



**CITY OF ALPINE**  
**WORKSHOP & REGULAR CITY COUNCIL MEETING**  
**June 2, 2026 – 4:00 PM**

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

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

- A. Workshop to discuss potential updates to the Employee Personnel Policies and Procedures Handbook. (H. Arredondo, City Manager)

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

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

3. **PUBLIC COMMENTS.** - *Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at [www.cityofalpine.com/councilcomments](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.*

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

- A. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2026-06-01, an ordinance amending Chapter 10 – Animals of the Alpine Code of Ordinances; Amending Section 10-1 – Definitions to Include Terms Describing Human-Wildlife Interactions; Amending Section 10-10 – Human-Wildlife Interactions; Repealing Section 10-11 – Hunting; Establishing Regulations Concerning Human-Wildlife Interactions; Providing for the Establishment of up to a \$500 Penalty per Occurrence for Violations of the Ordinance; and Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses.

- B. Public Hearing to obtain citizen views and comments regarding Replat 2026-06-01, a replat application to allow the applicant, Glen & Dee Ann Perkins, to combine two existing privately owned parcels into a single tract. The subject property is located at 2400 FM 1703, Alpine, Brewster County, Texas. The subject property is legally described as Lot One (1) & 0.219 acres out of South part of Lot Two (2), Alpine Industrial Park West, Envelope 219, Plat

Records of Brewster County, Texas, being all of that certain tract described in Volume 219, Page 468, Official Public Records of Brewster County, Texas. The record property owner is Glen I. & Dee Ann Perkins. The Parcel Identification Numbers of the subject properties are 10144 and 32386. The current zoning classification of the property is C1-A Neighborhood Commercial District. If the replat is approved the zoning classification will not change and remain C1-A Neighborhood Commercial District.

- C. 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.
- D. Public Hearing to obtain citizen's views and comments regarding Special Use Permit 2026-06-01, a special use permit allowing the applicant, Susan Little & Elena Andrade, to establish a short term rental at 612 E AVE E. The property owner of record is Susan Little & Elena Andrade. The Parcel ID of the subject property is 10687.

5. **PUBLIC PRESENTATIONS.** -

A. Presentations & Recognitions

- i) Recognition of the following individuals, organizations, and stakeholders for their extraordinary service, cooperation, and contributions during the City's ongoing water emergency response and infrastructure stabilization efforts:

Firefighters

- James Etchison
- Jacob Goodman
- Shelby Green
- Ethan Sullivan
- Caleb Mannix
- Colin Kelley
- Aaron Thomas
- Jeremiah Pearce
- Michael Eisenwine

City Staff, Citizens, Vendors, and other Stakeholders:

- Raymond Mobbs-Morgan
- Dionicio Morales
- Dominique Rubio
- Raul Melendez Jr.
- Christian Diaz
- Director Michael Maciaz
- Director Randy Guzman and his team
- Director Jessica Isley
- Director Eddie Molinar and his team
- John Skinner
- Anthony Marquez Jr.
- Kevin Teague
- Alpine Police Department

- WATER RUNNER LLC
  - Robbie Dominguez
  - Odessa Laboratory
  - Arrowhead Drilling
  - Local ranchers including the Turner, Cartwright, and Daughtery families
  - Tom and Caroline Mangrem
- B. Proclamations
- C. Community Interest Items
- i) Mayor Announcements
  - ii) City Manager Announcements
  - iii) Council Member Announcements
6. **CHANGES TO POSTED AGENDA.** - *NOTICE: The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*
- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.
7. **TIME SENSITIVE ITEMS.** -
8. **CONSENT AGENDA.** -
- A. Approval of the May 19, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)
  - B. Approve 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. (G. Calderon, City Secretary)
  - C. Approve Special Use Permit 2026-06-01, a special use permit allowing the applicant, Susan Little & Elena Andrade, to establish a short term rental at 612 E Ave E. The property owner of record is Susan Little & Elena Andrade. The Parcel ID of the subject property is 10687. (G. Calderon, City Secretary)
9. **ITEMS REMOVED FROM THE CONSENT AGENDA.** -

10. **REPORTS & PRESENTATIONS.** - *Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.*
11. **INFORMATION OR DISCUSSION ITEMS.** -
12. **ACTION ITEMS.** - *Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*
  - A. Approve the second and final reading of Ordinance 2026-06-01, an ordinance amending Chapter 10 – Animals of the Alpine Code of Ordinances; Amending Section 10-1 – Definitions to Include Terms Describing Human-Wildlife Interactions; Amending Section 10-10 – Human-Wildlife Interactions; Repealing Section 10-11 – Hunting; Establishing Regulations Concerning Human-Wildlife Interactions; Providing for the Establishment of up to a \$500 Penalty per Occurrence for Violations of the Ordinance; and Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. (H. Arredondo, City Manager)
  - B. Approve the first reading of Ordinance 2026-06-02, an ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances by adding Article V – Petitions; Establishing procedures for the submission, receipt, and consideration of petitions; Distinguishing between petitions authorized by state law or the City Charter and general petitions; Amending Article I – In General, Section 23-5 Types of Council Action to amend ordinance procedures related to zoning ordinances; Providing for compliance with applicable state law; And providing for the following: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, And an Effective Date. (G. Calderon, City Secretary)
  - C. Approve the first reading of Ordinance 2026-06-03, an ordinance amending Chapter 22 – Businesses of the Alpine Code of Ordinances; Amending regulations related to the sale of alcoholic beverages for on-premises consumption within the C-1 Neighborhood Commercial District; providing that certain properties located on U.S. Highway 90 or State Highway 118 may be eligible for on-premises consumption without a special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (R. Rückes, City Council)
  - D. Approve the first reading of Ordinance 2026-06-04, an ordinance amending Appendix C – Zoning, Article I – Basic Ordinance, Section 4 – Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming uses of structures and premises, and nonconforming characteristics of use, of the City of Alpine Code of Ordinances; Providing regulations related to pre-1968 nonconforming structures and uses, including continuation of nonconforming rights, repair, maintenance, and limitations on expansion; providing for findings of fact, inclusion in the Code of Ordinances, repealer, savings, severability, proper notice, penalty, and effective date clauses. (H. Arredondo, City Manager)
  - E. Approve Resolution 2026-05-02A, a resolution ratifying and confirming the actions taken by the City Council on May 19, 2026 regarding the 2026 Alpine Municipal Swimming Pool operations plan; Amending certain fees previously adopted by Resolution 2026-05-02; Establishing monthly individual and family passes; Providing operational conditions related to water availability and drought response; And providing for an Effective Date. (H. Arredondo,

City Manager)

- F. Approve Resolution 2026-06-01, a resolution of the City of Alpine, Texas awarding Community Services Grant Program funding to eligible nonprofit organizations under the City of Alpine Community Services Grant Program for Fiscal Year 2026–2027; Authorizing the allocation of grant funds to the Children’s Advocacy Center of the Big Bend, the Family Crisis Center of the Big Bend, and the Sunshine House; Establishing reporting requirements; And providing for an Effective Date. (H. Arredondo, City Manager)
- G. Approve Resolution 2026-06-02, a resolution granting the consent of the City of Alpine, Texas, to the creation of Brewster County Emergency Services District No. 2. (C. Eaves, Mayor)
- H. Approve Replat 2026-06-01, a replat application to allow the applicant, Glen & Dee Ann Perkins, to combine two existing privately owned parcels into a single tract. The subject property is located at 2400 FM 1703, Alpine, Brewster County, Texas. The subject property is legally described as Lot One (1) & 0.219 acres out of South part of Lot Two (2), Alpine Industrial Park West, Envelope 219, Plat Records of Brewster County, Texas, being all of that certain tract described in Volume 219, Page 468, Official Public Records of Brewster County, Texas. The record property owner is Glen I. & Dee Ann Perkins. The Parcel Identification Numbers of the subject properties are 10144 and 32386. The current zoning classification of the property is C1-A Neighborhood Commercial District. If the replat is approved the zoning classification will not change and remain C1-A Neighborhood Commercial District. (H. Arredondo, City Manager)
- I. Award contract for RFP 2026-04-01 Road Materials to Ergon Asphalt & Emulsions, Inc. for CRS-2 and MS-2 asphalt materials; Jarrett Dirt Work and Paving, Inc. for Grade 4 Topping Rock, Grade 5 Topping Rock, and Type “D” Hot Mix/Cold Lay materials; and authorize the City Manager to execute all necessary agreements and related documents. (H. Arredondo, City Manager)
13. **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.
14. **CITY COUNCIL MEMBER COMMENTS.** -

15. **EXECUTIVE SESSION.** - ***NOTICE:*** *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*
16. **ACTION AFTER EXECUTIVE SESSION.** -
- A. Action, if any, concerning any of the items listed in executive session. (H. Arredondo, City Manager)
17. **ADJOURN.** -

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Office of the City Secretary at (432) 837-3301, option 1, three working days prior to the meeting for appropriate arrangements.

#### **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 5 P.M. on May 27, 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 27 day of May, 2026.**

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



# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 1A

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



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## AGENDA ITEM

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Workshop to discuss potential updates to the Employee Personnel Policies and Procedures Handbook. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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The City Council is being presented with a revised draft of the City of Alpine Personnel Policies and Guidelines Handbook for review and discussion. The City retained ETC Institute to review the existing handbook and provide recommendations to help ensure the City’s personnel policies align with current employment practices, operational needs, and applicable legal and regulatory standards. The attached draft reflects proposed revisions and comments provided through that review process.

In addition to the consultant review, the City Attorney has provided guidance on the handbook.

The City Council has previously discussed employee handbook updates, including provisions related to certification incentive pay and other personnel policies, during prior meetings and budget discussions. A workshop meeting was scheduled in early 2026 to further review the handbook, discuss potential amendments, and provide policy direction regarding personnel and compensation-related matters.

The purpose of this discussion is to allow the City Council to review the proposed revisions, provide feedback, and consider any additional policy direction before a finalized handbook is brought forward for formal consideration.

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## SUPPORTING MATERIALS

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1. 2024 EMPLOYEE POLICIES HANDBOOK ETC Reviewed 052024
2. 2018 Certification Pay Policy
3. 2020 Current Certification Pay Policy

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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

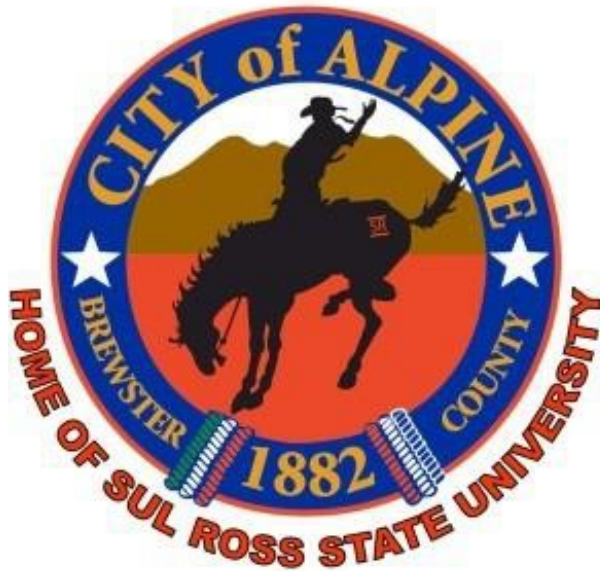
Additional Funding: N/A

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**APPROVERS**

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



City of Alpine Personnel  
Policies and Guidelines  
Handbook

Approved by Alpine City Council \_

07/01/2024

# City of Alpine Personnel Policies and Guidelines

(As amended and noted on each page herein)

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City of Alpine  
Personnel Policies and Guidelines

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# City of Alpine Personnel Policies and Guidelines

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**Commented [MU71]:** Once handbook is finalized the ToC will need updated in accordance with the changes / suggestions accepted or rejected

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# City of Alpine Personnel Policies and Guidelines

## I. INTRODUCTION

### WELCOME

The City of Alpine is happy to have you as its employee. You are now a public servant, which is different from working for a private business. This manual will help you understand the part that you will play in the City's services to our community. You are urged to read it carefully because it was written especially for you; to help you better understand the services the City provides to the public. If you have any questions regarding your particular job, speak to your immediate Supervisor or Department Head.

### MISSION STATEMENT

**“TO PROVIDE QUALITY SERVICE TO THE CITIZENS OF ALPINE.”**

### AT WILL

#### **ALL EMPLOYMENT BY CITY OF ALPINE IS “AT WILL”**

This means that neither the employee nor THE CITY OF ALPINE has entered into a contract regarding the duration of your employment. Employees are free to terminate their employment at any time, with or without reason. Nothing in this handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment, or for continued or indefinite employment at a specific position or rate of pay. Only **City Manager** has any authority to enter into any agreement contrary to the Employment At-Will relationship, and such an agreement would have to be in writing and signed by both the employee and principal with actual authority to enter into such an agreement.

**Commented [MU72]:** Detail added to allow employees more clarity into the definition of AT Will

### IMMIGRATION REFORM & CONTROL ACT

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it

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## City of Alpine Personnel Policies and Guidelines

is against the City's policy to discriminate because of an individual's national origin, citizenship, or intent to become a United States citizen. But the City will not and cannot, in accordance with U.S. law, hire any person who does not have the legal ability to be employed in the United States. Therefore, it is the policy of the company to employ only those individuals eligible to work in the United States. The employee must complete legally required eligibility verification(s) and provide required documentation to the City on the first day of employment; the hiring manager must complete and sign appropriate paperwork (i.e., I-9 form) within three business days of the first day of employment. An employee's failure to complete the paperwork or provide approved/required documentation is cause for immediate termination of employment. Provision of false information for use in the paperwork is also cause for immediate termination. Moreover, if an employee has provided right to work documentation that has an expiration date, updated documentation must be given to the City before this expiration date.

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# City of Alpine Personnel Policies and Guidelines

## II. EMPLOYEE RIGHTS & LABOR LAWS

### A. EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOC)

The City of Alpine recognizes that Equal Employment Opportunity is not only the law but also the morally right way to conduct business and leads to a stronger workforce.

The City provides Equal Opportunity without regard to race including but not limited to hair texture and hair styles such as afros, braids, twists, knots, locks and high-top fades, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, pregnancy, sex (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), marital status, veteran status, sexual orientation, genetic information, arrest record, service in the Armed Forces of the United States, status as a veteran or special disabled veteran, political affiliation, or any other characteristic protected by applicable federal, state or local laws. The City of Alpine conforms to all applicable Federal and State Laws, Rules, Guidelines and Regulations and provides Equal Employment Opportunity in all employment and employee relations. The City of Alpine abides by Title VII of the Civil Rights Act of 1964, as amended, as well as all other state and federal employment laws.

The City of Alpine assures that all applicants for employment and all City of Alpine employees are given equal consideration based solely on job-related factors, such as qualifications, performance, and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The City will not allow any form of

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**Commented [MU3]:** Technically this Header is not accurate. How about something like **Governing Principals**

**Commented [MU74]:** Added to ensure compliance with various cultural and religious / protected category non-discrimination and protection regulations at the state level, including Texas.

**Commented [MU75R4]:** Also updated the categories to be more expansive following regulations and legislative focus when it comes to diversity and inclusion across the spectrum

## City of Alpine Personnel Policies and Guidelines

retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy. The City of Alpine reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with the policy.

### ~~B. NON-SEXUAL HARASSMENT~~

~~Sexual harassment will not be tolerated by any City of Alpine employee. Sexual Harassment at work is a form of sex discrimination that violates Title VII of the 1964 Civil Rights Act.~~

~~Sexual harassment is not necessarily a gender-based form of harassment, meaning that either men or women may commit offenses that are considered sexual harassment.~~

~~Sexual Harassment falls into two categories: quid pro quo or hostile environment. It includes, but is not limited to:~~

#### ~~1. Hostile Environment~~

- ~~● Unwelcome sexual advance such as verbal or nonverbal sexual suggestions.~~
- ~~● Posting or displaying sexual or pornographic pictures, obscene gestures, jokes or other conduct that unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive working environment.~~
- ~~● An employer becomes liable for a hostile workplace environment if they knew or should have known about the harassment and failed to take any step to correct it.~~

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# City of Alpine Personnel Policies and Guidelines

## ~~2. Quid Pro Quo~~

- ~~• When an individual of authority makes unwelcomed requests or demands a subservient employee to engage in sexually-based behavior in exchange for advancement, benefits, protection, etc., in the workplace or to prevent an adverse employment action, i.e., termination, demotion, onerous job duties, from taking place.~~

## **B. HARASSMENT & DISCRIMINATION**

The City is committed to maintaining a work environment that is free of discrimination, and it is the City's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or other visitor.

### HARASSMENT

Harassment consists of unwelcome conduct — whether verbal, physical, or visual — that is based upon a person's protected status and/or classification. The City will not tolerate harassing conduct that affects tangible job benefits; that interferes unreasonably with an individual's work performance; or that creates intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on a protected status. The prohibited conduct also includes the following:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
- Written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

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**Commented [MU6]:** Changed the order as Sexual harassment is just as unlawful and "regular" harassment. Bets to start with the general addressing of matters.

## City of Alpine Personnel Policies and Guidelines

- Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex
- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### SEXUAL HARASSMENT

Sexual harassment consists of unwelcome conduct, based on sex – whether that be from an individual of the opposite or same sex and may include explicit discussions or descriptions of sexual positions, sexual innuendo, suggestive comments, sexually oriented kidding, teasing, practical jokes, or jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing up against another person's body.. Sexual Harassment at work is a form of sex discrimination that violates Title VII of the 1964 Civil Rights Act.

~~The City of Alpine is committed to providing a work environment that is free of unlawful harassment and, intimidation discrimination and/or retaliation. All employees are responsible for ensuring that all types of harassment are avoided. City policy prohibits harassment because of sex (including sexual harassment, harassment due to pregnancy, childbirth or related medical conditions and gender harassment) and harassment because of race, religion, color, national origin, physical or mental disability, age or any other basis protected by federal, state, or local law, regulation or ordinance.~~

~~Harassment of employees by officers, supervisors, co-workers, independent contractors, customers or vendors is prohibited.~~ To the extent of the law non- employee violators of this policy are subject to expulsion from the City of Alpine's facilities when harassment occurs on City premises. The City of Alpine may report violators to the appropriate authorities for civil or criminal action.

### **DISCRIMINATION**

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## City of Alpine Personnel Policies and Guidelines

The City of Alpine is committed to providing a work environment that is free from unlawful discrimination. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion, transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures, or any other aspect of employment or personnel management because of race, color, age sex, national origin, disability or another unlawful basis is prohibited.

### ~~C. WORKPLACE VIOLENCE~~

~~The City of Alpine has zero tolerance policy for violence in the workplace. "Workplace Violence" is defined to include:~~

- ~~● Physically aggressive, violent or threatening behavior, such as attempts to instill fear in others or intimidation.~~
- ~~● Threats of any nature.~~
- ~~● Any other behavior that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of the City of Alpine property, belligerent speech or demonstrated pattern of insubordination and refusal to follow City of Alpine policies and procedures.~~
- ~~● Causing physical damage to City of Alpine's facilities or defacing City property.~~
- ~~● With the exception of Law Enforcement personnel, bringing firearms or weapons of any type or any kind onto the City of Alpine premises, in City of Alpine parking lots, or while conducting City of Alpine business. Notwithstanding the foregoing, an employee licensed by the State of Texas to carry a concealed handgun may carry a weapon in the employee's private vehicle while not on City business or when the City is not paying a car allowance or mileage reimbursement. Further, nothing herein will prohibit an~~

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**Commented [MU7]:** Recommend this policy be moved to after the H&D

## City of Alpine Personnel Policies and Guidelines

~~employee from storing an unloaded and appropriately secured weapon in the employee's vehicle parked on City property.~~

### D. REPORTING VIOLATIONS

Any employee who has a complaint of discrimination or harassment, as defined above, by anyone at work, including supervisors, co-workers or visitors, should first clearly inform the individual engaged in offensive behavior that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, or if the employee does not feel comfortable addressing the individual engaging in offensive behavior, the employee must immediately bring the matter to the attention of his/her supervisor or the Human Resources Department. Any employee, who becomes aware or observes any of the above- referenced behavior or actions by a co- worker, consultant, customer, third party vendor, visitor, or anyone else, must notify a Supervisor or the Human Resources Department immediately and submit a written statement detailing the behavior.

Employees are expected to provide a written or oral complaint to a Supervisor or Human Resource within forty-eight (48) hours of the incident. To better assist our investigation, your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If your supervisor is the source of the alleged behavior or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, report the problem to the City Manager or the HR department. All complaints ~~should be made in writing and~~ will be investigated promptly, thoroughly, confidentially, and without bias.

#### **IMPORTANT NOTICE TO ALL EMPLOYEES:**

Employees who have experienced conduct believed to be harassing have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation may affect his or her rights in pursuing legal action. Also, please note that federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

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## City of Alpine Personnel Policies and Guidelines

Every report of perceived harassment will be objectively and thoroughly investigated and corrective action will be taken as appropriate and in accordance with the severity of the offense. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

~~Any employee, who becomes aware or observes any of the above referenced behavior or actions by a co-worker, consultant, customer, third party vendor, visitor, or anyone else, must notify a Supervisor or the Human Resources Department immediately and submit a written statement detailing the behavior.~~

Employees should notify the Human Resources Department if they are aware of any restraining orders that are in effect, or of the existence of any other non-work-related situations with the potential to erupt into workplace violence.

