereby found to be true and correct and are incorporated herein as findings of fact as if fully set forth in their entirety. Chapter 23 – City Council of the Alpine Code of Ordinances is hereby amended as described herein.

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

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

## **SECTION III CUMULATIVE CLAUSE**

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

## **SECTION IV SEVERABILITY CLAUSE**

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

## **SECTION V PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this ordinance was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

## **SECTION VI PUBLIC HEARING**

A public hearing was held on May 5, 2026, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on April 30, 2026.

## **SECTION VII EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

APRIL 21, 2026

**SECOND AND FINAL READING**

MAY 5, 2026

**APPROVED:**

\_\_\_\_\_  
Catherine Eaves, Mayor

**ATTEST:**

\_\_\_\_\_  
Geoffrey R. Calderon, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

**EXHIBIT “A”**

**EDITOR’S NOTE:**

Additions are Underlined.

~~Omissions appear in Strikethrough Text.~~

**Sec. 23-9. Agenda.**

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

the office of the city attorney once the agenda and packet deadline has been met for both regular and special meetings. The office of the city attorney shall conduct a legal review and provide any changes within 24 hours.

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

(Ord. No. 2021-11-01, § I(Exh. A), 11-16-21; Ord. No. 2024-04-03, § I(Exh. A), 5-7-24; Ord. No. 2025-11-01, § I(Exh. A), 11-18-25)

## CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11C

Department: Administration

Sponsor: Rick Stephens, Councilor

Memo Prepared By: Henry Arredondo, City Manager

Staff Recommendation: Approve



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### AGENDA ITEM

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Approve Resolution 2026-04-12, a resolution naming City-owned real property located at the corner of 5th Street and Avenue E as “Artwalk Plaza”; Recognizing Artwalk Alpine as a historic cultural event contributing to the development of downtown murals and tourism; Providing Findings of Fact; And providing for an Effective Date. (R. Stephens, City Council)

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### EXECUTIVE SUMMARY

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#### Purpose

To formally name the City-owned real property located at the corner of 5th Street and Avenue E as “**Artwalk Plaza**” in accordance with the City of Alpine’s Policy for Naming Municipal Property and Streets.

#### Background

The City Council recently approved the acquisition of this downtown property utilizing Hotel Occupancy Tax (HOT) funds to support tourism-related infrastructure, including preservation of existing public art and installation of a visitor information kiosk.

The site contains two of Alpine’s original downtown murals, which are recognized cultural assets contributing to the City’s identity and tourism economy. These murals are directly tied to the history and continued success of **Artwalk Alpine**, the longest-running free arts festival in West Texas. Artwalk has played a foundational role in establishing Alpine’s public art presence and continues to promote local artists, community engagement, and tourism.

#### Analysis

The proposed name, “**Artwalk Plaza**,” aligns with the City’s Naming Policy by recognizing a historic cultural event of local significance. Specifically, the policy allows naming based on a **historic event, location, or landmark** supported by documentation and community relevance.

The name reflects:

- The origin and continued influence of Artwalk in establishing downtown murals;
- The City’s investment in preserving and promoting cultural tourism assets; and
- The function of the site as a public gathering space and visitor destination.

The proposed name is not duplicative of any existing City facility and is consistent with policy requirements.

#### Public Process

In accordance with the Naming Policy, the City Council will consider this Resolution following a publicly noticed hearing.

**Fiscal Impact**

No direct fiscal impact is associated with the naming action. Minor costs related to signage and wayfinding may be absorbed within existing departmental budgets or associated project funds.

**Recommendation**

Staff recommends approval of Resolution 2026-04-12 naming the property “Artwalk Plaza” to recognize the cultural and historical significance of Artwalk Alpine and to support ongoing tourism and placemaking efforts in downtown Alpine.

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**SUPPORTING MATERIALS**

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- 1. 2026-04-12 Artwalk Plaza Name Resolution

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

**RESOLUTION 2026-04-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, NAMING CITY-OWNED REAL PROPERTY LOCATED AT THE CORNER OF 5TH STREET AND AVENUE E AS “ARTWALK PLAZA”; PROVIDING FINDINGS OF FACT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine is authorized to acquire, maintain, and improve real property for public purposes, including tourism-related infrastructure; and

**WHEREAS**, the City Council previously approved the acquisition of real property located in downtown Alpine for the purpose of preserving and enhancing public art and establishing a visitor kiosk to promote tourism; and

**WHEREAS**, the subject property contains two of the original downtown murals that contributed to the cultural identity and tourism appeal of Alpine; and

**WHEREAS**, Artwalk Alpine is the longest-running free arts festival in West Texas and has played a foundational role in fostering the development of public art, including downtown murals, within the City; and

**WHEREAS**, Artwalk Alpine is organized by Gallery Night, Inc., and serves as a major cultural event that promotes local and regional artists, enhances community engagement, and supports art scholarships and public art initiatives; and

**WHEREAS**, the City Council finds that naming the property “Artwalk Plaza” recognizes a historic and cultural event of local significance and aligns with the City’s Naming Policy criteria for naming after a historic event, location, or landmark; and

**WHEREAS**, the proposed name is not duplicative of any existing municipal facility and does not bring dishonor to the citizens of Alpine or their government; and

**WHEREAS**, the City Council has conducted a public hearing in accordance with the City’s Naming Policy prior to formal adoption of this Resolution.

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

**SECTION I. FINDINGS OF FACT**

The recitals contained in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein for all purposes.

**SECTION II. NAMING OF MUNICIPAL PROPERTY**

The City-owned real property located at or near the corner of 5th Street and Avenue

E in downtown Alpine, Texas, is hereby officially named: **“ARTWALK PLAZA”**

**SECTION III. IMPLEMENTATION**

The City Manager, or designee, is hereby authorized to take all necessary administrative actions to implement this Resolution, including but not limited to:

- Installation of signage;
- Inclusion of the name in official City records, maps, and publications; and
- Coordination with tourism and public information efforts to promote the site.

**SECTION VII. EFFECTIVE DATE.**

This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 21<sup>ST</sup> DAY OF APRIL 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**ATTEST:**

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Catherine Eaves, Mayor

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

## CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11D

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



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### AGENDA ITEM

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Approve Resolution 2026-04-13, a resolution approving and adopting an official city logo to represent the City of Alpine in public communications, marketing, and branding efforts. (H. Arredondo, City Manager)

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### EXECUTIVE SUMMARY

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#### **Purpose**

The purpose of this item is to consider and take formal action on the adoption of an official logo for the City of Alpine, following prior City Council discussion, stakeholder feedback, and iterative design revisions.

#### **Background**

On September 30, 2025, the City of Alpine and Brewster County held a joint workshop focused on regional economic development, with emphasis on leveraging Alpine’s location within the Big Bend International Dark Sky Reserve to enhance tourism and economic activity. Following this workshop, the Mayor and Interim City Manager directed staff to develop logo concepts that would reflect Alpine’s identity and strengthen municipal branding.

The City Council reviewed initial concepts on January 6, 2026, and provided feedback for refinement. Revised versions were presented again on February 17, 2026, and a subsequent item was placed on the March 3, 2026 agenda for potential adoption. During that meeting, the Council elected to continue the item to allow for additional refinement based on stakeholder input.

The version presented for adoption reflects the fourth iteration of the proposed logo, incorporating feedback from Council, employees, residents, and community stakeholders. Revisions were made to ensure clearer municipal identity, reduce potential confusion with other entities, and better represent the City as a whole while maintaining alignment with the “Heart of the Big Bend Dark Sky Reserve” branding initiative.

#### **Stakeholder Feedback**

Feedback received throughout the process indicated that earlier versions of the logo:

- Did not clearly identify the “City of Alpine” as a municipal entity
- Placed too much visual emphasis on external institutions

- Risked confusion with non-City organizations
- Did not fully capture the broader community identity

The current design seeks to address these concerns through improved clarity, balance, and representation of the City’s identity and branding goals.

**Resolution Summary**

Resolution 2026-04-13 formally approves and adopts the proposed logo as the official logo of the City of Alpine for use in public communications, marketing, tourism, and branding efforts.

The resolution further:

- Authorizes staff to implement the logo across City materials and platforms
- Directs the City Manager (or designee) to establish branding guidelines to ensure consistent and appropriate use
- Provides for phased implementation to minimize costs and align with operational cycles
- Allows continued use of existing materials (legacy branding) at staff discretion to reduce waste
- Clarifies that the official City Seal remains unchanged and will continue to be used for formal and legal purposes

**Fiscal Impact**

No immediate fiscal impact is associated with adoption. Implementation will occur on a phased basis, allowing costs to be absorbed within existing departmental budgets over time.

**Recommendation**

Staff recommends approval of Resolution 2026-04-13 adopting the proposed logo as the official City of Alpine logo, and authorizing phased implementation and development of branding standards consistent with the resolution.

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**SUPPORTING MATERIALS**

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1. 2026-04-13 City Logo Adoption

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
 Final Approval - 4/15/2026

**RESOLUTION 2026-04-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, APPROVING AND ADOPTING AN OFFICIAL CITY LOGO TO REPRESENT THE CITY OF ALPINE IN PUBLIC COMMUNICATIONS, MARKETING, AND BRANDING EFFORTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine seeks to enhance its public image, economic development efforts, and community identity through a cohesive and modern branding strategy; and

**WHEREAS**, the City Council has previously discussed the importance of establishing a unified visual identity that reflects Alpine’s unique character, including its designation within the Big Bend International Dark Sky Reserve and its role as the cultural and economic hub of the region; and

**WHEREAS**, the City has engaged in a collaborative process involving staff, stakeholders, and community input, including employee feedback and Council workshops, to develop and refine proposed logo concepts; and

**WHEREAS**, the proposed logo is intended to serve as the official visual representation of the City of Alpine for use in marketing materials, tourism initiatives, official documents, signage, digital platforms, and other public-facing communications; and

**WHEREAS**, adoption of an official logo will promote consistency, strengthen recognition, and support the City’s ongoing efforts to position Alpine as the “Heart of the Big Bend Dark Sky Reserve”.