### **E. RETALIATION**

The City of Alpine prohibits retaliation of any kind against employees who, in good faith, bring harassment, [discrimination](#) and/or workplace violence complaints or assist in investigating such complaints. The City will not allow any form of retaliation against individuals who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

To the extent possible, and within the limits of the Texas Public Information Act, the City of Alpine keeps the identity of the reporting employee confidential. However, under certain circumstances, the City of Alpine may need to disclose the reporting employee's identity.

Any City of Alpine employee who violates this policy is subject to disciplinary action up to and including termination.

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# City of Alpine Personnel Policies and Guidelines

## F. INVESTIGATION & DISCIPLINARY ACTION

All discrimination, harassment, and/or retaliation complaints will be forwarded to Human Resources. All complaints will be promptly and thoroughly investigated to determine whether the alleged misconduct occurred.

Supervisors must treat all complaints seriously and confidentially. All reports or suspicions of discrimination, harassment, sexual or otherwise, and/or workplace violence which come to a supervisor's attention must be referred immediately to Human Resources for **investigation**.

**Commented [MU8]:** Generally, we advise supervisor specifics not be called out in the Handbook

The individual alleged to have discriminated or harassed another may be suspended with or without pay. During such suspension, an investigation will be conducted by the City of Alpine.

If, after a thorough investigation of any complaint, the City of Alpine determines that unlawful harassment, discrimination, or work place violence and/or other inappropriate conduct has occurred, effective and appropriate corrective action will be taken in accordance with the severity of the offense, and discipline will be imposed on the offending employee(s). Appropriate action will also be taken to deter any future discrimination. Confidentiality will be maintained to the extent reasonably possible and appropriate. The City will not retaliate against anyone for filing a complaint in good faith, and will not knowingly permit retaliation by management, or your employees.

~~The level of appropriate discipline will depend on the facts in each case, but may include oral or written warnings, reassignment or responsibilities, probation, suspension, or termination. If a non-employee is responsible for the behavior the City of Alpine will take **corrective action**.~~

**Commented [MU9]:** I am not sure how much corrective action can actually be taken for a non-employee

If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, up to and including termination.

## G. WORKPLACE VIOLENCE

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## City of Alpine Personnel Policies and Guidelines

The City of Alpine has zero tolerance policy for violence in the workplace. “Workplace Violence” is defined to include:

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- Threats of any nature.
- Any other behavior that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of the City of Alpine property, belligerent speech or demonstrated pattern of insubordination and refusal to follow City of Alpine policies and procedures.
- Causing physical damage to City of Alpine’s facilities or defacing City property.
- With the exception of Law Enforcement personnel, bringing firearms or weapons of any type or any kind onto the City of Alpine premises, in City of Alpine parking lots, or while conducting City of Alpine business. Notwithstanding the foregoing, an employee licensed by the State of Texas to carry a concealed handgun may carry a weapon in the employee’s private vehicle while not on City business or when the City is not paying a car allowance or mileage reimbursement. Further, nothing herein will prohibit an employee from storing an unloaded and appropriately secured weapon in the employee’s vehicle parked on City property.

### H. AMERICANS WITH DISABILITIES ACT (ACA)

The City of Alpine is committed to complying with all applicable and related provisions of the Americans with Disabilities Act ("ADA"). It is THE City of Alpine’s policy not to discriminate against any individual in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. Consistent with this policy of

**Commented [MU710]:** If you need the Request for Accommodation & ADA medical Inquiry Forms to Employer with documenting the ADA interactive process and facilitate the exchange of needed information while also allowing for a consistent process/procedure when employee needs a workplace accommodation, just let us know!

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## City of Alpine Personnel Policies and Guidelines

nondiscrimination. The City of Alpine will provide reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual with a disability, as defined by the ADA, who has made the City of Alpine aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the operation of the City.

Any individual who requires accommodation in order to perform the essential functions of a job should contact their immediate supervisor and/or Human Resources, as appropriate. The individual should advise the City of Alpine what accommodations he or she believes are needed in order to perform the job as well as be prepared to submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. Together with the individual, the City of Alpine will engage in an interactive process to determine effective, reasonable accommodations, if any. The employee will be notified of the City's decision regarding the request within a reasonable period. The City treats all medical information submitted as part of the accommodation process in a confidential manner.

### ~~H. AMERICANS WITH DISABILITIES ACT (ACA)~~

~~The City of Alpine is committed to complying with all applicable and related provisions of the Americans with Disabilities Act ("ADA"). It is THE City of Alpine's policy not to discriminate against any individual in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. Consistent with this policy of nondiscrimination, The City of Alpine will provide reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual with a disability, as defined by the ADA, who has made the City of Alpine aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the operation of the City.~~

~~Any individual who requires accommodation in order to perform the essential functions of a job should contact their immediate supervisor and/or Human Resources,~~

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**Commented [MU711]:** If you need the Request for Accommodation & ADA medical Inquiry Forms to Employer with documenting the ADA interactive process and facilitate the exchange of needed information while also allowing for a consistent process/procedure when employee needs a workplace accommodation, just let us know!

## City of Alpine Personnel Policies and Guidelines

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### I. NEPOTISM

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor.

If a supervisor or a personnel officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by the City of Alpine. If the investigation supports suspension, an investigation will be conducted by the City of Alpine. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

**Commented [MU12]:** Already addressed above, earlier in the policy

### J. NEPOTISM

The City of Alpine will comply with the nepotism policy set forth by State Law. No individual may hire, supervise the work of, audit the work of, or have control over the compensation, assignments, working conditions, or hours of the work of any person

**Commented [MU13]:** duplication

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## City of Alpine Personnel Policies and Guidelines

related to the individual within the third degree of consanguinity (related by blood) or the second degree of affinity (related my marriage). All employees and prospective employees shall be required to disclose any and all degrees of relationship to other employees. The City of Alpine considers falsification of personnel records to be a serious offense, and upon discovery of the purposeful falsification, may initiate disciplinary action up to and including termination.

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## City of Alpine Personnel Policies and Guidelines

### III. EMPLOYMENT STATUS

Applicants shall complete an “application for employment.” The application is also encouraged to submit other supporting information such as Resumes, Letters of Recommendation, etc. Applications for employment will not be returned to the applicant. A verification of employment history and a background check will be completed when applicable.

#### 1. Educational Qualifications

For qualifications required for a position, see the City of Alpine Personnel and Policies Guidelines Job Descriptions section.

#### 2. Employment & Orientation

All recruitment and selection procedures are in accordance with the City of Alpine policy of Equal Employment Opportunity. Selection of an employee from among the applications for a position will be based on individual merit and the ability to perform the duties required of the position. Selection will be made without regard to race, color, sex, age, religion, national origin, political affiliation or physical handicap or any other protected category or any other characteristic protected by applicable federal, state or local laws. Final decision to employ an application rests with the City Manager. When a decision is reached, the City will formally notify the applicant of selection for the position.

#### A. PROBATION PERIOD

The probation period is a time of adjustment to a new job and to a new environment. Every New employee must go through a satisfactory training period determined by the department head with a minimum of ninety (90) days. Your supervisor will assist you and guide you during this time and will keep your progress records to appraise your performance and adaptation to your new job. Two weeks before Training Period ends, Performance Appraisal will be turned over to the City Manager or his designee with a recommendation of retention or termination. A new employee must earn a satisfactory

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# City of Alpine Personnel Policies and Guidelines

rating to become a regular employee of the City. An employee in training is not entitled to take vacation but may accumulate Paid Time Off. Accumulated sick leave or vacation time may be taken during the training period, upon the department head approval. During a probationary period, employees remain “at will,” and the City may at its discretion elect to end the employment relationship at its sole discretion, as well as the employee.

## B. CLASSIFICATION

### 1. Full-Time Employees

All employees shall be paid either a salary or hourly wage for their position as determined by the approved position wage range. The salary or wage may be based upon an hourly or monthly basis as appropriate. Full time employees accumulate sick leave and vacation time, enrolled in the City’s retirement plan, and health insurance plan. Full-time employees are paid for city holidays, ~~and may accrue comp time,~~ and regularly work a full-time schedule as defined by individual city services departments.

### 2. Part-Time Employees

Part-time employees regularly work no more than thirty (30) hours per work week. Part time employees do not accumulate sick leave or vacation time. They also do not receive health insurance benefits. They are not paid for city holidays and do not accrue comp time or time off. Please note however that, to the extent ~~COMPANY~~the City offers a health insurance plan, an employee who works 30 hours or more a week or 130 hours a month on a regular basis may be eligible for certain benefits in accordance with state and/or federal law.

### 3. ~~Temporary Employees~~

~~Temporary employees work no more than twenty (20) hours per work week and for no longer than six (6) months. Temporary employees do not accumulate sick leave or vacation time. They also do not receive health insurance or retirement benefits. They are not paid for city holidays and do not accrue comp time or time off.~~

**Commented [MU14]:** I put this language in here because I was unsure if every city service/department held to the 40 hour = full-time rule for City provided benefits such as PTO & Holiday pay

**Commented [MU715]:** ACA Compliance for benefit eligibility is that at 30 hours a week regularly OR 130 hours a month a part time employee is eligible for health insurance

**Commented [MU16]:** The term “Temporary” is not recognized when it comes to regulatory compliance. Technically, an employee is part-time or full-time whether it be for a short project work or for positions with an ongoing staffing need. Recommend the term temporary not be used.

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# City of Alpine Personnel Policies and Guidelines

## 4.3. Seasonal Employees

Hours based on need for no longer than three (3) months. Seasonal employees do not accumulate sick leave or vacation time. They do not receive health insurance or retirement benefits. They are also not paid for city holidays and do not accrue comp time or time off.

**Commented [MU17]:** Temporary employee classification is not really recognized when it comes to regulatory compliance. As such, recommend removing the reference. Seasonal classification, is however, recognized within the regulations specifically as it related to ACA

## 5.4. Intern

Interns work ten (10) to twenty (20) hours per work week for no longer than six (6) months. Intern employees do not accumulate sick leave or vacation time. They do not receive health insurance or retirement benefits. They are also not paid for city holidays and do not accrue comp time or time off.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws.

**Exempt:** Employees in which the primary function is managerial, administrative, outside sales, or professional. The person must regularly exercise discretion and independent judgment and the work involves supervisory, directional, instructional or specialized technical activity. Exempt employees are expected to work an undetermined number of hours to accomplish stated duties and goals.

**Non-Exempt:** Employees whose wages are computed and paid at an hourly rate and are subject to the provisions of the wage and hour laws establishing minimum wage rates and regulating hours of work.

## C. WAGE & SALARY

### 1. Origin of Pay Increases

Any increase in pay for employees shall originate with the Department Head and shall be submitted to the City Manager for final approval. All pay increases shall fall within the approved budget. Pay changes will only be made once documentation from

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## City of Alpine Personnel Policies and Guidelines

the department head submits proper documentation to Human Resource.

### **2. Types of Pay Adjustments**

The following types of adjustments apply.

- Merit Increases shall be granted on a standard based upon an employee's excellence in job performance. The standards shall be set for each job class based upon the employee's performance evaluation review. Merit range of the pay grade or to the maximum range granted to certain designated job classes.
- COLA – or cost of living increase – Employers are not required to give out raises based on the cost of living. COLA will take place at the discretion of the Council.

### **D. PERSONNEL FILES**

The City of Alpine maintains personnel files for every employee. It is important that accurate, current records be maintained for benefits and employment purposes. All employees are required to notify the Human Resource Office immediately if there is any change in relevant personnel or employment information such as; changes in address, phone numbers, emergency contact, and insurance beneficiary, number of dependents or legal name.

### **E. PROMOTIONS**

Promotions are given on a competitive basis and an effort is made through Supervisors and Department Directors to promote qualified employees who want to take on more responsibility. When the City has vacancies, the Department Heads and Supervisors look for qualified employees in other City's departments to fill these vacancies. The City advertises on the following websites: [cityofalpine.com](http://cityofalpine.com); [visitalpine.com](http://visitalpine.com) and [tml.careerwebsite.com](http://tml.careerwebsite.com). However, if there are no qualified employees, normal methods of recruitment are then used to fill the vacancies. In addition to the availability of a higher position, promotions also depend on your tenure,

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## City of Alpine Personnel Policies and Guidelines

satisfactory performance rating, satisfying the job requirements, recommendation of your Supervisor and your willingness to take on a more responsible job.

### **F. DEMOTIONS**

Demotions may be necessary from time to time. A demotion is a transfer of an employee from one position to another for which the maximum rate of pay is lower. There are several reasons for demotions: a reduction of workforce, failure to meet the minimum requirements for the position, and disciplinary reasons. If the City or a department is forced to reduce its staff, you may be asked to take a lower position. (An employee may also be reassigned to a lower and less demanding job if unable to continue handling the original duties of the position hired). If you have been promoted to a higher position and you fail to meet the minimum requirements of the new position, you may be placed back in your original position or a similar position with less pay than you had been promoted to. Your Supervisor may also recommend a demotion as a disciplinary measure, if you have violated any of the Personnel Policies and Guidelines.

### **G. COMPLAINTS**

Complaints about your work assignments, safety concerns or treatment by your Supervisor should follow the appropriate steps:

- a) Talk with your immediate Supervisor.
- b) Make your complaint in writing and send it to your Department Head.  
The Department Head will review your complaint, comment on it, try to resolve and/or forward it to the City Manager.
- c) The City Manager will review your complaint and try to resolve.
- d) If the City Manager is unable to resolve, he/she will forward the charges to a Grievance Committee.
- e) Grievance Committee will review, investigate and handle via the Grievance Procedure.

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## City of Alpine Personnel Policies and Guidelines

This section provides employees of the City of Alpine with a formal grievance process for resolving workplace issues. The employee who feels that they have been improperly or unfairly treated in their job or in their relationship with the City shall have the right to file a grievance. Work assignments that are valid City responsibilities and tasks cannot be grieved.

### H. GRIEVANCE PROCEDURE

Grievances may include such things as discipline, transfer, job posting selection, raises, unfair assignment of vacation or holiday time, a personal request that was denied, etc. The procedure cannot be used to appeal decisions related to the City's responsibility to determine the number and assignment of employees, to establish rules of conduct, to determine the hours and days of work, starting and quitting times, wages and benefits, etc.

Any employee regardless of status may submit a grievance when he/she believes they have been wronged by a supervisor or co-worker(s). However, before using this process, employees are encouraged to talk over the problem with their supervisor or co-worker(s). (Refer to the Complaint **Process**). The grievance process is not a substitute for an appeal of a disciplinary action. When an employee believes that he or she has been harassed or discriminated against, he/she should reference that section of this policy manual.

Failure to act within the allotted time detailed below may result in a forfeiture of grievance opportunities. Former employees and employees on suspension are ineligible to participate in the grievance process.

The Grievance Committee will consist of a City Employee, a Council Member and a Citizen of Alpine. Committee members will serve for an indefinite period of time. City Council will approve, by Resolution, if there is any vacancy based on recommendation from the City Manager.

#### Step One

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**Commented [MU18]:** Didn't see an internal reference to a Complaint Process outside the Harassment & Discrimination policy

## City of Alpine Personnel Policies and Guidelines

Submit your grievance in writing to your supervisor. The grievance must document the circumstances and include the following information:

- a) The exact law, policy, directive, etc., the employee believes has been violated.
- b) How and why the employee believes they have been wronged, or why the employee believes their evaluation does not accurately reflect their performance.
- c) All grievances must be signed and dated.
- d) Written grievances must be submitted to their Department Director and/or Human Resources Director within 5 business days of the Department of Human Resources Director decision.
- e) The City Manager will make a decision within 5 business days.

### **Step Two**

If your grievance is not settled in five (5) business (working) days in Step One, submit your written grievance to the City Secretary and it will be given to the Grievance Committee with all pertinent data within one (1) working day by the City Secretary. The data will then be brought to the Grievance Committee, which shall be made up of one City Councilor, one City Employee and one City Taxpayer named by the City Council. The committee will have three (3) working days to resolve the grievance.

### **Step Three**

The Grievance Committee shall submit their recommendations to the City Attorney for review before a final solution is rendered.

### **Step Four**

If the grievance is not satisfactorily resolved from the results of the hearing the employee shall within three (3) business days inform the City Secretary of his desire to meet with the City Council in Executive or Open Session. The City Manager will

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## City of Alpine Personnel Policies and Guidelines

schedule such a hearing on the agenda of the next scheduled City Council meeting and the employee will be notified of the time and date of such meeting. Discussion of the grievance must be limited to those persons with grievance solution responsibilities, and at no time will be notified of the time and date of such meeting. Discussion of the grievance must be limited to those persons with grievance solution responsibilities, and at no time will the individual members of the City Council be contacted outside of an official City Council meeting.

### **Step Five**

After the employee has his meeting before the City Council, its decision will be given at that time. This decision is, in all cases, final and binding. The employee will be provided with a written copy of the decision within two (2) working days from the City Secretary.

### **Stopping the Grievance Procedure**

Only the employee who has filed the grievance shall be able to stop this procedure either by action or inaction.

The grievance procedure shall be stopped if:

- a) The employee indicates he is satisfied with the action to resolve the grievance at any level of the procedure.
- b) The employee, for any reason, indicates that he no longer wishes to continue the grievance procedure.
- c) The employee fails to take action to continue with the next step of the procedure within three (3) working days of completion of the prior steps.

### **Adverse Action**

No adverse action shall be taken against any employee for reason of their exercise of the right to file a grievance neither by Administration nor Supervisory Staff.

## **I. RESIGNATION**

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## City of Alpine Personnel Policies and Guidelines

Resignations of employees will be accepted by the Department Heads and City Manager. Procedures to be followed to ensure favorable recommendations from the City for future prospective employers (other than performance of duties while employed) will be:

1. Proper notice of two (2) weeks when possible and when circumstances will allow after discussion with the Department Head and City Manager. Return to the City all material and equipment assigned for the employee use in good condition.
2. Report on present assigned duties as to degree of completion.
3. Resignation submitted by any employee and accepted by Department Head and City Manager becomes final with no further recourse or consideration by the City of Alpine.
4. Resignation must be in writing. Once an employee turns in their two weeks' resignation, that employee can NOT take sick time, vacation etc. If that employee does not show up for work in that two-week period, they are immediately terminated and any accrued vacation forfeited.
6. If at any time an employee is absent for 3 days, without calling, showing up for work, or providing a written resignation, it will be determined that they have "voluntarily resigned" or quit their job.

Employees who don't leave in good standing are considered not eligible for rehire.

### **Rehire Eligibility**

The following conditions must be met:

- Must give at least two weeks (ten working days or fourteen calendar days) notice of terminating their employment.
- Cannot have a disciplinary termination pending at the time of

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## City of Alpine Personnel Policies and Guidelines

resignation.

- Cannot be on a performance improvement plan at the time of resignation.
- Must return all records and/or property of the City in good working condition per the Separation from Employment Form.

The final decision to designate an employee as eligible for rehire rests with the City Manager.

### J. INVOLUNTARY TERMINATION

All employees are employed at will. An employee may be discharged at any time for any reason not prohibited by law at the sole discretion of the City. Discharged employees will receive their final pay ~~on the next scheduled regular payroll date following termination provided in accordance with state regulations~~. Employees are expected to a completed and sign aed Separation from Employment Form and submit it; has been submitted to Human Resources. Severance pay will not be granted to any city employee without the majority approval of the City Council.

**Commented [MU19]:** Texas Law: If an employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay is due within **six (6) calendar days of discharge.**

### K. ADMINISTRATIVE LEAVE

An employee can be placed on administrative leave with or without pay for a suspected violation of state, Federal or local law, City ordinance, a rule, regulation, or any policies set in this employee handbook.

The City Manager must approve any administrative leave with pay pending the outcome of the investigation that may lead to disciplinary action up to and including termination.

### L. SEVERANCE PAY

Severance Pay to employees will not be authorized unless by the majority vote of the City Council.

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## City of Alpine Personnel Policies and Guidelines

### **IV. COMPENSATION AND BENEFITS**

#### **A. PAY PERIODS**

Pay Periods will commence on a Sunday and run for ten (10) working days, including official holidays, and end on the second Saturday following the beginning of the pay period. Payday will be on the Friday following the close of the pay period. Employees will be paid every two weeks.

Employees who do not work a complete pay period will be paid their hourly rate, equal to the hourly amount of time worked for the period, unless their absence is covered under a provision regulating absence with pay. There shall be NO payroll advances at any time, for any purpose. All non-salaried employees and salaried employees must submit universal time sheets in a form prescribed by the City of Alpine for each pay period. Time sheets must be submitted to the appropriate Supervisor at the end of the pay period, for approval and signature. The Supervisor will submit all timesheets to Payroll.

#### **WORK WEEK DEFINED**

Regular Work Hours are from 8 a.m. to 5 p.m. commencing on Sunday morning and ending the following Saturday evening for a total of forty (40) hours per week. Alternative 40-hour work schedules may be established to meet departmental needs.

A non-salaried employee is not allowed to work more than forty (40) hours per week, unless authorized in advance by the Department Head who must have all overtime hours approved by the City Manager or designated representative.

All non-salaried employees will be compensated for all hours actually worked in excess of the 40 hours per work week. The employee will specify whether the overtime earned will be paid in cash or in compensatory time off.

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## City of Alpine Personnel Policies and Guidelines

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12:00, midnight, on Sunday and ends 168 hours later at 12:00 p.m. on the following Saturday.

### **B. TIMEKEEPING**

The Fair Labor Standards Act requires that all hourly employees (except employees exempt from the provisions of the Act) be paid on an hourly basis and be paid overtime as determined by state regulations. As a result, employees must record their actual time worked for payroll and benefit purposes. All the time employees work must appear on their time record. By law, you may not under any circumstances waive time worked or fail to report time worked.

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms and/or tools as prescribed by management.

Employees should not work any hours outside of the scheduled workday unless a direct supervisor or Management has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless such is authorized, and that time is recorded on the employee's time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but not reported on a time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Failure to follow proper procedures or misrepresenting your time worked is immediate cause for termination of employment. As well, recording time worked for others, regardless of how these records are kept and/or altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

It is the employee's responsibility to ensure time records accurately account for all worked and recorded. Any errors in the time record should be reported immediately to a supervisor or Human Resources, who will attempt to correct legitimate errors.

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**Commented [MU20]:** Though language added as an example, it is a compliance must to define the rolling payroll work week comprised of a rolling 7 days of 24 hours for each day

## City of Alpine Personnel Policies and Guidelines

### **B.C. OVERTIME POLICY**

Overtime is that time an employee actually works in excess of forty (40) hours within a work week. Each work week stands alone in the calculation of overtime. Hours from one work week cannot be offset by time off in any other work week. For an employee to be entitled to receive overtime, the actual hours of work in the work week must exceed forty hours, except during holiday weeks as specified below.

Work in excess of eight (8) hours during the regular work day is not overtime. Overtime is computed on all hours actually worked in excess of 40 for the entire work week. An employee who is on paid or unpaid leave status (i.e. Sick Leave, Vacation Leave, Holiday Time, Catastrophic Sick Leave, Emergency Leave, Maternity Leave, Extended Leave, Suspension, leave without pay, jury duty, etc.) during the work week is not working and those leave hours are not considered as hours worked in computing overtime hours and are not eligible for overtime payment. Department Heads may adjust work schedules for employees who have been required to work hours in excess of a standard work week as defined above (including scheduled days off).

### **C.D. FLEXIBLE WORK TIME**

The operating days and hours of the City of Alpine are Monday through Friday, 8:00 a.m. to 5:00 p.m., with the exception of the Police Department. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime).

Flextime at the City is a work schedule with time of arrival and departure that differs from the standard operating hours. Supervisors will approve flextime on a case-by-case basis. Full-time employees who have completed at least ninety (90) days of employment are eligible for flextime. The employee must first discuss possible flextime arrangements with his/her supervisor and then submit a written request using the Time Off Request Form. The supervisor will approve or deny the flextime request based on

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## City of Alpine Personnel Policies and Guidelines

staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

A flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

### E. FAIR LABOR STANDARDS ACT (FLSA) SAFE HARBOR POLICY

It is the City of Alpine's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the City. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions.

For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);

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**Commented [MU721]:** FLSA Safe Harbor Policy language - a compliance must

**Commented [MU722]:** If employer has non-exempts who travel, it is advised 1) either know the details of the below in accordance with FLSA and/or 2) add the below, additional policy

### **TRAVEL TIME FOR NON-EXEMPT EMPLOYEES**

#### **Overnight, Out-of-Town Trips**

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

#### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

#### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

#### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

## City of Alpine Personnel Policies and Guidelines

- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the City has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

### **Reporting of Errors, Concerns and/or Policy Violation**

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should

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## City of Alpine Personnel Policies and Guidelines

immediately contact Human Resources or any other supervisor in the organization with whom the employee feels comfortable.

**Commented [MU723]:** Update with the appropriate contact per the organization

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy. In addition, the City will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Employees are reminded that it is a violation of the City of Alpine's policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation of City policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under- or over-report hours worked. If any manager or employee instructs an employee to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to Human Resources.

Lastly, the City of Alpine will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the City's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

### **D.F. CERTIFICATION INCENTIVE PROGRAM**

The City of Alpine, in order to operate at its most efficient level, believes that employees should continue learning through experience and formal schooling. The rewards for this type of training will pay dividends to the City in making it a safer, healthier and more desirable place to live. To the employee, the benefits are of course self-improvement, more efficiency, gained expertise, and monetary rewards. The City has set up an incentive program for City employees who want to better prepare

**Commented [MU24]:** If this program ever varies, it may make sense to include as a stand alone document or a Handbook Addendum. In doing this, such will allow you to make changes while only necessitating the updating of the Addendum/document without having to republish the entire Handbook. Just food for thought

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## City of Alpine Personnel Policies and Guidelines

themselves for their jobs through schooling in their respected job fields. Employees who hold approved certifications that prove they are knowledgeable and highly qualified for jobs will receive additional pay up to and above base salary. The pay increases are based on the degree of difficulty of obtaining these certificates. An employee with approved certification becomes more valuable to the City. The City of Alpine will recognize the following certificates for pay increases as listed.

### **Texas Commission on Law Enforcement Officer Standards and Education**

#### **Certification pays**

Intermediate	\$1000.00 a year = .48 per hour
Advanced	\$2000.00 a year = .96 per hour
Master	\$3000.00 a year = \$1.44 per hour

The certification pay is added to the officers pay every two weeks. Example: a master police officer will make \$3000.00 a year on top of his hourly pay. \$3000.00 divided by 26 pay periods is \$115.38 per pay check.

#### **Extra certification pays**

Field Training Officer (FTO)	\$1000.00 per year = .48 per hour
Evidence Custodian	\$1000.00 per year = .48 per hour
Firearms instructor	\$1000.00 per year = .48 per hour
TCOLE instructor	\$1000.00 per year = .48 per hour
Crime Scene Technician	\$1000.00 per year = .48 per hour
K-9 Certification	\$1,500 per year = .72 per hour

#### **Dispatchers**

Basic	\$1000.00 per year = .48 per hour
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## City of Alpine Personnel Policies and Guidelines

Intermediate \$500.00 per year = .24 per hour

Advanced \$500.00 per year =.24 per hour

Master \$1000.00 per year = .48 per hour

### **Texas Department of Health**

Intermediate Animal Control Officer \$40.00 per Month

Advanced Animal Control Officer \$50.00 per Month

Code Enforcement Certificate \$50.00 per Month

**Texas Commission on Environmental Quality (TCEQ) “Raise at Time of Licensing”**

### **Ground Water or Wastewater Operator Certificate of Competency**

Grade “D” \$1.00 per Hour

Grade “C” \$1.00 per Hour

Grade “B” \$1.00 per Hour

Grade “A” \$1.00 per Hour

### **Hourly Employees Only on Water Licensing “Raise at Time of Licensing”**

Public Works Department CDL \$1.00 per Hour

Any employee receiving payments for the certifications in one employment category as listed that is then demoted or transferred to another category will lose their Certification Incentive Pay at the time of demotion or transfer. Failure to retain a current certificate through additional education or training as specified by the applicable

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## City of Alpine Personnel Policies and Guidelines

issuing agency will cause Incentive Program benefits to be canceled at the time of certificate expiration. Employees must present their certificates and supporting documentation to the Human Resource or his designee for recognition by the City of Alpine.

### E.G. ~~INSURANCE COVERAGE~~ BENEFITS

The Insurance Coverage available to every full-time regular employee within 60 days of being employed. ~~Insurance coverage includes medical (including Mental Health and Substance Abuse Treatments), life dental and prescription drug coverage.~~ A brochure will be provided to each employee at the time of enrollment. Insurance Coverage will be provided at little cost to the employee. ~~Each employee will have the option to purchase additional dependent health insurance which will be deducted through payroll twenty-four times per year. The City of Alpine provides a \$25,000 (twenty-five thousand dollar) life insurance policy, and a Long Term Disability policy on each employee enrolled for coverage. The employee has the option to purchase additional life insurance coverage for themselves and each dependent named on the policy in \$10,000 (ten thousand dollar) increments.~~ Employee benefits, including, but not limited to, eligibility requirements and benefits offered, may be changed or cancelled at any time at the City's sole discretion. Please speak to your Supervisor or Human Resources to learn more about benefits currently offered and eligibility for enrollment in these benefits as well as review each Benefit Plan section or Summary Plan Description for eligibility requirements.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including

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**Commented [MU725]:** Recommend only a high-level statement relative to the organization's offering of benefits be included in the Handbook. This allows editing and updating of such to happen while keeping the Handbook up-to-date and requiring less maintenance/updating.

# City of Alpine Personnel Policies and Guidelines

the SPDs and this handbook.

All City employees are covered through Texas Municipal League for Worker's Compensation Insurance. Any employee who is injured while performing a work assignment must notify their supervisor immediately. All Workers' Compensation claims will be properly administered through the office of the Human Resource.

**Important Note: Employees failing to submit forms timely will not be permitted to join the benefit programs until the next annual enrollment or qualified status change. While the City of Alpine intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. If employees have any questions regarding benefits, they should contact Human Resources.**

## **F.H. RETIREMENT**

All full time and part time City of Alpine employees will be enrolled in the City's Retirement Plan administered through Texas Municipal Retirement System. Retirement will be deducted through payroll at the rate of 5% of the employee's gross salary. Retirement refunds may be requested at the time of separation.

## **I. WORKERS' COMPENSATION**

The City of Alpine is a Workers Compensation Subscriber. Employees in Texas may elect to decline such coverage if, no later than five days after beginning employment, you notify Human Resources, in writing that you wish to retain your common law right of action. In such an instance, you would not be covered by the insurance plan and would not be able to obtain workers' compensation income or medical benefits in the event of a job-related injury or accident.

On-the-job injuries are covered by the City's Workers' Compensation Insurance Policy, which is provided at no cost to employees. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor or Human Resources. If an employee requires medical attention, the affected employee

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**Commented [MU26]:** highlighted section: Texas specific. Multi-state employers are encouraged to remove highlighted text and include as a State Handbook Addendum for their Texas-based employees.

Keep in mind that Texas employers MUST disclose to Texas employees their right to waive WC Coverage within 5 days.

Sample Language:  
"You may elect to decline such coverage if, no later than five days after beginning employment, you notify INSEERT CONTACT NAME/POSITION, in writing that you wish to retain your common law right of action. In such an instance, you would not be covered by the insurance plan and would not be able to obtain workers' compensation income or medical benefits in the event of a job-related injury or accident."

## City of Alpine Personnel Policies and Guidelines

will be sent to a health care provider or hospital for appropriate medical treatment. If necessary, the employee's designated emergency contact will be notified of the illness or injury. Following the provision of appropriate medical care, the City of Alpine will ensure completion of the appropriate injury report forms. Failure to follow city procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a leave of absence. Leaves of absence due to work-related injuries and illnesses will be administered as other medical leaves under ~~the company's Personal Leave~~the City's ~~policy~~ies.

If an employee is off of work due to a work-related injury or illness, the employee is expected to return to work immediately following release by the health care provider. If an employee is released to work with limitations by a health care provider, the employee may be expected to return to work subject to the limitations at the ~~COMPANY~~ity's sole discretion and if such work is available.

Reasonable accommodations requested by the employee will be considered on a case-by-case basis when determining reinstatement provisions. If an employee does not return to work within the specified time period, the employee may be replaced. However, when medically and fully released by a health care provider, the employee is welcome to reapply for available positions for which the employee is qualified and will be given the same consideration as external candidates.

### **G.J. OVERTIME**

Employees asked to work Overtime will be compensated as outlined in Section - Pay Periods.

### **H.K. LONGEVITY BENEFIT PAY**

Regular full-time employees shall be entitled to additional compensation at a rate

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**Commented [27]:** Edit to reflect organization's practice. A general Personal Leave of Absence is strongly recommended

**Commented [28]:** Another supporting reason to have a Personal Leave policy in place

**Commented [MU29]:** Other than FMLA & Catastrophic bank of Sick Leave, is there a need for a general Leave of Absence? Most employers need something to create something to catch the exceptions.

## City of Alpine Personnel Policies and Guidelines

for \$4.00 dollars a month for each full year with the City. The longevity pay benefit will be paid out on the first paycheck in December [annually?](#) for all employees who have completed at least 90 days of service with the City as of November 30.

### I.L. EMPLOYEE LEAVE TIME

#### a) Sick Leave

[Regular](#), Full-time employees start accruing sick time at a rate of **3.33 hours per paycheck** from their first day of employment.

##### i. Practices & Procedures:

- New employee's accrued time will not be applied until they are out of the Ninety (90) days probationary period.
- Employees on any unpaid status (Leave Without Pay, Unpaid FMLA, Military Leave) will not accrue sick time while they are in unpaid leave status.
- If any employee is on sick leave for more than 2 consecutive work days they **MUST** provide medical documentation verifying the leave is necessary. Such documentation can be requested at the discretion of the Supervisor for any use of sick time.
- Supervisory approval is not required for the use of sick time because illness cannot be planned. However, employees must call and speak with their supervisor when they use sick time.
- A **Time off Request Form**, must be completed upon the employees return and submitted with their timesheet.
- This form can be submitted and approved in advance when sick time is used for scheduled medical appointments.
- Employees can use sick time for their own illness or for illness of any member of their immediate household. In this context, immediate households are considered to be persons with whom

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## City of Alpine Personnel Policies and Guidelines

the employee lives on a regular basis.

- If an employee calls in sick and is seen eating out, shopping etc... That employee is subject to discipline and/or terminated.
- There is no limit on sick time accrual. Employees may carry over all unused sick time from the end of one fiscal year to the beginning of the next fiscal year.

### **b) Vacation Leave**

The City of Alpine encourages employees to make regular use of annual vacation time as this is a benefit you have earned. [Regular, full-time e](#)Employees begin earning vacation time upon their first day of employment but are NOT eligible to use the accrued time during their first 90 days while in the probationary period, unless authorized by the Department Head.

Vacation will be earned according to years of service with the City as outlined in the schedule below.

- 0-5 years & 11 months of service: 4 hours per biweekly pay period
- 6-10 years & 11 months of service: 5 hours per biweekly pay period
- 11 plus years of service: 6 hours per biweekly pay period

#### **i. Practices & Procedures:**

- Requests for vacation time (if requesting five (5) or more consecutive days) must be submitted, in writing, to your supervisor for approval three (3) weeks in advance of the requested dates. Time off Request Form has to be completed.
- Every effort will be made to grant your requests to take vacation however requests are subject to the needs of the city.
- If more than one employee requests the same day or days off seniority will be used as the deciding factor in granting the request.

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## City of Alpine Personnel Policies and Guidelines

- If vacation time cannot be granted and an employee is absent on the day(s) requested they will not be paid for the time off.
- If the employee takes sick time after being denied vacation the employee will be required to furnish medical evidence supporting the absence. If medical evidence is not furnished the employee will not be paid for the absence.
- Employees who are in an unpaid leave of absence status will not accrue vacation until they return to work on a regular basis. The City does not advance vacation time.
- Employees on leave are required to take all available paid time before leave is considered unpaid

### c) Carry Over Provision

Employees may carry over a maximum of three weeks' vacation time (120 hours) from the end of one fiscal year to the beginning of the next fiscal year. Any vacation time accrued but not taken in excess of 120 hours will be forfeited at the end of each the fiscal year. Employees may carry over all unused sick time from the end of one fiscal year to the beginning of the next fiscal year. There is no limit on sick time accrual.

### J.M. SEPARATION OF SERVICE

Upon separation of employment by resignation, termination, retirement or death, the employee or designated survivor will receive monetary compensation for any unused vacation time. No compensation will be paid for unused sick time.

### K.N. OFFICIAL HOLIDAYS

The City of Alpine will observe all required Official State and Federal Holidays, as determined by Council. Each regular full-time employee will receive 8 hours pay for each day of holiday designated by the Council. An employee may be required to work on a designated holiday. Employees who must work on designated holidays either by special assignment or by regular shifts will be compensated for the

**Commented [MU30]:** This is just a thought but at the City's discretion. Adding language in case there is interest in an additional employee expectation

**Commented [MU31]:** This helps define eligibility

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## City of Alpine Personnel Policies and Guidelines

holidays worked by being paid 8 hours for the holiday as well as full pay for the amount of time actually worked on the holiday. This policy will also apply to situations in which the employee is taking regular time off after 40 hours in the week when the holiday occurs.

Holidays must be taken as they occur each year as provided herein and cannot be carried over from one year to the next as earned but unused vacation time, or as a form of compensatory time which must be used in the year it is accrued and cannot be carried over from year to year.

The City will endeavor to accommodate the sincere religious holidays of its employees to the extent such accommodation does not pose an undue hardship on the City's operations. Employees wishing to observe holidays other than or in addition to the City's recognized holidays may use available vacation time to do so. If employees wish to request such an accommodation, they should contact Human Resources.

**Commented [MU32]:** Not a compliance must; good to have this day and age

### O. FAMILY AND MEDICAL LEAVE CATASTROPIC SICK LEAVE POOL

**Commented [MU33]:** It may be helpful to add a clarifying term so as to not cause confusion with FMLA compliance & Entitlements

#### **1. Catastrophic Sick Leave Pool Statement of Purpose**

The Catastrophic Sick Leave pool is created to benefit certain employees who suffer catastrophic injury or illness. A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all Paid Time Off earned by that employee.

##### **a) Definitions**

Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of an issued license.

Immediate family is defined as those individuals related by kinship: adoption, marriage or foster children who are so certified by the Texas Department of Human

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## City of Alpine Personnel Policies and Guidelines

Services who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis.

### **b) General Provisions**

Employees of the City of Alpine who are eligible to accrue and use Paid Time Off may participate in the pool. Employees must exhaust all earned leave with pay entitlement before they may use leave from the pool.

Employees who use pool leave are not required to pay back pool leave. Any unused balance of pool-leave granted to an employee returns to the pool. The estate of a deceased employee is not entitled to payment for unused pool leave. Sick leave days from the pool will not be granted for a period of disability when monies are paid to the member under the Worker's Compensation Act. All unused sick leave days in the pool at the end of the fiscal year will be carried over to the next fiscal year.

### **c) Administration of the Pool**

The City Council of the City of Alpine shall form a Sick Leave Pool Committee which shall be composed of the following members:

City Manager City Secretary

Supervisor of the department from which the employee is making the request.

The Finance Director will become the pool administrator who will be responsible for developing mechanisms to transfer accrued sick leave into and out of the pool and designing forms for contributing leave to, or using leave from the pool.

### **d) Eligibility for Membership**

For employees to be eligible to use sick leave from this pool, they must sign the appropriate forms and contribute a minimum of eight hours per fiscal year. This does not exclude those employees who wish to participate in the sick leave pool but do not have

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## City of Alpine Personnel Policies and Guidelines

the accrued eight hours of sick leave. The commitment to donate to the pool will reflect a contribution by the employee, even if the employee has not been able to accrue and donate the minimum eight hours. Those employees not wishing to participate in the sick leave pool will not be eligible to use sick leave from this pool.

### **e) Contributions to the Pool**

Contributions to the pool are strictly voluntary. To contribute time to the pool, an employee must submit a written application in the form prescribed by the pool administrator. Active employees may contribute not less than eight hours of sick leave to the pool each fiscal year in order to participate in the pool. Employees may contribute as many accumulated hours as they wish to the pool.

### **f) Requests to use Leave from the Pool**

Requests for pool leave will be in writing with such documentation deemed necessary by the pool administrator and forwarded to the pool committee. Requests will be considered by the pool committee on a first come, first served basis. The pool committee will have ten working days from the date the committee receives the request in which to approve all or part of the request, or deny the request. The amount of pool leave for each catastrophic illness or injury will be determined by the pool committee. An application must be submitted to the pool administrator before leave is granted containing the following information:

1. Completion of the attending physician's statement which includes:
  - a. Identification of the nature of the illness.
  - b. Date of initial onset of this particular condition.
  - c. Anticipated date eligible to return to work on a full-time basis.
  - d. Statement from the physician that the condition requires immediate attention.
2. Dates of absences from work for the illness or injury.

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3. Anticipated days, if any, for follow-up examinations.
4. If a member is critically ill and unable to file an application for sick leave days from the pool, the Department Supervisor may initiate the application form at the request of the member or someone in the member's family.

### **g) Final Decision**

Any question concerning contributions, regulations or application for sick leave days that may arise after the adoption of this plan and not specifically covered herein, shall be submitted to the pool committee who will make a recommendation to the city council for a final decision.