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

**SECTION I. APPROVAL AND ADOPTION**

The City Council hereby approves and adopts the logo attached hereto as **Exhibit “A”** as the official logo of the City of Alpine.

**SECTION II. AUTHORIZED USE**

The adopted logo shall be used for official City purposes, including but not limited to marketing, tourism promotion, public communications, branding materials, and other City-approved uses. Staff is authorized to implement the logo across applicable platforms and materials.

**SECTION III. ADMINISTRATIVE IMPLEMENTATION**

The City Manager, or designee, is authorized to establish guidelines for the use of the logo, including branding standards, permitted variations, and appropriate applications

to ensure consistency and integrity of the City's visual identity.

**SECTION IV. PHASED IMPLEMENTATION**

Implementation of the adopted logo shall occur on a phased basis, as determined by the City Manager or designee, to ensure an efficient and cost-effective transition. Existing inventories of materials may be utilized until depleted, and replacement shall occur in alignment with normal operational and budgetary cycles.

**SECTION V. LEGACY MATERIALS AND STAFF DISCRETION**

City staff is authorized to exercise reasonable discretion in determining when and where to transition from existing logos or branding to the adopted logo, including the continued use of legacy materials where appropriate to minimize waste and avoid unnecessary expense.

**SECTION VI. NO REPLACEMENT OF SEAL**

Nothing in this Resolution shall be construed to replace or modify the official City Seal, which shall remain in use for formal and legal documents as required.

**SECTION VI. EFFECTIVE DATE.**

This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 21<sup>ST</sup> DAY OF APRIL 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**ATTEST:**

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Catherine Eaves, Mayor

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

## CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11E

Department: City Council

Sponsor: Robert Ruckes, Councilor

Memo Prepared By: R. Rückes, City Council

Staff Recommendation: Approve



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### AGENDA ITEM

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Approve Resolution 2026-04-14, a Resolution Establishing Policy Guidelines for the Operation of the Alpine Farmers Market; Providing for Fair and Consistent Market Administration; Supporting Vendor Participation; Aligning Market Practices with Applicable State Law; and Providing for an Effective Date. (R. Rückes, City Council)

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### EXECUTIVE SUMMARY

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#### **Purpose**

This resolution establishes a clear, fair, and consistent policy framework for the Alpine Farmers Market to improve vendor participation, ensure public safety, and align with applicable state regulations.

#### **Proposed Policy Framework**

**Governance:** Establish a vendor advisory mechanism to provide feedback and improve communication.

**Rule Stability:** No mid-season rule changes except for safety or legal requirements.

**Vendor Fairness:** Transparent selection criteria and consistent rule enforcement.

**Operations:** Maintain safety standards while allowing reasonable flexibility (sell-out, weather, emergencies).

**Risk Management:** Implement risk-based insurance requirements—only for higher-risk vendors such as food preparation or equipment use.

**Compliance:** Defer food safety regulation to state authorities.

#### **Expected Outcomes**

- Increased vendor participation and retention
- Improved consistency and fairness
- Reduced complaints and enforcement conflicts
- Stronger community engagement

#### **Implementation**

Staff will update market materials and procedures to align with this policy and implement changes within a reasonable timeframe.

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### SUPPORTING MATERIALS

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1. Farmers Market Vendor Packet (Current)

2. 2026-04-14 Farmer's Market guidelines

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026

# Alpine Farmers Market Vendor Packet

Vendor Name (please print): \_\_\_\_\_

1. Alpine Farmers Market Registration & Application
2. Vendor Guidelines & Application Compliance
3. Alpine Farmers Market Code of Conduct
4. Alpine Farmers Market Indemnity Agreement
5. Alpine Farmers Market Vendor Guidelines- KEEP FOR YOUR REFERENCE

**1-4 MUST** be completed, returned to, and approved by the Alpine Visitors Center before any vendor will be permitted to participate in the Alpine Farmers Market. THERE ARE NO EXCEPTIONS. IT CAN BE DONE ON THE DAY OF THE MARKET. BUT vendors are asked to remain patient as staff will assist with assigning other vendors spaces first before approving paperwork.

**1-4 ARE GOOD FOR 1 YEAR.** It is up to the vendor to update their paperwork annually.

\*\*\*\*\*OFFICE USE ONLY BELOW THIS LINE\*\*\*\*\*

Received by: (printed) \_\_\_\_\_

(Signed) \_\_\_\_\_

Date: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

Comments \_\_\_\_\_

## Alpine Farmers Market Registration/Application

Business Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Additional Representatives Selling at the Market on Behalf of Business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

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Product(s) to be sold at the Farmer's Market:

- Farm Fruits/Vegetables
- Honey
- Breads
- Herbs/Plants/Flowers
- Baked Good
- Value Added i.e., salsas, jellies, relishes, pickles, etc.
- Arts/Crafts
- Prepared Foods
- Other, please specify: \_\_\_\_\_

Please provide a complete list of products to be sold at the Farmers Market and return it with your completed application. Your application will not be processed without this list. Please share with us as much as possible so we can help promote your booth! Any required permits should also be submitted with your application. Failure to submit permits will delay approval of your application.