**Catastrophic Sick Leave Pool Agreement form available at the Human Resource Office.**

### **L.P. FUNERAL LEAVE**

Funeral leave will be granted when a member of the employee's immediate family dies. Immediate family includes: Husband, Wife, Mother, Father, Sister, Brother, Mother-In-Law, Father-In-Law, Sister-In-Law, Brother-In-Law, Son, Daughter, Son-In-Law, Daughter-In-Law, Grandchild, Grandmother, Grandfather. In addition, if a deceased person acted in the capacity of one of the listed relationships, (e.g. a person who raised the employee instead of a parent) funeral leave may be granted. Funeral leave will be granted at the discretion of the supervisor for the purpose of attending funeral, traveling to the funeral, and making any necessary arrangements. The supervisor will consider the travel distance required, the closeness of the relationship between the employee and the deceased, and any other pertinent factor. Typically, funeral leave will be 1-3 days, but exceptional cases can be handled on a case by case basis

### **M.Q. MATERNITY LEAVES**

Maternity Leave may be granted to expectant parents without pay for a maximum

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## City of Alpine Personnel Policies and Guidelines

period of ninety (90) days, upon the approval of the City Manager. Expectant parents are allowed to work as long as work is adequately performed and the work does not endanger the health of the employee. At the time the expectant parent leaves the job, the employee may elect to resign or may request maternity leave without pay. Employees on maternity leave may elect to use accumulated Vacation or Sick Leave to cover the maternity leave time off. Employees will retain all benefits accumulated before taking maternity leave.

**Commented [MU34]:** You may wish to clarify if these are 90 work days or calendar days to avoid issue

### **R. MILITARY LEAVE (USERRA)**

In compliance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”), all employees are immediately eligible for an unpaid military leave of absence. A military leave will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to 5 years (not including certain involuntary extensions of service). Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, Federal Emergency Management Agency reserves, certain Public Health Service positions and/or any other category designated by the President in time of war or emergency, and/or State Defense Force or the like when mandated by state regulations will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases as required by applicable federal or state law.

An employee requesting a Military Leave must notify Human Resources when there is foreseeable need of military leave. Written notification and/or documentation of such leave is preferred, but not required.

### **City Provided Benefits during Leave**

An employee on approved military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions. For leaves under 31 days or for a period not to exceed 31 days from the date the military leave of absence begins, the employee is still responsible for the premium(s) normally paid by the employee as a regular, active employee. After the initial 31-day period, the City will offer up to 24 months of COBRA continuation coverage for medical

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## City of Alpine Personnel Policies and Guidelines

and dental insurance to employee and eligible dependents. If elected, the employee will be responsible for the entire benefit(s) premium costs. Failure to submit appropriate premiums could result in the loss of insurance coverage. Details regarding your payment deadlines and your rights on benefits will be sent to you upon approval of your leave request. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from a military leave of absence.

### Return from Military Leave of Absence

Employees returning from leave, within the periods required by law, will be reinstated to the same or equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. Failure to return to work or provide timely notice after military assignment may result in termination of employment.

### ~~N.S. EXTENDED LEAVE~~ FMLA LEAVE

Employees eligible for Family and Medical Leave may take up to twelve work weeks of leave from work during any twelve (12) month period. ~~All employees required to be absent from work will be designated as inactive employees of the City. The inactive employee will be notified of their rights under the Family and Medical Leave Act and the continued coverage policy of the City's insurance providers.~~

### The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

#### I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the City for at least 12 months (which need not be consecutive); 2) have been employed by the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

#### II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

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**Commented [MU35]:** For FMLA qualifying reasons for leave, employees are job/benefit protected (though PTO does not need to accrue). Benefits must remain en force (assuming the employee pays the employee share of the benefit premiums) and seniority protected.

Recommend a comprehensive policy addressing FMLA. Adding our comprehensive policy but not spending an enormous amount of time formatting it in case you wish for this to live elsewhere.

Do be mindful that there are FMLA cases in the courts cautioning employers of being perceived as creating a barrier for employees

**Commented [MU36]:** For FMLA qualifying reasons for leave, employees are job/benefit protected (though PTO does not need to accrue). Benefits must remain en force (assuming the employee pays the employee share of the benefit premiums) and seniority protected.

## City of Alpine Personnel Policies and Guidelines

### A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a 12-month period measured forward from the start date of the employee's first FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

### B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period.

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## City of Alpine Personnel Policies and Guidelines

The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the City substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The City will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) The City's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

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## City of Alpine Personnel Policies and Guidelines

The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

### **III. Employee FMLA Leave Obligations**

#### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the City of their need for FMLA leave. The following describes the content and timing of such employee notices.

##### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform their Supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job; they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the City's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

##### **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

#### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations.

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## City of Alpine Personnel Policies and Guidelines

subject to the approval of the employee's health care provider. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the City may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The City will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The City will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the City with authorization allowing it to clarify or authenticate certifications with health care providers, the City may deny FMLA leave if certifications are unclear. Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification

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## City of Alpine Personnel Policies and Guidelines

supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the City has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the City and the employee.

### **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

### **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the City with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The City may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

### **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the City may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the City may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

### **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

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## City of Alpine Personnel Policies and Guidelines

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the City will allow employees to use accrued paid time to supplement any paid disability benefits.

### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The City's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the City for the cost of the premiums the City paid for maintaining coverage during their unpaid FMLA leave.

### **IV. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact Human Resources. The City is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The City will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

### **V. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the City's other leave policies in this handbook or contact Human Resources.

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# City of Alpine Personnel Policies and Guidelines

## T. LEAVE OF ABSENCE

Employees who are not eligible for or have no available vacation, sick, access to catastrophic sick must submit a written request for an unpaid, personal leave of absence to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification may also be required.

The request will be considered on the basis of staffing requirements, operational needs of the business and reasons for the requested leave in addition to an employee's performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. Each situation will be evaluated by the City on a case-by-case situation.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed, unless otherwise required by law.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

Leave runs concurrently with any other Leave of Absence regulatory requirement of policy, as applicable.

## Q.U. MEDICAL CONDITIONS

The inactive employee who is absent due to a medical condition may be compensated through accrued vacation or sick leave or the City's Catastrophic Sick Leave Pool, but will not accrue additional Paid Time Off, and will not receive insurance benefits paid by the City. Insurance coverage may be purchased by the employee through the City's policy (Example COBRA).

### **Work Related Injury**

The City Worker's Compensation coverage will issue checks directly to the inactive employee. For the first twelve weeks, the inactive employee is required to

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**Commented [MU37]:** I don't really see a policy to address short term LOA (Leave of Absence) when an employee may not yet qualify for FMLA but may have a life emergent. How are such handled? Adding a generic LOA Policy that is completely employer specific for review and consideration.

## City of Alpine Personnel Policies and Guidelines

endorse the Worker's Compensation check and return it to the City of Alpine IMMEDIATELY for reimbursement of one-hundred percent compensation paid by the City of Alpine.

After twelve weeks, the City of Alpine will no longer compensate the inactive employee one-hundred percent. The City's Workers' Compensation coverage will issue checks directly to the inactive employee at the rate of seventy to seventy-five percent. The inactive employee will retain this check as compensation. The City of Alpine will compensate the inactive employee for the difference being twenty-five percent to thirty percent. The City of Alpine will continue to provide health insurance for the inactive employee. This process will continue until the inactive employee is released to full duty.

### ~~P. MEDICAL INSURANCE~~

~~One of the greatest benefits the City of Alpine provides to all full-time employees is insurance coverage at no cost to the employee. The plan includes medical (including Mental Health and Substance Abuse Treatments), vision, dental and prescription drug coverage. Employees may waive coverage.~~

~~Employees can choose coverage for their spouse and dependents at their own expense. The premiums to cover insurance for an employee's family are paid through payroll deduction 24 times per year. Contact the Human Resources office for the premiums.~~

### ~~Q. LIFE INSURANCE~~

~~The City of Alpine also provides basic life and accidental death and dismemberment (AD&D) coverage to all full-time employees at no cost to you. The policy pays your beneficiary a benefit if you die while you are covered.~~

~~Your beneficiary is the person (or persons) who receive the benefit payment if you die while you are covered by the policy. You must select your beneficiary when you complete your enrollment application. Employees must work 90 days before being~~

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**Commented [MU738]:** As notated Above in F - "Insurance Coverage" the recommendation is to remove all mentions of specific insurance plans and just utilize a brief overview. Since this overview is above, we are removing this one for you to consider.

**Commented [MU39]:** See section F above for insurance

## City of Alpine Personnel Policies and Guidelines

eligible.

### **R. RETIREMENT**

~~The City of Alpine has chosen the Texas Municipal Retirement System (TMRS) to administer its retirement plan for all full-time and part-time employees. All employees must participate in the city's retirement plan and participation starts on an employee's first day of employment.~~

~~The employee contributes 5% of their gross income each pay period through payroll deduction. The deduction is before income taxes are withheld and you do not pay taxes on those deposits until you refund or retire.~~

~~Retirement refunds may be requested at the time of separation.~~

~~All employees will be given detailed information about the retirement plan and how to contact TMRS during new hire orientation.~~

**Commented [MU740]:** Mentioned above removed as redundant (duplicated in F and G) and not truly belonging in the handbook. See Section F and G

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# City of Alpine Personnel Policies and Guidelines

## V. CITY OF ALPINE POLICIES & PROCEDURES

### A. TRAVEL POLICY

#### 1. Employee Responsibilities:

##### a) Authorization to Travel

Supervisors can authorize, within their budget, local travel for all employees in their department. Overnight business trips will be authorized by the Department Head and the City Manager and subject to the provisions of the travel policy.

##### b) Official Travel

Official travel is travel that is reasonable and necessary for the conduct of official City business. Mileage rates are based on the IRS mileage guide.

##### c) Travel To and From Business Locations

Travel should occur so as to minimize travel expenses. If travel can be accomplished the same day as the start of a school, conference, seminar, etc., the City's costs will be reduced. Day prior travel is permitted if necessary, to be in place for an early start time for City business the next day. Similarly, if the reason for travel does not end until after a full day's business, the traveler is authorized to stay overnight before returning to the City. Day prior travel just to be in position for a golf tournament or other athletic or social events is not authorized for reimbursement.

##### d) Per Diem

Employees will receive per diem funding for meals while travelling on overnight City business. The City follows Federal per diem guidelines located at: [www.gsa.gov](http://www.gsa.gov). This will be at the federal guidelines rate. Non-overnight work-related City Business meals will be reimbursed by receipts only.

- Tips, up to 20%, are allowed.

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**Commented [MU41]:** For your consideration generally we recommend keeping all processes and supervisor / manager processes and responsibilities out of the employee handbook. You can distribute separately outside of the handbook with as much detail as required.

## City of Alpine Personnel Policies and Guidelines

- Alcoholic beverages are not reimbursable.
- Only City employee expenses are reimbursable.

If local area travel requires you to conduct City business before and after, or during meal hours, the cost of these meals can be reimbursed.

### **e) Lodging**

Receipts are required. Actual lodging expenses will be paid for by credit card by the City of Alpine. Reservations for lodging should be made at the lowest rate possible. In most cases, this will be the “governmental rate”. However, in some instances a “corporate rate” or other rate will be lower.

### **f) Transportation**

Reimbursement of transportation costs will be based on the most economical and practical mode of transportation for the City, cost and other factors considered. In no case will mileage or transportation expenses be allowed when one is gratuitously transported by another person.

### **g) Air Transportation**

Use coach-class accommodations. If there is little likelihood that travel arrangements will change, airfare should be booked as early as possible and all discounts should be pursued. Receipts are required for reimbursement.

### **h) Personal Vehicle**

Employees may be reimbursed for the use of privately owned vehicles while on official travel at a rate set by the IRS. No other expenses or cost of operating a personally owned vehicle are allowed, other than for the cost of parking fees or toll charges.

Reimbursement shall be on the basis of the most direct route. Any substantial deviations from distances shown on the standard highway mileage guides must be

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## City of Alpine Personnel Policies and Guidelines

explained.

Employees who receive a car allowance are not eligible for reimbursement for local area (up to 30 miles radius of the City) transportation expenses.

### **i) Rental Vehicle**

Rental of a vehicle is authorized when it is more practical and/or less expensive than the use of taxicabs or other public transportation for official business. Employees must choose the optional insurance coverage. The cost of optional insurance and fuel for the rental car is reimbursable. Receipts are required for reimbursement.

### **j) Other Expenses Eligible for Reimbursement:**

#### **i. Gratuities**

Tips for porters, bellhops, skycaps or cab drivers will be reimbursed. A receipt is not required. Taxi Hotel Shuttle Service in Other Cities. A receipt is required for fares in excess of \$10.00. Transportation to/from entertainment and restaurants is not reimbursable.

#### **ii. Telephone**

A receipt is required. Business calls charged to lodging bills or credit cards will be recognized as reasonable expenses. One personal phone call per day of reasonable but short duration (20 minutes maximum) will be allowed to call home. A business cell phone can be used to call home for the one personal phone call daily.

#### **iii. Parking**

A receipt is required. Actual costs for parking are reimbursable. The most economical parking lot available at airports must be used.

#### **iv. Exception**

A receipt is not required for parking fees less than \$10.00 when parking at a self-service lot.

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## City of Alpine Personnel Policies and Guidelines

### **k) Non-Reimbursable Expenses**

Travel expenses, which are not reimbursable, include, but are not limited to, the following: Any item of a personal nature, including, but not limited to:

- Entertainment expenses
- Alcoholic beverages
- Movie rental expense
- Laundry, dry cleaning costs
- Flight trip insurance
- Room service charges
- Transportation (taxi fare, parking, toll fees or mileage) to and from entertainment.
- Repair costs for privately owned vehicles
- Expenses included as part of a registration fee (e.g. meals, lodging, etc.)
- Meals, groceries or gifts for people providing lodging to City employees
- Meals provided at no cost to the traveler, e.g. those provided by friends, family or seminars.
- Lodging provided by family/friends
- Personal trips made in conjunction with business trips
- Airport parking fees in excess of those charged at the airport's least expensive parking lot
- Prior day travel to be in position to participate in a golf tournament or other athletic or social events.

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## City of Alpine Personnel Policies and Guidelines

### **l) Travel Advances**

Travel advances are an option available to City employees authorized to travel. City employees requesting an advance must:

- Complete a Travel Advance Request
- Receive approval by Supervisor (or City Manager if applicable).
- Submit to the Office Supervisor for processing

### **m) Travel Expense Report Submission**

Submit to the Office Supervisor a completed Travel Expense

Report within 10 days of completion of travel. Include required receipts and any unspent travel advance funds.

- Review Travel Reports for accuracy
- Ensure required receipts are attached
- Ensure any unspent travel advance is returned
- Ensure Travel Reports are submitted to the Office Supervisor within 10 days of completion of travel.

## **2. Office Supervisor's Responsibilities**

- a) Review Travel Expense Report for compliance with this policy
- b) Make payment for authorized travel advances and for reimbursement of authorized travel expense
- c) Report to the City Manager any travel-related problems identified
- d) Deduct travel advances not returned within 20 days of date completed travel from the employee's next paycheck

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## City of Alpine Personnel Policies and Guidelines

### **B. DRUG AND ALCOHOL POLICY**

#### **Statement of Purpose**

The City of Alpine recognizes that drug and alcohol abuse in the workplace is a major health and safety concern and is committed to providing a safe and drug-free work setting for all employees. The use, abuse and/or misuse of drugs or alcohol can impair an employee's ability to perform assigned duties and may endanger the employee, co-worker and the public. This policy intended to prevent the use, abuse and misuse of drugs and alcohol by employees and to comply with Section 7.10 of the Texas Workers' Compensation Act and the Drug-Free Act.

#### **General Policy Provisions**

This policy applies to all City employees regardless of rank or position and includes seasonal, internship, temporary and part-time employees and all other volunteers covered under Workers Compensation. The policy covers all City premises including offices and parking lots and all City property including lockers, desks and vehicles.

Employees are required to report to work fit for duty: that is, in appropriate mental and physical condition to perform their job duties. Being under the influence of alcohol and/ or illegal drugs while on City premises or while engaged in work for the City is prohibited. The possession, use, sale, transfer or manufacture of illegal drugs and/or alcohol while on City premises or while engaged in work for the City is prohibited. The unauthorized use or possession of prescription drugs on City premises is prohibited. An employee taking any prescription drug must inform the Supervisor of the possible effects of such medication regarding their job performance and mental or physical capabilities.

Employees must not report for duty or be on City premises while under the influence or having in their possession any illegal drug, inhalant, alcoholic beverage or unauthorized prescription drug. Switching, altering or attempting to tamper with any

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## City of Alpine Personnel Policies and Guidelines

sample submitted for a medical test or otherwise interfering or attempting to interfere with the testing process is prohibited.

Public Works, Public Utilities and Law Enforcement departments may have additional requirements based on Federal and State guidelines.

### **Violations of policy**

Violations of this drug [abuse-policy](#) will result in disciplinary action ~~which may range from verbal or written reprimand to suspension, demotion, up to and including or~~ termination.

The City Manager will determine the collective action based upon the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter. Refusal by an employee to submit to any drug or alcohol screening test authorized by this policy shall be considered reason for disciplinary action up to and including termination.

### **Random Drug Screening**

The City from time to time will randomly Drug and Alcohol Test a subset of employees.

### **Employee Assistance**

Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment. Employees needing help in dealing with substance abuse or addiction problems (including illegal drugs and alcohol) are encouraged to seek appropriate assistance. Treatment or rehabilitation costs may be covered in part by the group health insurance provided by the City for employees. Employees should consult the policy for specific details. Employees shall be eligible to use Paid Time Off as needed in seeking treatment as approved by the supervisor.

The City of Alpine does offer thru our Health Insurance to participation in drug and alcohol abuse education programs. However, various public and private facilities in the

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**Commented [MU42]:** Ensure that id you do thia you are using a 3<sup>rd</sup> Party to use a radmonizer to select employees for the random testing. As an employer you want to be removed from this process.

## City of Alpine Personnel Policies and Guidelines

area offer such programs and affected employees are encouraged to seek assistance.

### **Drug Testing Procedures**

All drug testing of employees required by the City shall be conducted by a designated medical facility. A signed testing consent form must be presented to the facility personnel. Tests will be performed on blood or urine samples. Samples will be collected under the supervision of the medical facility personnel according to established procedures. Urine samples are provided in a private restroom stall or similar enclosure so that the employee or applicant may not be viewed.

Containers may not be carried into the testing area including but not limited to clothes, bags, briefcases, and purses.

#### **Refusal to test**

Any employee refusing to submit to a required drug use screening test, including refusal to sign the testing consent form, may be subject to disciplinary action up to and including immediate discharge.

#### **Reasons for testing**

The City of Alpine requires that the following types of drug screening tests be administered for all employees: Pre- employment, Post-accident, and Reasonable Suspicion.

#### **Pre-employment Testing**

New employees will be required to undergo drug testing as part of the screening process. Applicants will receive written notice that employment with the City of Alpine will be contingent upon a negative drug test result. Refusal to give written consent for testing will disqualify the applicant from consideration for employment. Testing will be limited to the top applicant.

**Commented [MU743]:** It is suggested to keep procedures out of the handbook and provided as an external supplemental document.

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## City of Alpine Personnel Policies and Guidelines

The applicant will be referred to the designated medical facility for testing. Applicants will present the signed testing consent form to the facility personnel. Applicant screening tests will be performed on blood or urine samples. The Human Resource Department needs to know immediately when a new employee has been hired so that a drug test may be set up before the employee reports for work.

### **Post- Accident Testing**

Any employee involved in a work- related accident which involves an injury to himself or to another or which involves property damage will be required to undergo testing for alcohol and illegal drugs if the accident was caused by the employee. Drug testing shall be done immediately. Employees will be transported to the test site. All reasonable steps will be taken to obtain both urine and blood samples from an employee after an accident. In the case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample. If an employee is unconscious or otherwise unable to consent to the procedure, the medical facility shall collect the sample.

If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee will be removed from duty and subject to discipline up to and including termination.

### **Reasonable Suspicion**

The City may require any employee regardless of rank or position and includes all employees ~~(temporary and part-time employees)~~ and all other volunteers to undergo drug testing if there is “responsible suspicion” that the employee or volunteer is under the influence of drugs or alcohol during working hours. “Reasonable suspicion” means an articulate belief based on specific facts and reasonable references drawn from those facts that an employee is under the influence of drugs and/or alcohol. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

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## City of Alpine Personnel Policies and Guidelines

- Confusion, difficulty concentrating, pronounced mood changes, abnormal or erratic behavior
- Recent history of alcohol or drug use and unusual work-related accident or injury.
- Uncharacteristic behaviors demonstrating reduced physical control and/or mental acuity as well as any other concerning uncharacteristic behavior patters
- ~~Frequent absenteeism, tardiness, or leaving work early~~
- A medical emergency that can be attributed to alcohol and/or drug use  
Admission of intoxication or being under the influence of an illegal drugs  
Documented deterioration in the employee's job performance
- Presence of physical symptoms of drug or alcohol use
- Direct observation of alcohol use, or unlawful manufacturing, distributing, dispensing, Possession or use of illegal drugs or alcohol.