## Vendor Guidelines & Application Compliance

By signing this application, I agree that I have read the Alpine Farmers Market Vendor Guidelines and agree to comply with them. Further, I agree to sell only those items listed in the Vendor Application packet unless an additional request is granted later. I acknowledge full responsibility for all my actions and activities in the market and those assisting me. I acknowledge the authority of the City of Alpine to settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and to impose any penalties, including possible suspension or removal from the Market. The City of Alpine has my permission to use my farm/business/pictures in promoting the market. I understand that this application is good for one year and it is my responsibility to update it annually or sooner if I choose to change the products I am offering for sale at the Market.

Vendor Name (please print): \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (This document is good for one year and must be updated annually)

## Alpine Farmers Market Code of Conduct

The Alpine Farmers Market is a city-owned and operated facility. The City's minimum expectations for all market vendors are that they be reliable, be set up to greet customers for the opening of the market by 9:00 am, and keep a good, positive attitude for the duration of the market hours. Market vendors are expected to comply with the market rules and regulations. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from the market. Concerns or complaints may be discussed with the City representative on-site during market hours or by calling 432-837-2326, Monday through Friday, from 9:00 am until 4:00 pm. If for any reason they are unable to resolve the issue, they will contact the City Manager to discuss possible solutions.

1. The market and immediate vicinity is a "Family Friendly" area, and all are expected to act appropriately.
2. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
3. Vendors may not smoke in any vendor area.
4. Foul language, profanity, or other rude behavior is not permitted.
5. Consumption of alcohol or use of drugs or operating under the influence is not permitted and is grounds for permanent eviction from the market.

Vendor Name (please print): \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (This document is good for one year and must be updated annually)

## Alpine Farmers Market Indemnity Agreement

Whereas, \_\_\_\_\_, a vendor, charitable organization, or other type of entity (User) desires to participate in the Alpine Farmer's Market; and whereas, such organization meets the criteria for participation in the Alpine Farmer's Market and agrees to obey the rules of the market and understands the nature of operating within the Alpine Farmer's Market and their responsibilities as a Market Vendor or Participant in the market, including assuming responsibility for safe operation and conduct of their business within the market; the User agrees to indemnify, hold harmless and defend the City of Alpine, its officers, agents and employees from and against all liability for and all claims, suits, demands and/or actions for damages, injuries to person (including death), property damage (including loss of use) and expenses including court costs and attorney's fees and other reasonable costs caused by or arising out of User's presence within the market area permitted by the City of Alpine conducted in connection with or incidental to participation and arising out of or resulting from the intentional acts or negligence of User, its officers, agents, employees, or person participating in the event sponsored by the User. User further agrees that it shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors and other persons, as well as their property, while in or on the market and surrounding areas. It is expressly understood and agreed that the City of Alpine shall not be liable or responsible for the negligence of user, its agents, servants, employees, customers, visitors, and participants. It is further agreed with respect to the above indemnity, that the City of Alpine and User will provide the other with prompt and timely notice of any event covered in any way directly or indirectly, contingently, or otherwise affected or which might affect the User or the City of Alpine. User further agrees that this indemnity provision shall be considered as an additional remedy for the City of Alpine and not as an exclusive remedy.

User Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (This document is good for one year and must be updated annually)

## Alpine Farmers Market Vendor Guidelines

### Vendor Registration and Rules

1. Vendors must complete and sign the Vendor Registration & Application, Acknowledgement of Rules and Initial the Agreement of Liability Waiver. These documents are good for one year. Vendors are responsible for updating them annually.
2. These documents may be mailed to the Alpine Visitor Center, 106 N 3<sup>rd</sup> Steet, Alpine TX, 79830 or turned may be turned into Visitor Center staff for approval at any time during normal business hours, Monday-Friday 9:00 am to 4:00 pm, but all signed documents must be on file before booth set-up or any Market participation. THERE ARE NO EXCEPTIONS TO THIS RULE.
3. Every Alpine Farmers Market vendor must have the necessary permits and licenses from the Health Department to sell items requiring Health Department permits. It is the responsibility of the vendor to educate themselves on the required permits and contact the Health Department with questions. They are the regulating authority.