Supervisors are required to detail in writing the specific facts, symptoms or observations which form the basis for the determination of reasonable existence to warrant the testing of an employee.

Use of Prescription Drugs by City Employees form is available at the Human Resource Office.

### 1. NO SMOKING POLICY

The City is authorized and empowered to enforce ordinances necessary to protect the health and life of its inhabitants; enforce any law that is reasonably necessary to protect the public health, under the Texas Health &

Safety Code. The City of Alpine prohibits the smoking of any tobacco or vaping product in all City owned properties, buildings and vehicles.

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**Commented [MU44]:** I propose extreme caution is using attendance issues alone as justification for drug testing. For this reason, I added an additional bullet point

**Commented [MU45]:** Recommend Supervisory responsibilities not be spelled out in Handbook. This is your call, though

## City of Alpine Personnel Policies and Guidelines

### C. ATTENDANCE POLICY

Employees are expected to report to work on time. Employees who are late or absent should notify the Supervisor in advance of their scheduled start time. If advanced notice cannot be given, notification should be made as soon as possible. ~~Unexplained Employees failing to provide advance notice and not showing absences lasting~~ for three (3) consecutive days/shifts will ~~result in immediate termination~~ considered to have voluntarily resigned. Attendance issues - Continual absences and tardiness - may result in disciplinary action up to and including termination.

#### City Employees – Volunteer Fire Department

Any City employee who volunteers as firefighter, paramedic or in any other first responder emergency Capacity will abide to the following regarding emergency calls:

1. Any emergency calls received during normal business hours may be responded to with the following conditions:
  - a. Employees (volunteers) must advise the supervisor of an emergency call and gain permission from the supervisor to respond.
  - b. Emergency calls must be logged into the volunteer service emergency log book.
  - c. Emergency calls cannot take precedence over any city emergency task or during an “on call” status.
  - d. Hourly wage for positions held with the City will not be paid by the City during time away at emergency call.
  - e. Employee (volunteer) will not be charged against vacation/sick time available.
  - f. Full-time employees must work 36 hours in each work week – or have vacation time cover up to the 36 hours.

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## City of Alpine Personnel Policies and Guidelines

2. Any City employee who acts in a first emergency volunteer capacity will be allowed to remain at the emergency call location for the necessary time needed to make the emergency area safe with the following conditions:

- a. Any emergency that requires a City employee (volunteer) to be away from their job for more than 8 hours of the regular work day may take time off the following day to recover from time at emergency call by using their available vacation and sick time.
- b. Any emergency that exceeds 16 hours away from work during a regular work day or a work week will need to be discussed with the supervisor for special permission.

### **D. SAFETY**

The City of Alpine has a responsibility to provide a safe working environment for all employees. Every work station within the City of Alpine should be free of hazards that could result in injuries or accidents. Supervisors have been assigned the task of ensuring the safety of all employees. Each department head will provide training to all Supervisors and employees, concerning safety issues and will provide the Human Resource department with the certificate of completion.

The Human Resources Safety Officer appointed by the City Manager will provide training to all Supervisors concerning safety issues. "For reference to risk management, safety issues, employee actions at accident scenes, emergency conditions, on the job injuries or illnesses, safety equipment, occupational injury, illness record keeping, safety orientation, accidental investigation and reporting,

MSCS, written hazardous communication programs and other safety information please consult the City of Alpine Safety Manual."

### **E. ~~PERSONAL-WORRPLACE CONDUCT BEHAVIOR~~**

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## City of Alpine Personnel Policies and Guidelines

As representatives of the City of Alpine, employees must maintain the highest level of appropriateness in both public and personal life.

1. Personal use of City equipment is expressly prohibited.
2. An employee warning record will be maintained for determining the quality of the employee's work and said record will include nature of violation such as carelessness, substandard work, conduct, disobedience, tardiness, employee professionalism.
3. No employee, including employees licensed to carry a handgun, shall possess any weapon at any City worksite.
  - a) A certified peace officer does not violate this section by possession of a weapon while at a City work site as long as the peace officer's possession of the weapon is not in violation of state or federal law.
  - b) An employee does not violate this section by possession of a weapon while at a City work site as long as the weapon remains inside a vehicle that is not owned, leased or otherwise controlled by the City and the employee's possession of the weapon is not in violation of state or federal law. No guns to be carried in City vehicles, pickup trucks or other City vehicular equipment unless authorized for use such as in Law Enforcement, Animal Control and peace keeping operations.
  - c) An employee does not violate this section by possession of a dart gun, air-powered rifle, or a bite prevention stick while at a City work site if possession of the dart gun or bite prevention stick is approved by the department director and does not otherwise violate state or federal law. A dart- gun air-powered rifle, or bite prevention stick may be used solely in the course of employment of an animal control officer employed by the City.
  - d) This policy is subject to the provisions of State and Federal Law.

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4. Any and all accidents, mishaps or other occurrences involving the health and safety of a City employee and resulting in bodily injury or harm of a serious nature, requiring immediate medical attention, and resulting in the temporary or permanent incapacitation of said employee must be orally transmitted, as soon as possible, after such accident. Any and all accidents, mishaps or other occurrences, involving any monetary damage of \$25 or more, to City property such as a vehicle, pickup truck or other vehicular equipment rendering the same temporarily or permanently inoperable, must also be orally transmitted, as soon as possible, after such accident, mishap or occurrence, to the appropriate Department Head for the mutual protection of City and its employees. A written report is to be prepared within 24 hours and turned in to the Department Head, City Manager and Human Resource for the City record.
5. Everyone is encouraged to take their two (2), fifteen (15) minute breaks. No one, however, is to leave the building to run errands on their breaks (unless approved by Supervisor). Breaks are to be taken 15 minutes in the morning and 15 minutes in the afternoon. They are not to be accumulated during the day to be added to the lunch hour nor be used to come to work late or leave work early. If a break is not taken for any particular day, that time is lost to the employee and cannot be accumulated. [The State of Texas does not require the provision of breaks by employers. The allowance of such is at the City's discretion.](#)
6. Violation of this Personnel Policy, theft, insubordination, bearing of falsehoods, conduct unbecoming a City employee, knowledge of violation by another employee without reporting the same, drinking during working hours, use of narcotics without prescription and violation of City Ordinances are just reasons for immediate dismissal. Not carrying out designated assignments, violation of approved City contracts, failure to carry out instructions or orders by person in charge, fighting, spreading of continuing malicious rumors, not grading high enough on evaluation form, prejudice action against ethnic groups, untidy

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## City of Alpine Personnel Policies and Guidelines

personal appearance, or repeated arguments with other employees or citizens are also just reasons for immediate dismissal.

7. All employees must be current on their City Utility bills or have requested budget billing.

### **F. PROGRESSIVE DISCIPLINE**

The City of Alpine has developed a discipline procedure to protect all its employees and to provide you with notice of any infractions and an opportunity to improve. The various rules are defined elsewhere in this Handbook as well as by general company policies outside of this handbook. You are expected to become familiar with all of these rules and observe them without exception. The rules set forth in this Handbook are not all inclusive and may be changed at the City's discretion.

Penalties for any offense are defined below for regular full-time and regular part-time employees. However, some acts of misconduct are so severe as to be grounds for immediate termination at the City of Alpine's SOLE DISCRETION. Remember we have an At Will Employment relationship meaning that an employee can be terminated by the City or terminate his/her employment with the City for any reason or no reason whatsoever. The City of Alpine' decision to utilize or not to utilize this Progressive Disciplinary Procedure is in its sole discretion and in no way obviates the Employment at Will relationship.

#### **Step 1 Oral Warning:**

A supervisor will discuss the problem or misconduct with the employee. At this time, a notation regarding the discussion will be made in your personnel record for the sole purpose of documenting the oral warning. Depending on the nature of the violation, one or more oral violations may be given.

#### **Step 2 Written Warning:**

Consists of a discussion session with a supervisor, Manager or Human Resources along with a written Memo which will be placed in the employee's personnel file.

**Commented [MU746]:** Noting that there is no clearly defined discipline procedure, we offer this explanation for your use that sounds like it could fit with your warnings etc., spoken of throughout the handbook

**Commented [MU47]:** Sample language; completely customizable, especially if the city utilizes suspensions

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## City of Alpine Personnel Policies and Guidelines

### Step 3 Termination:

Self-evident. Employees who either (1) continue to ignore the rules and regulations through the progressive warning process; (2) fail to improve their performance and/or behavior; and (3) commit a very serious infraction will be terminated immediately.

### **F.G. MISUSE OF CITY PROPERTY ELECTRONIC EQUIPMENT**

City of Alpine respects the privacy of its employees. However, a City of Alpine employee may not expect such privacy rights to extend to the use of the City owned systems, property, equipment or supplies or to work related conduct. This policy is intended to notify all City of Alpine employees that no reasonable expectation of privacy exists in connection with your use of City of Alpine's systems, property, equipment or supplies. City of Alpine employees are prohibited from withholding information maintained within company supplied containers, including but not limited to, computer files, computer databases, desks, lockers and cabinets. The following rules also apply to the use of the City of Alpine property:

1. Right to access information. While the City of Alpine employees have individual passwords to email, voicemail, and computer network systems, these systems are at all times accessible to and by the City of Alpine and may be subject to unannounced, periodic inspections. This policy applies to all telephone, electronic, and computer network systems. Use of such equipment in an illegal or unbecoming manner is prohibited. The City of Alpine will issue passwords for such equipment. Employees may not use secret passwords or modify assigned passwords in any way. These records, as well as the usage records of City computer network systems, may be reviewed for legal business or other reasons.
2. Restricted for City business. City of Alpine's employees are expected to see company email, voice mail, and computer networks in systems only for conducting City business, not for personal reasons. Personal reasons include,

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## City of Alpine Personnel Policies and Guidelines

but are not limited to, non- job-related communications, research or solicitations of a personal origin, soliciting political or religious information, or commercial ventures.

3. Prohibited content. Employees are prohibited from using City telephone, electronic or computer network systems in any manner that may be offensive or disruptive to others. This includes, but is not limited to, the transmission of ethnic or racial slurs, gender-specific comments, sexually explicit images or messages, any remarks that would offend someone on their basis of their age, political or religious beliefs, disability, national origin or sexual orientation, or any messages that may be interpreted to discharge or harass others. No telephone, electronic or computer network communications may be sent which represents the sender as from another company or as someone else, or which try to hide the sender's identity.

Inappropriate or personal use of City property or telephone, electronic or computer network systems will result in disciplinary action, up to and including termination.

All telephone and electronic communications systems and all information received from, transmitted by or stored in these systems are and will remain the City of Alpine's property. These systems are to be used only for job related purposes, not for personal purposes. Employees have no personal privacy right and or expectation of privacy in connection with the use of this equipment or with the receipt, transmission, or of information in the City equipment.

Employees must agree not to access a file, use a code, or retrieve any stored communication unless authorized to do so. Disclosure of message or information from telephone or electronic communications shall be by authorized individuals only. The City of Alpine's monitoring may include printing out and reading all telephone and electronic mail leaving, entering, or stored in these systems. The City policy prohibits the use of telephone and electronic communications systems to transit offensive, lewd,

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## City of Alpine Personnel Policies and Guidelines

racist or sexist messages.

### **G.H. ELECTRONIC POLICY**

#### **1. Purpose of this policy**

The purpose of this policy is to establish guidelines for the operation of the City's computer system, including both integrated and non-integrated components, and to provide direction as to the appropriate usage of electronic mail (e-mail) and the Internet provided by the City of Alpine, Texas. This policy is intended to protect the property of the City of Alpine, Texas and to facilitate an efficient working environment.

This policy applies to all personnel utilizing City equipment, software and technology.

#### **2. Use of the internet and email**

Only those employees who have been specifically authorized in writing by proper authority to use the closed network Internet for City of Alpine, Texas business shall be allowed to access the Internet, and the sites that are accessed by those who are authorized shall be limited to those sites that relate to the necessary business of the City of Alpine.

The closed network Internet and email system hardware is to be exclusively used for the purpose of conducting the business of the City of Alpine, Texas.

Therefore, all electronic messages completed, sent, or received on the Internet and email system are, and remain, the sole property of the City of Alpine, Texas.

#### **3. Monitoring**

The City reserves the right to access and disclose all messages created, sent, and received through its electronic mail system. All electronic messages are retrievable and may be inspected by the City Manager or any other City staff member designated by the City Manager.

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## City of Alpine Personnel Policies and Guidelines

The City reserves the right to utilize Internet Surveillance Programs which traces users' steps and monitors employee use of the email system or the Internet. Employees should not consider their Internet usage or email communications to be private.

#### 4. Permitted uses of the internet

- a) The following are given as examples of permitted uses of the Internet:
- b) Research/Education related to City-related business, communication with professional associations and other governmental entities, universities.
- c) Filing of reports relating to various areas of City operations that are required or permitted by state and federal agencies.
- d) Distribution of information to the general public under City guidelines and policies for the release of information pursuant to the Texas Public Information Act and other applicable laws.
- e) Communication among City employees and professional colleagues, which facilitates work assignments and professional discussion in a work-related field of knowledge.
- f) Purchasing, communication with vendors and supplies, and receiving quotes, and obtaining specifications for equipment/material.
- g) Registration for conferences, schools and seminars.
- h) Making arrangements (airline, hotel, etc.) for travel on City business.
- i) Obtaining weather reports.
- j) Researching/obtaining news reports from newspapers, publications and other media sources.
- k) Receipt of newsletters, bulletins, reports, etc. from professional organizations.
- l) Announcements of personnel vacancies.

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## City of Alpine Personnel Policies and Guidelines

- m) Any other use that is related to the City's business that is not prohibited by copyright or any other provision of this policy, or any other City policy or state or federal law.

### **5. Prohibited uses of internet and email**

- a) Use of the internet or email system for personal or commercial ventures, religious or political causes, outside organization, or other non-job-related matters.
- b) Use of the system to create any offensive or disruptive messages. Among those are messages that are unlawful, defamatory, libelous, pornographic, profane, threatening, obscene, harassing, offensive or unprofessional, or that are disrespectful of others, or those that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, race, physical attributes, religious or political beliefs, national origin disability.
- c) Accessing any site that is sexually or racially offensive or discriminatory, displaying or downloading, or distributing any sexually explicit material, or violation of the City's confidentiality policy.
- d) Buying, ordering or bidding on any item that is not properly authorized by proper authority for purchase by the City.

### **6. Employees Responsibilities**

- a) Playing games on the City of Alpine, Texas computers is prohibited.
- b) Gaining, or attempting to gain, unauthorized access to the City's proprietary network or computer system or any other proprietary network or computer system.
- c) Any attempt to obstruct other employee's work by consuming gratuitously large amounts of system resources or by deliberately crashing any City computer system.

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- d) Any attempt to damage computer equipment or software.
- e) Any attempt to alter software configurations.
- f) Any attempt to cause degradation of system performance.
- g) Any use of any City workstation for illegal or criminal purposes.
- h) Any violation of copyright laws of software licensing agreements.
- i) Downloading or installation of any unauthorized software.
- j) Participation in chat rooms.
- k) Sending or receiving anonymous email, encrypted messages, or chain letters
- l) Messages shall not be transmitted using another person's name or under an assumed name.
- m) Unless specifically authorized to do so by proper authority, employees may not retrieve or read any Internet or email messages for which they are not the intended and appropriate recipient.

### **7. Software Security**

All software contained on CD's or disks that are provided with computers and related equipment that is purchased by the City, or those that are directly purchased by the City, are to be kept in a secure location by the appropriate department, and are not to be used or loaned in any manner that is not consistent with the copyright provisions that apply.

### **8. Passwords**

Personal passwords are not an assurance of confidentiality, and the internet itself is not secure. The confidentiality of any message should not be assured. Even when a message is erased, it is still possible to retrieve and read the message.

Passwords do not belong to the user, as they are the property of the City of

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## City of Alpine Personnel Policies and Guidelines

Alpine, Texas and are utilized to protect against non-authorized persons accessing the network system. Employees must disclose all passwords to the designated authority within the City of Alpine, Texas or they are invalid and cannot be used. Exception: Federal websites require users to secure passwords and do not distribute. Passwords are specific to the user.

If a user needs to access a different computer than the one that is usually used, the user shall log in using his/her own password.

Users shall not share their password with anyone else other than upon the direction of the City Manager or other City staff member designated by the City Manager.

Users shall not allow other persons to perform any activity with their password. Users are responsible for all activity performed with their password regardless of how it was obtained.

### **9. Public Information Requests**

All requests for information contained on City computer hard drives or discs that emanate from sources external to the City shall be handled pursuant to the State of Texas Public Information Act as defined in the City's Policy for the release of public information.

### **10. Copyright Restrictions**

The unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use", is prohibited by U.S. copyright law (Title 17, U.S. Code). Any software or other material downloaded (received) or uploaded (sent) by the City of Alpine, Texas computers may be used only with the explicit permission of the copyright holder. Prior written authorization from the appropriate department head is required before introducing any software into the City of Alpine, Texas computer system.

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## City of Alpine Personnel Policies and Guidelines

Employees may not download entertainment software, games or any other software unrelated to their work. Any responsibility for any consequences of copyright infringement lies with the user. The City expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Unlawful activities will be dealt with in a serious and appropriate manner, and the user may be subject to prosecution by local, state or federal officials. Additionally, disciplinary action, up to and including termination, could be applied.

### **11. No City Representation**

Only authorized employees may communicate on the internet on behalf of the City of Alpine, Texas. Employees may not express opinions or personal views that could be construed as being those of the City of Alpine, Texas. They may not give their name and their employment for the City of Alpine on their personal social media. Employees may not state their City affiliation on the Internet unless required as part of their assigned duties.

### **12. Equipment Maintenance / Protection**

Computers are to be cleaned only with compressed air or a moist, lint free rag. Water or cleaning fluid is not to be used on the keyboard, monitor or printer.

Should any computer equipment get wet, the machine is to be turned off and disconnected from the power source. The equipment is not to be turned on again until it has been confirmed that the equipment is moisture free.

In the event of a power outage, the computer and printer are to be disconnected from the power source, and are not to be reconnected until the power source returns to normal.

All computer equipment is to be plugged into an approved surge protector, and never is to be connected directly to the power source.

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## City of Alpine Personnel Policies and Guidelines

Repairs and/or modification to equipment are to be performed only by qualified technicians designated by the appropriate City authority.

### **13. Virus Protection**

All City of Alpine, Texas computers are to be equipped with up-to-date virus protection software, and all external software that is introduced into City computers is to be checked for viruses before use in the system. All City of Alpine employees will have to take a Cybersecurity training once a year.

Users shall leave the virus detection software enabled at all times. Anti-virus software is to be kept current by ensuring that updated revisions are downloaded at such intervals as are recommended by the vendor.

It should be noted that the virus detection software will detect viruses, but will not automatically eliminate them. Therefore, the user must follow the prompts from the virus protection software.

Emails that do not clearly identify the sender are not to be opened. Emails from senders that you do not recognize are not to be opened.

### **14. Use of Screensaver / Backgrounds**

No screen savers or background are to be used on any City of Alpine, Texas computer that is deemed to be offensive or inappropriate by the responsible department head.

### **15. Violation of this Policy**

Any violation of this policy or use of the Internet or email for improper purposes shall subject the employee to loss of computer access and/or disciplinary action, including immediate termination.

## **EXIT FROM INTERNET**

### **1. Employee Separation**

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# City of Alpine Personnel Policies and Guidelines

Upon separation from the City's employment, the former employee's access to the City's computer System and all of its components shall be immediately revoked.

## 2. Execution of Forms

Exhibit "A" Employee Agreement Form. This form confirms that the user employee will read, understand, and comply with all of the provisions of this policy. All employees whose job duties require or allow use of the City's technology shall be required to sign this form after they have read the policy.

### H.I. OTHER CITY PROPERTIES

#### 1. Vehicular Equipment

This policy is intended to notify all City of Alpine employees that no reasonable expectations of privacy exists in connection with your use of City of Alpine's vehicular equipment. City of Alpine employees are prohibited from engaging any City vehicle or other vehicular equipment for personal use. Many employees will be issued a City vehicle in the completion of specific job duties; however, the vehicle is not to be used for personal business or pleasure. City employees will be allowed to take a vehicle home with them - The vehicle is to be used only when responding to City business. Unauthorized persons may only ride in City Vehicles in the line of employment. No family members are permitted to ride in City Vehicles, unless it is specifically stated in your contract.

All employees authorized to drive city-owned or leased vehicles or personal vehicles in conducting city business must possess a current, valid driver's license, motor vehicle insurance coverage and an acceptable driving record as well as has been authorized to operate a vehicle for city purposes. Any change in license status, driving record or motor vehicle insurance must be reported to management immediately.

Employees must have a valid driver's license and proof of motor vehicle insurance in their possession while operating a vehicle off or on city property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and

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**Commented [MU48]:** To further protect self and city we have a more comprehensive sample of Operation of Vehicle policy that we can provide, that covers more about employee responsibility and care of vehicle, how to report accidents and more. Let us know if you would like this to be added to your handbook.

**Commented [MU49]:** Included as it seems govt employees do drive vehicles in the course and scope of work and this helps limit risk in case of accident; please update as appropriate for your city

## City of Alpine Personnel Policies and Guidelines

parking laws or regulations. Drivers must demonstrate safe driving habits at all times. city-owned or leased vehicles may be used only as authorized by management.

### **2. Tools and Minor Apparatus**

This policy is intended to notify all City of Alpine employees that no reasonable expectation of privacy exists in connection with your use of City of Alpine's tools or minor apparatuses. City of Alpine employees are prohibited from engaging any City tools or minor apparatuses for personal use. Many employees will be issued a City vehicle that will contain tools or minor apparatuses to assist in the completion of specific job duties, however, the tools are not to be used for personal business or pleasure. The tools or minor apparatuses are to be used only when responding to City business. City Vehicles shall not be used and employee uniform clothing with the City of Alpine Seal shall not be worn if the City employee is working on a personal job, not for the City of Alpine.

#### **H.J. POLITICAL ACTIVITY RESTRICTED**

City employees are prohibited (during normal business hours) from taking any active part in political management or political involvement in municipal campaigns, other than to vote and express their opinions privately. It is unlawful for City employees to solicit or receive any political contributions. This restriction actually protects you, as a City employee, from political interference in your job and possible repercussions taken against you. If taking part in a political campaign, employees shall not be in a city uniform.

#### **J.K. MAINTENANCE OF PERSONAL DRIVING RECORD**

City employees and all volunteers authorized to operate City vehicular equipment will be expected to maintain a good driving record.

Any employee or volunteer who no longer possesses a valid Driver's License as issued by the State of Texas [or motor vehicle insurance](#) will be prohibited in engaging in any and all work assignments involving the operations of City vehicular equipment.

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## City of Alpine Personnel Policies and Guidelines

The City will accept an Occupational Driver's License for the purpose of performing work related tasks. Failure to notify supervisors or the City Manager of any Change concerning the validity of the Driver's License [and/or insurability](#) will result in disciplinary action, up to and including discharge.

### **K.L. CELL PHONE POLICY**

#### **1. City of Alpine Cell Phone**

The City of Alpine issues or pays for individual mobile phones for company employees who are required to be in close contact with the company at all times. We require that our employees follow the guidelines listed below:

- City-issued cell phones must remain charged and the user must remain available to receive phone calls during regular working hours.
- Individuals who are "on call" must be available to accept and make necessary calls 24/7 as is the policy.
- City-issued phones are for business use ONLY; any and all text and telephone conversations must be business related. Unless otherwise indicated, personal use of the City-issued cell phone is strictly prohibited and subject to disciplinary action as outlined.
- Employees may not use the City-issued phones for downloading data (other than attachments sent and received for business use) and/or ringtones.
- Cell phones are to remain in the "off" or "silent" position during meetings or during discussions with citizens and or customers.
- Do not answer your phone or text during business conversations.
- The cost to replace or repair a City cell phone (including an insurance deductible if applicable) for any reason except for normal use, as determined by senior management, will be the responsibility

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## City of Alpine Personnel Policies and Guidelines

of the employee if the damage or loss occurs within 2 calendar years of receiving a different or new device.

- City of Alpine employees are prohibited from talking on cell phones while operating a motor vehicle unless the employees uses a hands-free device. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.
- Employees are prohibited from texting while driving.
- Employees shall not use cell phones while operating equipment.
- Employees in possession of City equipment are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time of request the employee may be asked to produce the phone for return or inspection. Failure to produce the phone may result in further disciplinary action.
- Personal cell phones or devices used for city business are subject to Public Information requests.

Mobile phone bills are reviewed when they arrive; any employee who exceeds their contracted allowed minutes or is found to have used the City-issued cell phone for personal use may be responsible for reimbursing the City for related expenses.

1. The reimbursement, if applicable, will be in the form of a personal check, cash or Money Order made payable to The City of Alpine.
2. The reimbursement will be attached to the itemized statement.
3. The employee will write the statement on the bottom of the mobile phone invoice and sign and date it: "I certify that all on this statement except those that are circled, were made for official business for the City of Alpine."
4. The invoice and the reimbursement, if applicable, should be

Update approval here

## City of Alpine Personnel Policies and Guidelines

returned to the Finance office within three business days.

### **2. Personal Cell Phone**

During working hours, the City of Alpine employees are expected to exercise the same discretion in using personal cell phones as they use with the company phones. Excessive personal calls, texts, or other electronic forms of communication during the workday, regardless of the phone used, can interfere with employee productivity and may be distracting to others.

Therefore, it is the policy of the City of Alpine that employees' personal cell phones will remain in the "off" or "silent" status while at work; no cell phones shall remain on while meetings are being conducted.

The City of Alpine will not be liable for loss, theft, or damaged to personal cell phones brought to the workplace.

At no point shall employees be permitted to use or interact with personal cell phones while operating any vehicle and/or equipment while representing the City of Alpine.

### **L.M. USE OF CITY PROPERTY OR EQUIPMENT**

The City of Alpine facilities, equipment, supplies, and other City resources are made available to help the employees perform their job duties and are not for personal use. The City may establish separate policies governing the use of specific equipment. All employees must complete training and sign off on the use of equipment prior to the use and handling of the equipment for each department. Acknowledgement of City Property Form.

Abuse of City equipment/property will not be tolerated. Abuse includes, but is not limited to the following:

- Negligent or willful damage or destruction of City equipment or property;
- Removal of city owned equipment for personal use.

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## City of Alpine Personnel Policies and Guidelines

- Waste of materials or negligent loss of tools or materials;
- Improper maintenance of equipment; and
- Damage caused by the use of tools or equipment for purposes other than that for which the tool or equipment was intended.

Unauthorized removal of City property from its assigned location or its conversion to personal use will be considered cause for disciplinary action up to and including termination. City property issued to an employee must be returned to the City at the time employment with the City ends or upon request for inspection.

### M. ~~NURSING MOTHERS~~ PREGNANCY & LACTATION ACCOMODATION

Under the Pregnant Workers Fairness Act (PWFA) and the PUMP Act in conjunction where applicable to ADA regulatory requirements, the City will provide reasonable accommodation for an employee's pregnancy, or any condition related to the employee's pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child. This law provides for accommodation for pregnant employees, even if the employee is not experiencing a pregnancy-related disability.

The Fair Labor Standards Act (FLSA) requires that nursing and adoptive mothers be provided a reasonable break time in order to express breast milk for her nursing child for up to one (1) year after the child's birth or adoption. The City will provide a private, secure location, other than a restroom, in the employee's building for this purpose. The space provided will be one that can be made available to the employee as needed, is shielded from view, and free from intrusion from co-workers or the public. The employee and her Supervisor will agree on the times for these breaks. In order to prepare such a designated space, the City requires advance notification so that space can be designated and prepared within a facility. ~~Breaks taken for the purpose of expressing breast milk will run concurrently, not in addition to, other breaks taken throughout the day. Breastfeeding mothers will be given the amount of time required to express breast milk. If this exceeds the 15-minute break time the employee must~~

Update approval here

**Commented [MU50]:** Updated to be inclusive of the Pregnant Workers Fairness Act of 2023 AND the PUMP Act of 2023

**Commented [51]:** Pregnancy Workers Fairness Act  
"Covered employers" include private and public sector employers with at least 15 employees, Congress, Federal agencies, employment agencies, and labor organizations.

<https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act#q4>

**Commented [52]:** PUMP Act  
The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Nearly all employees covered by the FLSA are eligible to pump at work. (See <https://www.dol.gov/agencies/whd/fact-sheets/14-flsa-coverage> to assess FLSA applicability of an organization/individual)

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/minwagep.pdf>

## City of Alpine Personnel Policies and Guidelines

~~designate this as an unpaid break on their timesheet. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be compensated for as any other break period, subject to applicable law.~~

~~Employees should advise management if they need any pregnancy-related workplace accommodation, inclusive of break time and an area for this purpose and requests for accommodation should be directed to Human Resources. Once notified of the needed accommodation, the City will engage in an interactive process with the employee. An appropriate accommodation will be provided unless such accommodation constitutes an undue hardship on the operation of the City~~

Lastly, the City will not take retaliatory action against an employee exercising their rights under the PWFA and PUMP Acts.

**Commented [MU53]:** An employee cannot be limited on the time or amount of breaks that are needed in order to pump according to the act.

"Employers are required to provide a reasonable amount of break time and a space to express milk as frequently as needed by the nursing mother, for up to one year following the birth of the employee's child. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. "  
- <https://www.dol.gov/agencies/whd/nursing-mothers/faq>

Update approval here

City of Alpine  
Personnel Policies and Guidelines

**VI. RECEIPT OF PERSONNEL POLICIES & GUIDELINES**

**Receipt of Personnel Policies and Guidelines**

Printed Name: \_\_

**Record of Receipt of Employee Handbook**

I acknowledge receiving and reading the City of Alpine Personnel Policies and Guidelines. I clearly understand that this handbook does not create a contract for employment with the City of Alpine, and that the City of Alpine may change or modify the policies and procedures found in this handbook at any time, with or without notice.

Employee Signature: \_\_

Date: \_\_\_\_

Update approval here

# City of Alpine Employee Handbook

**Training Record Form, Appendix 17.** This ensures that all employees who participate in the training will receive credit.

### Training Budget

The training budget will be allocated at the beginning of each fiscal year in accordance with training needs identified in conjunction with appraisals and the organization's objectives for the forthcoming year. The city training plan will be reviewed annually and the budget allocated accordingly. The sum available for personal development may vary from year to year depending on department training needs; which will take priority.

### Procedure

In accordance with training needs identified in conjunction with appraisals and the organization's objectives for the forthcoming year, HR, department heads and employees shall identify appropriate training opportunities for a specific employee or group of employees to attend. The City Manager shall have the discretion to supplement trainings should an opportunity arise that was not identified during the budget process.

All employees are encouraged to seek out trainings that are cost effective and beneficial to the organization as a whole.

## B. Professional Development and Training

### 1. Certification Differential Pay (CDP)

The Certification Differential Pay (CDP) program is for employees who hold approved certifications proving they are knowledgeable and highly qualified for jobs. The City of Alpine will recognize the following certificates for CDP as listed. This list is not exhaustive; other certifications may qualify for CDP as per the discretion of the Department Head and City Manager. Additionally, positions for which a certificate is a minimum requirement do not qualify for CDP.

Differential pay is awarded on regular worked hours at the following rates:

Level 1 -	.50/hour	max \$1,040 per year
Level 2 -	.75/hour	max \$1,560 per year
Level 3 -	\$1.00/hour	max \$2,080 per year

#### Animal Control

Level	Certification or License	Issuing Authority
1	Certified Euthanasia Technician	DSHS / TAACO
1	CPR/AED Certification	American Heart Association
2	Basic Animal Control Officer Certification	DSHS / TAACO
2	Advanced Animal Control Officer Certification	DSHS / TAACO
2	Humane Law Enforcement Certification	DSHS / TAACO
3	Administrative Animal Control Officer Certification	DSHS / TAACO

#### Communication

Level	Certificate or License	Issuing Authority
1	CPR/AED Certification	American Heart Association
2	Basic Tele communicator Certification	TEEX / TCOLE
2	TLETS/NLETS Basic Procedures	Texas Dept. of Public Safety
2	TCIC Full Access	Texas Dept. of Public Safety
3	Intermediate Tele communicator	TEEX / TCOLE
3	Advanced Tele communicator	TEEX / TCOLE

## City of Alpine Employee Handbook

3	Communications Training Officer (CTO) Certification	APCO
3	Emergency Medical Dispatch Certification	APCO
3	Law Enforcement Communications Certification	APCO
3	Fire Service Communication Certification	APCO

### City Secretary

Level	Certificate of License
2	Certified Public Communicator
3	Texas Municipal Clerks Certification
3	Protections and Storage of Permanent Paper

### Finance Department

Level	Certificate or License
1	Public Funds Investment
3	Certified Public Accountant (CPA)
3	Certified Public Finance Officer
3	Certified Government Chief Information Officer

### Human Resources

Level	Certificate or License
2	Professional in Human Resources (PHR)
3	Senior Professional in Human Resources

### Municipal Court

Level	Certificate or License
1	Level I Assessment
2	Level II Assessment
3	Level III Assessment

### Police Department

Level	Certificate or License	Issuing Authority
1	Crime Prevention Officer	Texas Crime Prevention Association
1	Crime Scene Investigator	Sul Ross State University Academy and El Paso County SO Region VIII Academy
1	CPR/AED Certification	American Heart Association
1	Code Enforcement Certificate	TEEX
1	Intoxilyzer Operator Certificate	Texas Dept. of Public Safety
2	Tactical Officer	TEEX and Texas Tactical Police Officers Association
2	Mental Health Peace Officer	El Paso County SO Region VIII Academy
2	Intermediate Police Officer (Patrol Officer I and II)	Sul Ross State University Academy and El Paso County SO Region VIII Academy
2	Field Training Officer	Sul Ross State University Academy and El Paso County SO Region VIII Academy

## City of Alpine Employee Handbook

2	Instructor Certificate	Sul Ross State University Academy and El Paso County SO Region VIII Academy
3	Hostage Negotiator Certification	Texas Association of Hostage Negotiators
3	Sniper / Observer Certification	Special Operations Systems, LLC
3	Arson Investigator	State Fire Marshal's Office
3	Traffic Accident Reconstruction	TEEX
3	Canine (K9) Handler	Texas Alpha Dog K9 Academy
3	Phlebotomist	Texas School of Phlebotomy
3	Advanced Police Officer (Patrol Officer I, II, III)	Sul Ross State University Academy and El Paso County SO Region VIII Academy
3	Master Police Officer (Patrol Officer II, III and Sergeant)	Sul Ross State University Academy and El Paso County SO Region VIII Academy
3	Firearm Instructor	Midland Police Department

### Building Department

Level	Certificate or License
1	HVAC License (TDLR)
1	Certified Permit Technician
1	Journeyman/Electrical License (TDLR)
1	Registered Code Enforcement Officer
2	Architectural Barriers
2	Plumbing Inspector (State of TX)
2	Floodplain Manager
3	Certified Building Official
3	Certified Planner
3	Certified Project Manager

### Public Works Department

Level	Certificate or License
1	Commercial Driver's License
1	Pool Operator
3	Texas Recreation and Park Society Leadership Institute
3	Public Works Institute

### Mechanic Shop

Level	Certificate or License
1	Commercial Driver's License
3	ASE Certification (each category)

### Public Utilities Department

Level	Certificate or License
1	TCEQ A Water/Wastewater/Municipal Solid Waste License (each)
1	Herbicide License (Texas Det. Of Agriculture)
1	Commercial Driver's License
2	TCEQ B Water/Wastewater/Municipal Solid Waste License (each)

# City of Alpine Employee Handbook

2	Wastewater Operator Certificate
2	Water Operator Certificate
2	Plumbing License (State of TX)
2	Water Maintenance Technician Certificate
3	TCBQ C Water/Wastewater Licenses (each)
3	Registered Professional Land Surveyor

## Economic Development

Level	Certificate or License
3	Certified Professional Community & Economic Development

## 2. Tuition Reimbursement

The Tuition Reimbursement Program is established to recognize the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance and innovation by providing financial assistance to employees who take job related, City career-enhancing credit courses at accredited degree granting colleges and universities.

As with all City benefits, the City Council may choose to modify the funding of the Tuition Reimbursement Program as the budget permits. Therefore, this program is also contingent upon annual appropriation of funds and acceptance into the program does not guarantee payment. Funding for the program is available only if and when approved by the City Council in the City's annual budget.

### Eligibility for Tuition Reimbursement:

- Employee is an active full-time employee in a regular-budgeted position.
- Employee has successfully completed the 90 day probationary period as a new hire before the start of class.
- Employee is not under disciplinary probation or suspension at the time of application or in the twelve months preceding the first day of the course for which the employee request for tuition reimbursement.
- Employee must complete an application, **Appendix 18 Tuition Reimbursement Request and Agreement**, with the Human Resources Department and receive an approval notice to participate in the course prior to the first day of class.

*“Education is  
an ornament  
in prosperity  
and a refuge  
in adversity.”-  
Aristotle*

### Course Eligibility Criteria:

- Course is job-related or will enhance the employee's career opportunities within the City of Alpine. Courses must relate to a field on which the City normally recruits employees or seek an Associates, Undergraduate or Master's degree related to a field in which the City normally recruits employees.
- Course is offered at a school or institution that is approved by the Texas Education Agency or other nationally recognized board of accreditation.
- Course is offered for college credit hours.
- Course is offered on a for-grade basis.
- Pre-approval from employee's Department Head and the Human Resources Department prior to taking course.

# City of Alpine

## Employee Handbook

- **Ineligible Courses:** If any of the following criteria are met, the course is not eligible for tuition reimbursement:
  - Course is required, organized, or coordinated by a City department for its employees.
  - Course is part of a conference, seminar, annual meeting, certification exam, or certification course not offered for academic credit or on a for-grade basis.

### Eligible Cost:

- The Program will reimburse the costs of tuition and books up to a maximum of \$1,000 per fiscal year (\$500 per semester) on a first-come first-served basis until all allotted or budgeted funds for this program have been expended.
- Any costs for supplies, travel, student fees, parking permits, etc., are **NOT** reimbursable under this Program.
- The City will **NOT** pay the cost of tuition, mandatory fees, and books, which are paid by other sources (i.e., scholarships, grants, aid programs or other subsidies). Sources of assistance will be deducted from the amount that the City will reimburse.

### Grade Requirements:

- Employees must attain a course grade equivalent to a "B" or better in each course to be eligible for reimbursement.
- The City will reimburse employees at the conclusion of a successfully completed course, pursuant to the following schedule:
  - The City will reimburse up to 100% of the tuition cost for an "A" grade.
  - The City will reimburse up to 85% of the tuition cost for a "B" grade.
  - No reimbursements will be made for grades lower than a "B" grade.
- Reimbursement rates are not affected by grades that are accompanied by a plus or a minus sign (+ or -). For example, an eligible employee who receives a B+ will be reimbursed up to 85%. Likewise, an eligible employee who receives a B- will be reimbursed up to 85%.

### Reimbursement Requirements:

- Required paperwork must be submitted to the Human Resources Department within thirty (30) days of the grade report to be eligible for reimbursement. Upon review and approval of the final grade report and paid fee receipt and confirmation of continued employee eligibility, the Human Resources Department will process the request for reimbursement through the Finance Department.
- If an employee has reached the maximum reimbursement amount, documents will not be held for payment in future years.
- Once a reimbursement check is issued a two (2) year service requirement begins.
- Employees accepting tuition reimbursement must agree to remain employed with the City for two years following receipt of the reimbursement by executing a Tuition Reimbursement Agreement, **Appendix 18 Tuition Reimbursement Request and Agreement.**
- Employees terminated due to a reduction in force shall not be required to reimburse the monies received for tuition reimbursement.
- Employees terminated for other reasons will have the amount of tuition charged at a pro-rated amount from their last pay check.

**Tax Benefits/Implications.** Please consult a tax advisor and/or refer to Section 127 of the Internal Revenue Code and IRS Publication 970 for information regarding tax benefits and implications of company sponsored tuition reimbursement programs. ([www.irs.gov](http://www.irs.gov))

# City of Alpine Personnel Policies and Guidelines

Flextime at the City is a work schedule with time of arrival and departure that differs from the standard operating hours. Supervisors will approve flextime on a case-by-case basis. Full-time employees who have completed at least ninety (90) days of employment are eligible for flextime. The employee must first discuss possible flextime arrangements with his/her supervisor and then submit a written request using the Time Off Request Form. The supervisor will approve or deny the flextime request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

A flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

## **D. CERTIFICATION INCENTIVE PROGRAM**

The City of Alpine, in order to operate at its most efficient level, believes that employees should continue learning through experience and formal schooling. The rewards for this type of training will pay dividends to the City in making it a safer, healthier and more desirable place to live. To the employee, the benefits are of course self-improvement, more efficiency, gained expertise, and monetary rewards. The City has set up an incentive program for City employees who want to better prepare themselves for their jobs through schooling in their respected job fields. Employees who hold approved certifications that prove they are knowledgeable and highly qualified for jobs will receive additional pay up to and above base salary. The pay increases are based on the degree of difficulty of obtaining these certificates. An employee with approved certification becomes

# City of Alpine Personnel Policies and Guidelines

more valuable to the City. The City of Alpine will recognize the following certificates for pay increases as listed.

## **Texas Commission on Law Enforcement Officer Standards and Education**

### **Certification pays**

Intermediate	\$1000.00 a year = .48 per hour
Advanced	\$2000.00 a year = .96 per hour
Master	\$3000.00 a year = \$1.44 per hour

The certification pay is added to the officers pay every two weeks. Example: a master police officer will make \$3000.00 a year on top of his hourly pay. \$3000.00 divided by 26 pay periods is \$115.38 per pay check.