### Vendor Spaces

1. Spaces are available on a first-come, first-served basis. Spaces will be given first priority to vendors meeting these requirements:
  - Fifty-one percent of all spaces will be reserved for Texas vendors in accordance with the requirements of the Texas Department of Agriculture.
  - Two or more vendors will be farmers growing their own produce in accordance with the requirements of the Texas Department of Agriculture.
2. Space assignments and allocations are at the discretion of the City of Alpine, Texas. The Alpine Visitor Center staff, or designee, will assign booth spaces to best accommodate vendors and vehicles to ensure that health, safety, and welfare of patrons in the best interests of the Market.
3. No vendor can hold or reserve a space for themselves or another vendor.
4. Vendors will provide their own shade structure, tables, chairs, signs, and any hot or cold storage necessary. Picnic tables cannot be used for vendors to sell and display products.
5. Vendors will be located under the pavilion, in the grass on the eastside of the building and in the east and south alleys that will be closed to traffic. No vendors will be allowed to setup on the front lawn or porch.
6. Vendors wishing to sell out of the back of trucks or trailers will be permitted do to so at the discretion of Alpine Visitor Center staff, or designee. Those vendors will be asked to set up in the south alley.

### Hours of Operations

**The Market will be open Saturday mornings from 9:00 am until 12:00 pm.**

1. Vendors may arrive **NO EARLIER** than 8:00 am the morning of the market to set up and get ready to greet their customers for the opening at 9:00 am.

2. All vehicles must be removed from the closed alleys as soon as unloading is complete and no later than 8:45 am.
3. Vendors are asked not to close their booth or leave the market early, before 12:00 pm. If a vendor leaves early, they may not bring a vehicle into the closed alleys for loading.
4. Three (3) early closings will result in a review of the vendors participation by the Alpine Visitor Center staff.

### Vendor Categories & Descriptions

1. Agricultural Producer
  - Produce that has been grown on the producer's land (including leased land) located within 150 miles of the market.
  - Meat (with the exception of fish, fowl and feral animals), that is from animals born and bred on the producers' land (including leased land) and processed at a USDA inspected facility as well as processed meat products such as bacon, jerky and sausage, or products such as eggs, cheese, yogurt, honey, soap or yarn from these animals.
  - Foraged and wild-crafted items where the producer responsibly wild harvests a raw agricultural product from their own land, leased-land or public land (where foraging is allowed) and packages the item(s) with minimal additional ingredients. Example products include yaupon tea, chile pequin, henbit or ramps.
  - All agricultural producers must maintain at least 50% of products/items sold at market comprising of their own agricultural products to maintain this vendor category. Vendors will sell only their own raised products, no wholesalers.
  - Examples: Farmers, Ranchers, Beekeepers, and Foragers
2. Value-Added
  - Locally made foods, soaps, lotions, bath products, toiletry items. Especially those using plant or animal (such as goat's milk, honey or olive oil) and other local ingredients.
  - Value Added vendors operating as Cottage Food Producers or with a Food Establishment Permit for ready-to-eat food must meet qualifications detailed in Alpine Farmers Market Food Safety Guidelines.
  - Examples: Salsa, Hummus, Cider, Dog Food & Treats, Baked Goods, and Herbal products.
3. Prepared Food
  - Vendors offering freshly made food and drinks available for sale and immediate consumption on-site. These products may be hot or cold ready-to-eat foods or drinks.
  - Vendors must have a proper Food Establishment Permit from the Texas Department of Public Health <https://www.dshs.texas.gov/retail-food-establishments/permitting-information-retail-food-establishments>  
Examples: Burritos, brisket, tamales, and Iced Beverages
4. Artisan

- Products handmade by local artist and craftsmen. Handmade greeting cards and paintings.
  - Preferably using natural materials from the area.
  - Examples: Knitted sweaters, Blankets, Socks, Wood Carvings. Beauty and Skincare products, Jewelry, Art, and Ceramics
5. Nonprofit
- Non-profit, non-partisan organizations can do education, outreach, fundraising and sales at the market. They must follow the same permitting rules as all other vendors regarding Cottage laws and Food Establishment Permitting.
  - Examples: Pet adoption groups, Voter registration, Girl Scouts

### **Vendor Rules**

1. All vendors must complete and submit a Vendor Application Packet which includes acceptance of the market rules and adherence to related governmental rules and permit requirements.
2. Required applications, permits, licenses and fees (if any) must be complete before vendors will be allowed to participate in the market.
3. All vendors must display a sign on their table clearly identifying the name of the vendor and their location (county or city). Other information, such as telephone number/website, may be included.
4. Vendors must provide their own table, chairs, signs, and shade cover as outlined in the **Vendor Spaces section**.
5. Electricity is available on a limited basis. Extension cord will not be provided.
6. Vendors are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
7. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
8. Each vendor is responsible for obtaining a Sales Tax Number (if required by the State) and collecting and paying any sales taxes assessed on their products. The City of Alpine, Texas does not involve itself in collection, audit or other related sales tax activities.
9. No firearms, alcoholic beverages, smoking or drugs will be allowed at the market.
10. No smoking is allowed on Alpine Visitor Center property, including the alley ways when closed for the market.
11. All vendors shall conduct themselves in a professional manner while at the Alpine Farmers Market.
12. Vendors are expected to resolve issues with patrons, other vendors, or City staff with civility and consideration in the best interests of the patrons and market. Violations of market rules and complaints that are not immediately resolved shall be resolved by Alpine Visitor Center staff or designee.

13. Vendors agree to abide by the final decisions of the Alpine Visitor Center staff and/or designee.
14. City staff shall reserve the right to revise the Alpine Farmers Market rules and operations at any time it deems appropriate and shall post notice of such revisions for vendors.
15. Vendors must supply all materials and containers for customer sales.
16. Trash must be placed in suitable containers. The Alpine Visitor Center provides trash barrels for customer convenience. Vendors should use the dumpster. No trash should be left in the market area. Please help keep the space clean.
17. Vendors must clean their areas at the end of each market. Vendors should not use public trash cans for disposal of produce boxes or unsold produce. The dumpsters in the alley are available for vendor use.
18. If City staff has to clean up after a vendor at the close of the market that vendor will no longer be welcome to participate in the market.

### **Farmer's Market Food Safety Guidelines**

1. Foods requiring temperature control will be allowed at the Alpine Farmers Market with a proper Food Establishment Permit. In accordance with the Texas Department of Public Health.
  - (a) TCS (temperature control for safety) food sold, distributed, or prepared on-site at a farmers' market, and TCS food transported to or from a farmers' market, shall meet the requirements of this section.
  - (b) Frozen food. Stored frozen foods shall be maintained frozen.
  - (c) Hot and cold holding. TCS food sold at, prepared on site at, or transported to or from a farm or farmers' market shall be maintained at:
    - (1) 5 degrees Celsius (41 degrees Fahrenheit) or below; or
    - (2) 54 degrees Celsius (135 degrees Fahrenheit) or above.
  - (d) Cooking of raw animal foods. Raw animal foods shall be cooked to heat all parts of the food to the following applicable temperatures:
    - (1) poultry, ground poultry, stuffing with poultry, meat, and fish to 74 degrees Celsius (165 degrees Fahrenheit) for < 1 second (instantaneous);
    - (2) ground meat, ground pork, ground fish, and injected meats to 68 degrees Celsius (155 degrees Fahrenheit) for 17 seconds;
    - (3) beef, pork, meat, fish, and raw shell eggs for immediate service to 63 degrees Celsius (145 degrees Fahrenheit) for 15 seconds;
    - (4) prepackaged TCS food that has been commercially processed to 57 degrees Celsius (135 degrees Fahrenheit);
    - (5) a raw or undercooked whole-muscle, intact beef steak may be served if:
      - (A) the steak is labeled to indicate that it meets the definition of "whole-muscle, intact beef" as defined in the Food Code §1-201.10(B); and
      - (B) the steak is cooked on both the top and bottom to a surface temperature of 63 degrees Celsius (145 degrees Fahrenheit) or above and a cooked color change is achieved on all external surfaces; and
      - (6) raw animal foods cooked in a microwave oven shall be:

- (A) rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat;
  - (B) covered to retain surface moisture;
  - (C) heated to a temperature of at least 74 degrees Celsius (165 degrees Fahrenheit) in all parts of the food; and
  - (D) allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium.
- (e) Cooking fruit and vegetables. Fruit and vegetables that are cooked shall be heated to a temperature of 57 degrees Celsius (135 degrees Fahrenheit).
- (f) Eggs. A farmer or egg producer that sells eggs directly to the consumer at a farm or farmers' market shall maintain the eggs at an ambient air temperature of 7 degrees Celsius (45 degrees Fahrenheit) as specified in the Food Code §3-501.16(B).

2. Foods and food products produced by "Cottage Food Producers" maybe sold at the Alpine Farmers Market pursuant to the rules and regulations established by the State of Texas Department of Health.

3. Cottage Food Producers are those "Home based" vendors selling food products cooked and prepared in their kitchen and meeting the special requirements established by the Texas Department of Health.

4. All cottage food products **MUST** meet Texas Cottage Law labeling requirements to include the following information:

- The name and physical address of the cottage food production operation.
- The common or usual name of the product
- If a food is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk or wheat, that ingredient must be listed on the label
- As well as the following statement: **"This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."**

Labels can be hand written but must be legible.

5. All cottage food products must be individually packaged in a manner that prevents product contamination.

6. The following cottage food products may be sold:

- a. Baked goods requiring no refrigeration, i.e., cakes, cookies, pastries. (No custards/cream fillings)
- b. Candy (including chocolate, chocolate-dipped pretzels, chocolate dipped Oreos, etc.)
- c. Coated and uncoated nuts
- d. Unroasted nut butters, fruit butters
- e. Canned jams and jellies
- f. Fruit pies (including pecan pie)
- g. Dehydrated fruits/vegetables including dried beans
- h. Popcorn and popcorn snacks
- i. Cereal, including granola

- j. Dry mixes
- k. Vinegar, pickles, mustard
- l. Roasted coffee or dry tea
- m. Dried herbs or herb mixes
- n. Fermented vegetable products, acidified canned goods, and pickled fruit and vegetables