### **Extra certification pays**

Field Training Officer (FTO)	\$1000.00 per year = .48 per hour
Evidence Custodian	\$1000.00 per year = .48 per hour
Firearms instructor	\$1000.00 per year = .48 per hour
TCOLE instructor	\$1000.00 per year = .48 per hour
Crime Scene Technician	\$1000.00 per year = .48 per hour
K-9 Certification	\$1,500 per year = .72 per hour

### **Dispatchers**

Basic	\$1000.00 per year = .48 per hour
Intermediate	\$500.00 per year = .24 per hour
Advanced	\$500.00 per year = .24 per hour
Master	\$1000.00 per year = .48 per hour

### **Texas Department of Health**

# City of Alpine Personnel Policies and Guidelines

Intermediate Animal Control Officer	\$40.00 per Month
Advanced Animal Control Officer	\$50.00 per Month
Code Enforcement Certificate	\$50.00 per Month

## **Texas Commission on Environmental Quality (TCEQ) “Raise at Time of Licensing”**

## **Ground Water or Wastewater Operator Certificate of Competency**

Grade “D”	\$1.00 per Hour
Grade “C”	\$1.00 per Hour
Grade “B”	\$1.00 per Hour
Grade “A”	\$1.00 per Hour

## **Hourly Employees Only on Water Licensing “Raise at Time of Licensing”**

Public Works Department	CDL	\$1.00 per Hour
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Any employee receiving payments for the certifications in one employment category as listed that is then demoted or transferred to another category will lose their Certification Incentive Pay at the time of demotion or transfer. Failure to retain a current certificate through additional education or training as specified by the applicable issuing agency will cause Incentive Program benefits to be canceled at the time of certificate expiration. Employees must present their certificates and supporting documentation to the Human Resource or his designee for recognition by the City of Alpine.

## **E. INSURANCE COVERAGE**

The Insurance Coverage available to every full-time regular employee within

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 4A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, 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 of Ordinance 2026-06-01, an ordinance amending Chapter 10 – Animals of the Alpine Code of Ordinances; Amending Section 10-1 – Definitions to Include Terms Describing Human-Wildlife Interactions; Amending Section 10-10 – Human-Wildlife Interactions; Repealing Section 10-11 – Hunting; Establishing Regulations Concerning Human-Wildlife Interactions; Providing for the Establishment of up to a \$500 Penalty per Occurrence for Violations of the Ordinance; and Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date 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 - 5/26/2026  
Final Approval - 5/26/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 4B

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



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**AGENDA ITEM**

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Public Hearing to obtain citizen views and comments regarding Replat 2026-06-01, a replat application to allow the applicant, Glen & Dee Ann Perkins, to combine two existing privately owned parcels into a single tract. The subject property is located at 2400 FM 1703, Alpine, Brewster County, Texas. The subject property is legally described as Lot One (1) & 0.219 acres out of South part of Lot Two (2), Alpine Industrial Park West, Envelope 219, Plat Records of Brewster County, Texas, being all of that certain tract described in Volume 219, Page 468, Official Public Records of Brewster County, Texas. The record property owner is Glen I. & Dee Ann Perkins. The Parcel Identification Numbers of the subject properties are 10144 and 32386. The current zoning classification of the property is C1-A Neighborhood Commercial District. If the replat is approved the zoning classification will not change and remain C1-A Neighborhood Commercial District.

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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 - 5/26/2026  
Final Approval - 5/26/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 4C

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, 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 - 5/26/2026  
Final Approval - 5/26/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 4D

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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Public Hearing to obtain citizen's views and comments regarding Special Use Permit 2026-06-01, a special use permit allowing the applicant, Susan Little & Elena Andrade, to establish a short term rental at 612 E AVE E. The property owner of record is Susan Little & Elena Andrade. The Parcel ID of the subject property is 10687.

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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 - 5/26/2026  
Final Approval - 5/26/2026

## CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 5Ai

Department: City Council

Sponsor: Catherine Eaves, Mayor, Robert Ruckes, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



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### AGENDA ITEM

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Recognition of the following individuals, organizations, and stakeholders for their extraordinary service, cooperation, and contributions during the City's ongoing water emergency response and infrastructure stabilization efforts:

#### Firefighters

- James Etchison
- Jacob Goodman
- Shelby Green
- Ethan Sullivan
- Caleb Mannix
- Colin Kelley
- Aaron Thomas
- Jeremiah Pearce
- Michael Eisenwine

#### City Staff, Citizens, Vendors, and other Stakeholders:

- Raymond Mobbs-Morgan
- Dionicio Morales
- Dominique Rubio
- Raul Melendez Jr.
- Christian Diaz
- Director Michael Maciaz
- Director Randy Guzman and his team
- Director Jessica Isley
- Director Eddie Molinar and his team
- John Skinner
- Anthony Marquez Jr.
- Kevin Teague
- Alpine Police Department
- WATER RUNNER LLC
- Robbie Dominguez
- Odessa Laboratory
- Arrowhead Drilling

- Local ranchers including the Turner, Cartwright, and Daughtery families
- Tom and Caroline Mangrem

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## EXECUTIVE SUMMARY

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Since the onset of the City’s ongoing water emergency and infrastructure challenges, numerous individuals, organizations, contractors, public safety personnel, staff members, and community stakeholders have played a critical role in supporting the City’s emergency response and water system stabilization efforts. These efforts have included emergency water hauling operations, infrastructure assessments, operational support, field response coordination, public safety assistance, laboratory testing, well and drilling support, logistical coordination, and continued collaboration to help maintain water service reliability for the community.

Throughout the emergency response, the City has relied heavily on interdepartmental cooperation, partnerships with private vendors and contractors, assistance from local ranchers and property owners, and the dedication of employees, volunteers, and first responders who have worked extended hours under difficult conditions to assist the City and its residents.

This recognition item is intended to formally acknowledge and thank the firefighters, City staff, citizens, vendors, local stakeholders, organizations, and community partners who have provided extraordinary service, cooperation, expertise, resources, and support during the City’s water emergency response and ongoing infrastructure stabilization efforts. Their collective assistance has been instrumental in helping the City address operational challenges, maintain continuity of essential services, and work toward long-term water system improvements and recovery.

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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 - 5/26/2026  
Final Approval - 5/26/2026

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 8A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



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**AGENDA ITEM**

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Approval of the May 19, 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. 5-19-26 Regular City Council Meeting 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 - 5/26/2026  
Final Approval - 5/26/2026

**City Of Alpine**  
**REGULAR CITY COUNCIL MEETING**  
**Tuesday, May 19, 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  
Abel Hinojos, Airport Supervisor  
Jessica Isley, Building Official  
Chris Ruggia, Director of Tourism  
Randy Guzman, Director of Gas Utility  
Eddie Molinar, Director of Public Works  
Mike Maciaz, Director of Utilities  
Kim Morrow, Recreation Coordinator

**Not Present:** None

**Others Present:** 8 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 May 13, 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:** Joshua Rousselow, Ward 3, commented on water infrastructure.

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 (5:35 P.M.)**

- A. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2026-05-01, an Ordinance Approving Rezone Application 2026-05-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 901 E Gallego and Legally Described as All of Lots No. nine (9), ten (10), South 83.07 feet of lot one (1), and two (2), Block Thirty-Four (34), Hancock 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-4 Mixed Residential District to C-1 Neighborhood Commercial District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

**Public Comments:** None.

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

4. **PUBLIC PRESENTATIONS.** -

- A. Presentations & Recognitions
- B. Proclamations
- i) Proclamation of May as Community Action 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.

*No items were continued or withdrawn.*

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

*No items were removed from the consent agenda.*

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

*No action items were added to the consent agenda.*

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

*No time sensitive items were added to the consent agenda.*

6. **TIME SENSITIVE ITEMS.** -

7. **CONSENT AGENDA.** -

- A. Approval of the May 1, 2026 Emergency Meeting Minutes (G. Calderon, City Secretary)
- B. Approval of the May 5, 2026 Workshop & Regular Meeting Minutes. (G. Calderon, City Secretary)
- C. Approval of the April 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 April 2026 invoice for Bojorquez Law Firm Services. (G. Calderon, City Secretary)

**RESOLUTION 2026-05-28:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve the consent agenda as presented, the City Council unanimously adopted the motion.

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. Tourism Update by Director of Tourism, Chris Ruggia. (H. Arredondo, City Manager)

B. Alpine Public Library Update. (H. Arredondo, City Manager)

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

A. Discussion regarding updates to the municipal pool rehabilitation project, including ongoing repairs, infrastructure improvements, and project progress being completed by Landmark Aquatic in preparation for the 2026 summer season. (C. Eaves, Mayor)

B. Discussion regarding a proposed ordinance relating to enterprise fund financial management policies, reserve requirements, rate sufficiency standards, and restrictions on the use and transfer of enterprise fund revenues. (R. Rückes, Council Member)

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 2026-05-01, an Ordinance Approving Rezone Application 2026-05-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 901 E Gallego and Legally Described as All of Lots No. nine (9), ten (10), South 83.07 feet of lot one (1), and two (2), Block Thirty-Four (34), Hancock 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-4 Mixed Residential District to C-1 Neighborhood Commercial District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)

**RESOLUTION 2026-05-29:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve the second and final reading of Ordinance 2026-05-01 as presented, the City Council unanimously adopted the motion.

B. Approve the first reading of Ordinance 2026-06-01, an ordinance amending Chapter 10 – Animals of the Alpine Code of Ordinances; Amending Section 10-1 – Definitions to Include Terms Describing Human-Wildlife Interactions; Amending Section 10-10 – Human-Wildlife Interactions; Repealing Section 10-11 – Hunting; Establishing Regulations Concerning Human-Wildlife Interactions; Providing for the Establishment of up to a \$500 Penalty per Occurrence for Violations of the Ordinance; and 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 2026-05-30:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve the first reading of Ordinance 2026-06-01 as presented, the City Council unanimously adopted the motion.

C. Approve Resolution 2026-05-05, a resolution increasing water utility base rates to support debt service associated with financing the construction of a new municipal water well and related system improvements, which are necessary to address the emergency loss of water production capacity and maintain system reliability. (H. Arredondo, City Manager)

**RESOLUTION 2026-05-31:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve Resolution 2026-05-05, the City Council unanimously

voted against adoption of the motion and the resolution was not adopted.

*Mayor Eaves called a short recess. (7:32 P.M.)*

*The meeting resumed. (7:36 P.M.)*

- D. Approve Resolution 2026-05-26 authorizing intervention in AEP Texas Inc.'s application to amend its Rider Mobile Temporary Emergency Electric Energy Facilities before the Public Utility Commission of Texas; approving cooperation with the Cities Served by AEP Texas; authorizing the hiring of Lloyd Gosselink attorneys and consulting services to negotiate with the company and direct any necessary litigation and appeals; and requiring reimbursement of cities' rate case expenses (H. Arredondo, City Manager)

**RESOLUTION 2026-05-32:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve Resolution 2026-05-26 as presented, the City Council unanimously adopted the motion.

- E. Approve Resolution No. 2026-05-27, a resolution authorizing Visit Alpine to apply for Humanities Texas Rural Grants on a year-round rolling basis for qualifying humanities-based projects and authorizing the submission and administration of grant applications and awarded funds in accordance with Humanities Texas program requirements. (H. Arredondo, City Manager)

**RESOLUTION 2026-05-33:** On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve Resolution 2026-05-27, the City Council unanimously adopted the motion.

- F. Approve a plan for the Alpine Municipal Pool and plan moving forward for the Summer 2026 Season. (C. Eaves, Mayor)

**RESOLUTION 2026-05-34:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve a plan for the Alpine Municipal Pool for the 2026 Summer Season, discussion ensued.

**RESOLUTION 2026-05-35:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to amend the original motion to include an affirmation of the daily admission free of \$4 per person and to include monthly passes for individuals to be \$30 a month; for a family of 5: up to \$150 a month; and for families greater than 5: \$180 a month. And to continue the amendment, that the opening will be determined by the availability and operational capability of the Cartwright Well and when it comes online, at the point at which the City can go to stage 3 of its water conservation, at that point it can begin filling the pool, which will take approximately 5 days and then the pool can open on whatever date that can be. The City Council unanimously adopted the motion. The Council subsequently amended the original motion as amended.

**RESOLUTION 2026-05-36:** Councilor Rick Stephens moved to extend the City Council meeting past 9:00 P.M. The motion was seconded by Councilor Eva Martinez. 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 2026-05-37:** On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to recess into executive session, the City Council unanimously adopted the motion. **(8:46 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. Consultation with Attorney § 551.071, Texas Government Code

- a. Cause No. 25485, Allen v. Brewster County, Et Al. (C. Trevino, City Attorney)
- b. Update on Open Meeting closed session requirements.(C. Trevino, City Attorney)

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

**RESOLUTION 2026-05-38:** 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. **(9:04 P.M.)**

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

**RESOLUTION 2026-05-39:** On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes 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. (9:05 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 P.M. on May 13, 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 13 day of May, 2026.**

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



**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 8B

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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Approve 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. (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. 110 N 7th - STR APP 2026\_Redacted

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**BUDGET CONSIDERATIONS**

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Alexandra Tackett, Deputy City Secretary

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**APPROVERS**

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

Approved - 5/26/2026  
Final Approval - 5/26/2026



# SHORT-TERM RENTAL/SPECIAL USE – CONDITIONAL USE PERMIT APPLICATION

STR-CUP Application Fee is \$500.00 per property (non-refundable)

Please complete one application per unit

New Application /  Change in Application  
 Existing Structure /  New Construction

STR Type:  Owner Occupied  Single Unit Non-Owner-Occupied  Multi-Unit Non-Owner Occupied

### SECTION 1: PROPERTY INFORMATION

Property Name (Trade Name) <b>the lo-fi</b>	Street Number <b>110</b>	Street Name <b>N 7th St</b>
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### LEGAL DESCRIPTION (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Addition <b>OT</b>	Block <b>6</b>	Lot <b>6-8</b>	
Present zoning district <b>C1</b>	Square footage of property <b>340</b>	Size of property lot <b>18,743 sq ft</b>	Total Number of Units in Building <b>1</b>

### SECTION 2: PROPERTY OWNER INFORMATION - Complete at least one of section A or B

#### A. Individual Ownership

Owner First Name <b>Jennifer Hatch</b>	Owner Last Name <b>Hatch</b>	Primary Telephone Number
Mailing Address <b>PO Box 652 Alpine TX 79831</b>		Email Address

#### B. Corporate Ownership

Ownership Form:  
 Partnership  Corporation  LLC  Kiosk  Other (Please Explain)

Business Name

Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address (cannot be P.O. Box)		Email Address

### SECTION 3: PROPERTY MANAGER /DESIGNATED OPERATOR'S INFORMATION

First Name <b>Jennifer</b>	Last Name <b>Hatch</b>	Primary Telephone Number
Physical Address (must be located within 30 minutes of STR property) <b>610 N Phelps St Alpine TX 79830</b>		Email Address

### STAFF USE ONLY

SUP number	Finance Account Number	Permit Number <b>26-008381</b>
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**PAID**  
CK# 2456

## CITY OF ALPINE STR LOCAL REPRESENTATIVE CERTIFICATION

New  Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. **If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.**

Property Owner First Name <i>Jennifer Hatch</i>	Property Owner Last Name <i>Hatch</i>
Short-term Rental Address <i>110 N 7th St</i>	

LOCAL REPRESENTATIVE:		
First Name	Last Name	Primary Telephone Number
Physical Address (cannot be P.O. Box)		
Mailing Address	Email Address	

**Local Representative Responsibilities:**

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

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By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. **Please provide a copy of Driver's License if different from STR property owner.**

Local Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: *Jennifer Hatch* Date: *3/17/26*

## ACKNOWLEDGEMENTS

All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

At least ten (10) before the public hearing for a Short-Term Rental/ Special Use Permit (STR-CUP) application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$250 annual registration fee.

All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal. I further acknowledge that the Short-Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short-Term Rental establishments. I acknowledge that as a Short-Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

  
Applicant's Signature

Jennifer Hatch  
Printed Name

3/17/26  
Date

**STR HOMEOWNER'S ASSOCIATION DECLARATION**

I **DECLARE** the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Managing HOA Representative Signature

\_\_\_\_\_  
Date

**Or:**

I **DECLARE** there is no Homeowners Association requirement for this property.

110 N 7th St Alpine  
Address

*Jennifer Hata*  
STR Owners Signature

3/17/26  
Date

**STR PROOF OF PROPERTY INSURANCE**

I declare that I have obtained short-term rental insurance or an insurance policy that specifically states it includes short-term rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

*Jennifer Hata*  
Property Owner's Signature

3/17/26  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Or:**

I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord insurance may not adequately cover my short-term rental.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Property Owner's Signature

Date

**GENERAL RELEASE OF LIABILITY**

I, Jennifer Hatch, of 610 N Phelps St,  
Short-Term Rental Operator Street Address  
Alpine, Texas, 79830 (Hereinafter the "Releasor") have agreed to this General  
City State Zip

Release of Liability ("Agreement") for no payment or consideration.

THEREFORE under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge City of Alpine, of 100 N. 13<sup>th</sup> Street, Alpine, Texas, 79830 (Hereinafter the "Releasee") including their agents, employees, successors, and assigns, personal representatives, affiliates successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims demands, damages. Actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages that may develop in the future, as a result or in any way relating to **the undersigned's decision, as a Short-Term Rental Operator in Alpine, Texas to operate a Short-Term Rental.**

It is understood and agreed that this Agreement is made and received in full and complete settlement and satisfaction the causes of action, claims, and demands mentioned herein; that this Release contains the entire Agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors, and assigns. This release shall be subject to and governed by the laws of the State of Texas.

This Release has been read and fully understood by the undersigned and has been explained to me.

EXECUTED this 17th day of March, 20 26.

Releasor's Signature: Jennifer Hatch

Releasor's Printed Name: Jennifer Hatch

**SIGNATURE TO AUTHORIZE FILING OF A STR-SUP**

Submit an additional signature page if necessary.

Jennifer Hatch  
Print Applicant Name

Jennifer Hatch  
Applicant signature

The State Of Texas

County Of Brewster

Before Me Judy L Stokes  
Notary

on this day personally appeared Jennifer Hatch  
Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.



Given under my hand and seal of the office this 17<sup>th</sup> day of March, A.D. 2024

Judy L Stokes  
Notary in and for the State of Texas

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant signature

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_  
Notary

on this day personally appeared \_\_\_\_\_  
Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Seal  
Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

\_\_\_\_\_  
Notary in and for the State of Texas

## SHORT TERM RENTAL INSPECTION CHECKLIST

**Initial inspection:** At the time of the initial application, the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approve means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$35.00 each.

An inspection won't occur until all required application documents and permit fee have been received by the City. To request an inspection please call Building Services, 432.837.3281.

### General requirements:

- House numbers installed and clearly visible from street.
- Smoke alarms installed in all sleeping rooms.
- Carbon monoxide detectors as required by fire code.
- Fire extinguisher or sprinkler system.

### Sanitation:

- All plumbing fixtures connected to sanitary sewer with approved P-traps.
- All plumbing fixtures connected to approved water supply Hot and Cold water.
- No signs of mold or mildew on wall surfaces.
- No signs of infestation from rodents or insects.
- All sanitary facilities installed and maintained in safe and sanitary conditions

### Safety:

- Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- All stairs, decks and balconies over 30 inches in height are provided with approved guardrails.
- Requirements of the IBC and IRC are met for dwelling units.
- Dwelling has no broken windows or doors.
- No broken, rotted, split, buckled or exterior wall or roof coverings that affect the protection of the structural elements behind them.

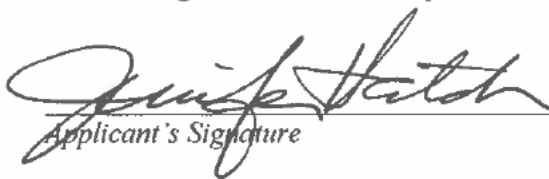
### Mechanical:

- Every habitable room contains at least two electrical outlets and light fixtures.
- All electrical equipment, wiring and appliances have been installed and are in a safe manner.
- Dwelling is equipped with heating facilities in operating condition.
- All solid fuel burning appliances are installed per applicable codes maintained in safe working conditions.
- Dwelling has proper ventilation in all rooms and areas where fuel. All fuel burning appliances are installed.

### Structural:

- Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- No split, lean, list or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- No evidence of decay or damage to exterior stairs or decks.

I acknowledge the Short-term inspection checklist requirements.

  
Applicant's Signature

Jennifer Hatch  
Printed Name

3/17/26  
Date

Please complete and submit the following attached documents with your application.

     **1. Short-Term Rental Application Form.**

Complete form on page 1.

**2. STR Local Representative Certification.**

Complete form on page 2.

**3. Acknowledgements**

Sign form on page 3.

**4. Homeowner's Association Declaration & Proof of Property Insurance.**

Please complete attachment on page 4 and provide a copy of a property insurance summary that states STR coverage is included and complete insurance waiver.

**5. General Release of Liability.**

Form on page 5 must be signed by the operator.