**RESOLUTION 2026-04-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, ESTABLISHING POLICY GUIDELINES FOR THE OPERATION OF THE ALPINE FARMERS MARKET; PROVIDING FOR FAIR AND CONSISTENT MARKET ADMINISTRATION; SUPPORTING VENDOR PARTICIPATION; ALIGNING MARKET PRACTICES WITH APPLICABLE STATE LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine, Texas supports local agriculture, small businesses, and community engagement through the operation of the Alpine Farmers Market; and

**WHEREAS**, the Farmers Market serves as an important economic and social asset to the community; and

**WHEREAS**, the City Council recognizes the importance of maintaining a market structure that is fair, transparent, accessible, and safe; and

**WHEREAS**, the City Council desires to ensure that market policies promote vendor participation, consistent enforcement, and alignment with applicable state regulations; and

**WHEREAS**, the City Council finds that establishing clear policy guidelines will improve consistency, reduce ambiguity in administration, and support the long-term success of the Alpine Farmers Market.

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

**SECTION I.**

**GOVERNANCE AND OVERSIGHT.**

City staff shall establish and maintain a vendor advisory committee or similar mechanism to provide feedback on market operations and review proposed rule changes. Market rules shall be established on a seasonal basis and shall not be modified mid-season except where necessary to address safety concerns or legal requirements.

**SECTION II.**

**VENDOR ACCESS AND FAIRNESS.**

Vendor participation shall be guided by transparent criteria, including local preference, product quality, product uniqueness, and market balance. A clearly defined and consistently applied system for vendor space assignment shall be utilized. Market rules shall be applied consistently to all vendors.

**SECTION III.  
PARTICIPATION AND OPERATIONS.**

Vendors shall comply with designated setup times and safety requirements, including removal of vehicles from the market area prior to opening. Vendors are expected to remain for the duration of the market; however, reasonable early departure shall be permitted in cases of product sellout, weather conditions, or emergencies.

**SECTION IV.  
RISK MANAGEMENT AND LIABILITY.**

Market requirements shall be aligned with the level of risk associated with vendor activities. Liability insurance shall be required for vendors engaged in higher-risk operations, including onsite food preparation, use of cooking equipment, propane, generators, or similar equipment. Low-risk vendors, including agricultural producers, cottage food vendors, and artisan vendors, shall not be subject to unnecessary insurance requirements. All vendors shall acknowledge responsibility for their operations, products, and equipment.

**SECTION V.  
REGULATORY COMPLIANCE.**

All vendors shall comply with applicable regulations established by the Texas Department of State Health Services and any applicable local authority. The City shall not impose duplicative or conflicting food safety requirements where state regulations apply.

**SECTION VI.  
ENFORCEMENT AND REVIEW.**

Market enforcement shall follow a progressive process, including notice of violation and opportunity for correction. Vendors shall be provided an opportunity to request review of enforcement decisions.

**SECTION VII.  
IMPLEMENTATION.**

City staff is directed to review and update market rules, vendor materials, and operational procedures to ensure alignment with this Resolution within a reasonable timeframe.

**SECTION VIII.  
EFFECTIVE DATE.**

This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 21<sup>ST</sup> DAY OF APRIL 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

ATTEST:

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Catherine Eaves, Mayor

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Geoffrey R. Calderon, City Secretary

# CITY COUNCIL AGENDA ITEM REPORT

April 21, 2026

Agenda Item No. 11F

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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## AGENDA ITEM

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Approve award of RFP 2026-02-01 for a pet cremation incinerator to US Cremation Equipment, LLC, as the highest-ranked proposer based on best value criteria, and authorize the City Manager to negotiate and execute all necessary agreements. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This item requests City Council approval to award **RFP 2026-02-01 for a pet cremation incinerator** to US Cremation Equipment, LLC, as the highest-ranked proposer based on best value criteria, and to authorize the City Manager to negotiate and execute all necessary agreements.

The City issued a Request for Proposals (RFP) to procure a pet cremation incinerator that meets the operational needs of the Animal Services Department. Proposals were evaluated by a review committee in accordance with the criteria established in the RFP, as amended by Addenda Nos. 1 through 4, including purchase price, equipment performance and specifications, operational efficiency, delivery and implementation timeline, manufacturer support and warranty, installation compatibility, and vendor experience and references.

In accordance with the RFP and associated addenda, the evaluation prioritized performance-based outcomes, specifically the ability to support multiple cremation cycles per day and maintain consistent daily operations. Based on the evaluation, US Cremation Equipment, LLC received the highest overall score and was determined to provide the best value to the City.

While other proposers offered strong technical features, the recommended vendor provided the most competitive pricing while meeting the City's operational requirements. Reference checks confirmed the reliability, usability, and responsiveness of the manufacturer, further supporting the recommendation.

Approval of this item will allow the City to proceed with procurement and implementation of equipment necessary to support Animal Services operations.

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## SUPPORTING MATERIALS

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1. RFP 2026-02-01 Pet Cremation Incinerator FINAL WINNER
2. RFP 2026 Explanations

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## BUDGET CONSIDERATIONS

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

Additional Funding: N/A

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026



RFP 2026-02-01 EVALUATION CRITERIA: PET CREMATION INCINERATOR

ITEMS EVALUATION	POSSIBLE POINTS	VENDOR 1: KELLER MANUFACTURING						VENDOR 2: PENNRAM DIVERSIFIED MFG						VENDOR 3: MATTHEWS ENVIRONMENTAL SOLUTIONS						VENDOR 4: US CREMATION EQUIPMENT					
		A	B	C	D	E	SCORE	A	B	C	D	E	SCORE	A	B	C	D	E	SCORE	A	B	C	D	E	SCORE
Purchase Price	30	18	20	20	15	17		10	18	10	10	15		30	20	30	20	20		25	25	30	25	30	
Equipment Performance & Specifications	20	10	20	15	20	12		8	5	5	15	9		8	10	10	15	10		20	21	18	20	20	
Operational Efficiency	15	5	14	12	15	8		6	5	5	15	5		5	8	8	15	9		15	13	15	15	15	
Delivery & Implementation Timeline	10	10	4	6	5	10		10	4	5	8	10		8	4	5	5	8		8	4	6	5	9	
Manufacturer Support & Warranty	10	10	10	6	7	10		10	5	6	8	10		8	7	8	8	9		8	9	8	10	10	
Installation Compatibility & Facility Fit	10	10	9	7	4	5		10	8	7	8	9		8	9	7	8	9		10	9	7	10	10	
Vendor Experience & References	5	5	8	4	5	2		5	4	3	5	2		5	6	4	4	4		5	9	4	5	5	
<b>TOTAL</b>	<b>100</b>	<b>68</b>	<b>85</b>	<b>70</b>	<b>71</b>	<b>64</b>	<b>72</b>	<b>59</b>	<b>49</b>	<b>41</b>	<b>69</b>	<b>60</b>	<b>56</b>	<b>72</b>	<b>64</b>	<b>72</b>	<b>75</b>	<b>69</b>	<b>70</b>	<b>91</b>	<b>90</b>	<b>88</b>	<b>90</b>	<b>99</b>	<b>92</b>
References Received: Yes or No?																				<b>BID WINNER</b>					
NOTES:																									
Evaluation done on																									

## **Overall Evaluation Summary**

The evaluation committee reviewed all proposals in accordance with the best value criteria outlined in the RFP, including purchase price, equipment performance, operational efficiency, manufacturer support, and references. In accordance with Addendum No. 1 – No. 4, the City prioritized performance-based outcomes, specifically the ability to support multiple cremation cycles per day and meet the operational needs of the Animal Services Department.

### **US Cremation Equipment (Recommended for Award)**

US Cremation Equipment is recommended for award as the highest-ranked proposer based on best value to the City. The proposal provided the most competitive pricing while still meeting the City's operational and performance requirements. References confirmed that the equipment is user-friendly, reliable, and supported by a responsive manufacturer. Minor maintenance issues were noted but were easily addressed by staff without significant operational disruption. The system demonstrates acceptable throughput capability and aligns with the City's need for consistent daily operations. The combination of cost efficiency, operational capability, and strong manufacturer support represents the best overall value.

### **Keller (Second Ranked)**

Keller provided the strongest technical solution, including multi-chamber capability and high operational throughput. References indicated the ability to process a significantly higher volume of cremations per day with minimal cooldown limitations. Manufacturer support and training were also rated highly. However, the proposal was less competitive in pricing compared to US Cremation Equipment. While Keller represents a high-performance option, the evaluation committee determined that the additional cost did not provide sufficient added value relative to the City's current operational needs.

### **Matthews**

Matthews equipment demonstrated moderate reliability and ease of use; however, references indicated significant limitations in operational efficiency. Specifically, the equipment typically supports only one to two cremation cycles per day and requires extended cooling periods, often overnight. This limits the ability to perform multiple private cremations within a single day and does not align well with the City's anticipated operational needs. Additional concerns were noted regarding equipment design constraints and maintenance considerations.

### **Pennram**

Pennram received the lowest overall score due to concerns identified through references and operational performance. References reported recurring mechanical issues, including burner malfunctions and extended downtime requiring manufacturer intervention. Additionally, the

equipment was not considered suitable for multiple cremation cycles per day due to excessive heat retention and safety concerns when removing remains. Reports of smoke issues and operational disruptions further impacted scoring. These factors indicate a higher operational risk and reduced suitability for the City's needs.

**CITY COUNCIL AGENDA ITEM REPORT**

**April 21, 2026**

Agenda Item No. 14A

Department: City Attorney

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Personnel Matters § 551.074, Texas Government Code

- a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (H. Arredondo, City Manager)

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**EXECUTIVE SUMMARY**

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None

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**SUPPORTING MATERIALS**

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None

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**BUDGET CONSIDERATIONS**

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

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**APPROVERS**

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

Approved - 4/15/2026  
Final Approval - 4/15/2026