     **6. Signature to authorize filing STR-SUP.**

Form on page 6 must be completed by a Notary Public.

**7. Short Term Rental Inspection checklist.**

Form on page 7 must be signed by the STR applicant.

**EXHIBITS** – Please, clearly mark each exhibit title on top of each page, for example. Exhibit “A” letter.

**A. Letter.**

Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.

**B. Floor Plan.**

A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.

**C. Parking Plan Requirement.**

A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way.

**D. Applicant's Driver's License.**

Please provide a copy of STR owner's driver's license.

     **E. Driver License of Local Representative if Different from Applicant.**

**F. Proof of STR Property Ownership and/or authorization from property owner.**

Property tax documents, deed, or copy of title. If applicant doesn't own property, copy of proof of authorization from property owner, lease agreement, and/or letter is required.

**G. Info Sheet.**

A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:

- The 24-hour contact information of the STR owner or local representative.
- Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
- Emergency and non-emergency telephone numbers for police and fire departments.
- Instructions for obtaining severe weather, natural or man-made disaster alerts. Local alert service is available at: [Brewstercountytx.com/hyper-reach](http://Brewstercountytx.com/hyper-reach).

To: City of Alpine  
STR Application

From: Jennifer Hatch  
Brewster County Lodging  
PO Box 652  
Alpine Texas 79831

Re: STR Application 110 N 7<sup>th</sup> St


Dear City,

I am writing to ask for a permit to operate a short-term rental in a former garage behind my business, Americana, in downtown Alpine. This will be my 5<sup>th</sup> STR and I have been collecting and remitting hotel occupancy taxes for 15 years.

My husband and I have remodeled the space to be a comfortable and cool place for a maximum of two guests with off street parking. It is in a commercial zone with no residential neighbors, and the lo-fi guests will be able to easily walk to any downtown business.

I hope that you will agree that there would be only positive results from this new STR in downtown Alpine and allow a permit to be issued.

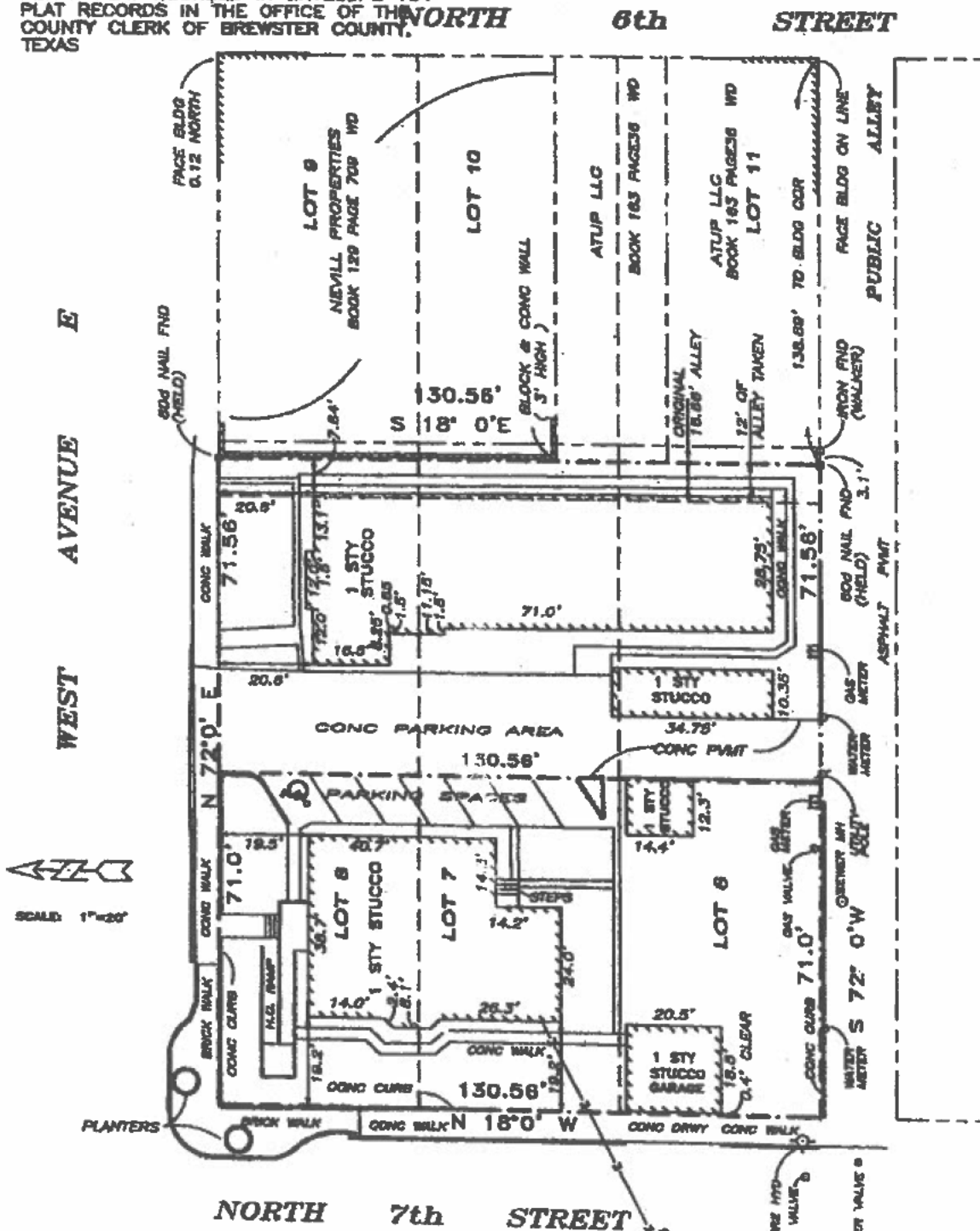
Sincerely,



Jennifer Hatch

PLAT OF SURVEY OF  $\frac{1}{2}$  210 WEST AVENUE E,  
 BEING THE WEST 71 FEET OF LOTS 6, 7,  
 & 8 AND THE EAST 59.58 FEET OF LOTS  
 6, 7, & 8 AND THE WEST 12 FEET OF A  
 NORTH - SOUTH ALLEY SHOWN IN BLOCK  
 6 OF THE ORIGINAL TOWN OF ALPINE AS  
 PER A PLAT RECORDED IN ENVELOPE 184  
 PLAT RECORDS IN THE OFFICE OF THE  
 COUNTY CLERK OF BREWSTER COUNTY,  
 TEXAS

**WEST  
 TEXAS SURVEYS**  
 1705 NORTH 5th STREET  
 ALPINE, TEXAS 79850



SCALE: 1"=20'

HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE  
 RESULTS OF AN ACTUAL SURVEY ON THE GROUND  
 MADE BY ME OR UNDER MY DIRECT SUPERVISION  
 AND THAT THE LINES AND CORNERS FOUND OR SET  
 ARE TRUE AND CORRECT TO THE BEST OF MY  
 KNOWLEDGE

*Ken West* #5927

KEN WEST  
 REGISTERED PROFESSIONAL LAND SURVEYOR  
 DATE: MARCH 24, 2007

ACCORDING TO THE FIRM MAP COMBINATION  
 PANEL NUMBER 450005 COORD. IS DATED  
 NOVEMBER 10, 1996 THIS PROPERTY IS IN  
 ZONE AE AREAS OF 100 YEAR FLOOD. BASE  
 FLOOD ELEVATIONS DETERMINED

BEARINGS ARE BASED ON THE EAST LINE  
 OF LOTS 6-8 WITH EXISTING MONUMENTS  
 INDICATED



Exhibit "A"



# 2025 TAX STATEMENT

STATEMENT NUMBER  
**49779**  
 PROPERTY ID NUMBER

<http://www.brewstercotad.org>

<b>NAME &amp; ADDRESS</b> Owner ID: 33825 Pct: 100.000% HATCH JENNIFER PO BOX 652 ALPINE, TX 79831		<b>PROPERTY DESCRIPTION</b> OT, BLOCK 6, LOT 6-8 W/71' OF 6,7,8  Acreage: 0.2119 Type: R	<b>PROPERTY GEOGRAPHICAL ID</b> 973600060006000040 <b>PROPERTY SITUS / LOCATION</b> 210 WAVE E ALPINE, TX 79830
--	--	---	--

LAND MARKET VALUE 41,535	IMPROVEMENT MARKET VALUE 228,728	AG/TIMBER USE VALUE 0	AG/TIMBER MARKET 0	ASSESSED VALUE 270,263
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100% Assessment Ratio Appraised Value: 270,263

Taxing Unit	Assessed	Homestead Exemption	OV65 or DP Exemption	Other Exemptions	Freeze Year and Ceiling	Taxable Value	Rate Per \$100	Tax Due
Alpine ISD	270,263	0	0	0		270,263	0.9702000	2,622.10
Big Bend Regional Hospital	270,263	0	0	0		270,263	0.0737130	199.22
Brewster County	270,263	0	0	0		270,263	0.3700070	1,000.00
City of Alpine	270,263	0	0	0		270,263	0.4247370	1,147.91



**To Pay Online**  
 Visit [www.officialpayments.com](http://www.officialpayments.com)  
**To Pay by Phone**  
 Call 1-800-272-9829  
 (Use Jurisdiction Code 6696)

Official Payments, the service provider, charges a fee for this service

Total Taxes Due By Jan 31, 2026 **4,969.23**

Penalty & Interest if paid after Jan 31, 2026		
If Paid In Month	P&I Rate	Tax Due*
February 2026	7%	5,317.06
March 2026	9%	5,416.45
April 2026	11%	5,515.84
May 2026	13%	5,615.23
June 2026	15%	5,714.60

Property taxes in Texas are assessed as of January 1st each year and cover a period of one year from that date. Tax statutes make no provisions for proration; therefore, a change of address during the year would have no effect on the tax liability established on January 1st of the calendar year. These tax statutes also make no provisions for proration in case the property is disposed of during the calendar year. Also, if you owned personal property described on the tax statement on January 1st, then you are personally liable for the taxes. IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED, AND YOU OCCUPY THE PROPERTY DESCRIBED IN THIS DOCUMENT AS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

\*Total Tax Due may include Additional Penalty up to 20% incurred on April 1 or July 1 of the year of delinquency [Tax Code Sec 33.11] or Additional Late Filing Penalty of 10% [Tax Code Sec 23.54, Tax Code Sec 21.10] or Late Correction penalty of 10% [Tax Code Sec 25.25(d)].

\* DETACH HERE AND RETURN WITH PAYMENT \*

Make checks payable to:

Sylvia Vega  
 Brewster County Tax Office  
 107 W Ave E #1 432-837-6200 ext 209  
 Alpine, TX 79830



<b>Owner Name and Address</b> HATCH JENNIFER PO BOX 652 ALPINE, TX 79831	<b>Statement Number</b> 2025 49779 <b>Prop ID Number</b>  <b>Geographical ID</b> 973600060006000040
---	--

See payment schedule below for tax due.

If Paid In Month	Tax Due	In January Pay <b>4,969.23</b>
October 2025	4,969.23	
November 2025	4,969.23	
December 2025	4,969.23	
January 2026	4,969.23	
February 2026	5,317.06	
March 2026	5,416.45	
April 2026	5,515.84	
May 2026	5,615.23	
June 2026	5,714.60	

Taxes are payable  
 October 1, 2025 and  
 become delinquent  
 on February 1, 2026

HATCH JENNIFER  
 PO BOX 652  
 ALPINE, TX 79831



Welcome to the lo-fi

Brewster County Lodging

Jenny Hatch

Lo-fi wifi:

Dumpster for trash is in the alley.

Emergency Numbers:

Big Bend Regional Hospital 432-837-3447

Alpine Police (432) 837-3486

Alpine Fire Department 432-538-2106

Local alert service can be found at [Brewstercountytexas.com/hyper-reach](http://Brewstercountytexas.com/hyper-reach). (This is actually not true, I checked the link.)

Your address for 911 is 110 N 7<sup>th</sup> St

**CITY COUNCIL AGENDA ITEM REPORT**

**June 2, 2026**

Agenda Item No. 8C

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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Approve Special Use Permit 2026-06-01, a special use permit allowing the applicant, Susan Little & Elena Andrade, to establish a short term rental at 612 E Ave E. The property owner of record is Susan Little & Elena Andrade. The Parcel ID of the subject property is 10687. (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. 612 E Ave E -STR 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

---

**APPROVERS**

---

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

Approved - 5/26/2026  
Final Approval - 5/26/2026



# SHORT-TERM RENTAL/SPECIAL USE – CONDITIONAL USE PERMIT APPLICATION

STR-CUP Application Fee is \$500.00 per property (non-refundable)

**Please complete one application per unit**

New Application                    /                     Change in Application  
 Existing Structure                    /                     New Construction

**STR Type:**    Owner Occupied     Single Unit Non-Owner-Occupied     Multi-Unit Non-Owner Occupied

### SECTION 1: PROPERTY INFORMATION

Property Name (Trade Name) <b>THE COWBOY HOUSE</b>	Street Number <b>612</b>	Street Name <b>EAST AVE E</b>
---	-----------------------------	----------------------------------

### LEGAL DESCRIPTION (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Addition <b>HANCOCK</b>	Block <b>16</b>	Lot <b>6</b>	
Present zoning district <b>R</b>	Square footage of property <b>1203 SQ FT</b>	Size of property lot <b>0.0276 ACRES</b>	Total Number of Units in Building <b>1</b>

### SECTION 2: PROPERTY OWNER INFORMATION - Complete at least one of section A or B

#### A. Individual Ownership

Owner First Name - Owner 1: <b>SUSAN LITTLE</b>	Owner Last Name - Owner 2: <b>ELENA ANDRADE</b>	Primary Telephone Number
--	--	--------------------------

Mailing Address <b>SL - 34 E 40TH ST BAYONNE, NJ 07002 EA - 15041 GLAOSTONE DR ALEDO, TX 76008</b>	Email Address
---	---------------

#### B. Corporate Ownership

Ownership Form:  
 Partnership     Corporation     LLC     Kiosk     Other (Please Explain)

Business Name

Contact First Name	Contact Last Name	Primary Telephone Number
--------------------	-------------------	--------------------------

Mailing Address (cannot be P.O. Box)	Email Address
--------------------------------------	---------------

### SECTION 3: PROPERTY MANAGER /DESIGNATED OPERATOR'S INFORMATION

First Name <b>APRIL</b>	Last Name <b>MCANALLY</b>	Primary Telephone Number
----------------------------	------------------------------	--------------------------

Physical Address (must be located within 30 minutes of STR property) <b>115 N 6TH ST, ALPINE, TEXAS 79830</b>	Email Address
--	---------------

### STAFF USE ONLY

SUP number	Finance Account Number	Permit Number <b>26-008409</b>
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## CITY OF ALPINE STR LOCAL REPRESENTATIVE CERTIFICATION

New  Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. **If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.**

Property Owner First Name <b>SUSAN LITTLE</b>	Property Owner Last Name <b>ELENA ANDRADE</b>
Short-term Rental Address <b>612 E AVE E, ALPINE, TEXAS 79830</b>	

LOCAL REPRESENTATIVE:		
First Name <b>APRIL</b>	Last Name <b>MCANALLY</b>	Primary Telephone Number
Physical Address (cannot be P.O. Box)		
Mailing Address <b>1949 LAMPLIGHTER LN, ALPINE, TEXAS 76904</b>	Email Address	

**Local Representative Responsibilities:**

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. **Please provide a copy of Driver's License if different from STR property owner.**

Local Representative Signature: _____	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>    <small>64DD48873F31411...</small> </div>	Date: <u>2/26/2026</u>
Property Owner's Signature: _____	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>    <small>FD4BF8383EEB4DC...</small> </div>	Date: <u>2/26/2026</u>
	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>    <small>9A4300382039401...</small> </div>	Date: <u>3/2/2026</u>

## ACKNOWLEDGEMENTS

All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

At least ten (10) before the public hearing for a Short-Term Rental/ Special Use Permit (STR-CUP) application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$250 annual registration fee.

All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal. I further acknowledge that the Short-Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short-Term Rental establishments. I acknowledge that as a Short-Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

DocuSigned by:  
*Susan Little*  
FD48F6383EEB4DC

Susan Little

2/26/2026

*Applicant's Signature*

*Printed Name*

*Date*

DocuSigned by:  
*Elena Andrade*  
9A4300382039401...

Elena Andrade

3/2/2026

3

**STR HOMEOWNER'S ASSOCIATION DECLARATION**

**I DECLARE** the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

Address

Managing HOA Representative Signature

Date

**Or:**

**I DECLARE** there is no Homeowners Association requirement for this property.

**612 E AVE E, ALPINE, TEXAS 79830**

Address

DocuSigned by:

*Susan Little*

FD4BF6383EEB4DC...

STR Owners Signature

2/26/2026

Date

DocuSigned by:

*Elena Andrade*

9A4300382039401...

3/2/2026

**STR PROOF OF PROPERTY INSURANCE**

I declare that I have obtained short-term rental insurance or an insurance policy that specifically states it includes short-term rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

DocuSigned by:

*Susan Little*

FD4BF6383EEB4DC...

Property Owner's Signature

2/26/2026

Date

DocuSigned by:

*Elena Andrade*

9A4300382039401...

Property Owner's Signature

3/2/2026

Date

**Or:**

I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord insurance may not adequately cover my short-term rental.

Property Owner's Signature

Date



**SIGNATURE TO AUTHORIZE FILING OF A STR-SUP**

Submit an additional signature page if necessary.

Susan Little

Print Applicant Name

*Susan Little*  
Applicant signature

The State Of New Jersey

County Of Hudson County

Before Me Keith D. Kass on this day personally appeared Susan Little  
Notary Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Seal

Given under my hand and seal of the office this 6 day of MAR, A.D. 2016



*Keith D. Kass*  
Notary in and for the State of ~~Texas~~ New Jersey  
-KKS

Print Applicant Name

Applicant signature

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_  
Notary Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Seal

Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

Notary in and for the State of Texas

**SIGNATURE TO AUTHORIZE FILING OF A STR-SUP**

Submit an additional signature page if necessary.

ELENA GABRIELLE ANDRADE  
Print Applicant Name

Elena Andrade  
Applicant signature

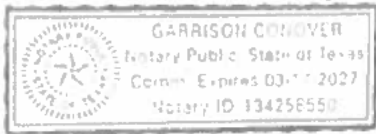
The State Of Texas  
County Of Parker  
Before Me Garrison Conover  
Notary

on this day personally appeared Elena G. Andrade  
Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed

Seal

Given under my hand and seal of the office this 6th day of MARCH, A.D. 2026



Garrison Conover  
Notary in and for the State of Texas

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant signature

The State Of \_\_\_\_\_  
County Of \_\_\_\_\_  
Before Me \_\_\_\_\_  
Notary

on this day personally appeared \_\_\_\_\_  
Applicant

Known to me (or proved to me on the oath of card of other documents) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed

Seal

Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

\_\_\_\_\_  
Notary in and for the State of Texas

## SHORT TERM RENTAL INSPECTION CHECKLIST

Initial inspection: At the time of the initial application, the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approve means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$35.00 each.

An inspection won't occur until all required application documents and permit fee have been received by the City.

To request an inspection please call Building Services, 432.837.3281.

### General requirements:

- House numbers installed and clearly visible from street.
- Smoke alarms installed in all sleeping rooms.
- Carbon monoxide detectors as required by fire code.
- Fire extinguisher or sprinkler system.

### Sanitation:

- All plumbing fixtures connected to sanitary sewer with approved P-traps.
- All plumbing fixtures connected to approved water supply Hot and Cold water.
- No signs of mold or mildew on wall surfaces.
- No signs of infestation from rodents or insects.
- All sanitary facilities installed and maintained in safe and sanitary conditions

### Safety:

- Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- All stairs, decks and balconies over 30 inches in height are provided with approved guardrails.
- Requirements of the IBC and IRC are met for dwelling units.
- Dwelling has no broken windows or doors.
- No broken, rotted, split, buckled or exterior wall or roof coverings that affect the protection of the structural elements behind them.

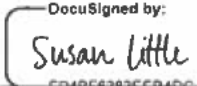
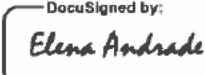
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- No evidence of decay or damage to exterior stairs or decks.

I acknowledge the Short-term inspection checklist requirements.

<small>DocuSigned by:</small>  <small>FB4BF6303EEB4DC</small>	susan Little	2/26/2026
<i>Applicant's Signature</i>	<i>Printed Name</i>	<i>Date</i>
<small>DocuSigned by:</small>  <small>9A4300382039401...</small>	Elena Andrade	3/2/2026



Please complete and submit the following attached documents with your application.

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Complete form on page 1.

**2. STR Local Representative Certification.**

Complete form on page 2.

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Please provide a copy of STR owner's driver's license.

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- Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
- Emergency and non-emergency telephone numbers for police and fire departments.
- Instructions for obtaining severe weather, natural or man-made disaster alerts. Local alert service is available at: [Brewstercountytexas.com/hyper-reach](http://Brewstercountytexas.com/hyper-reach).



April 6, 2026

**City of Alpine**  
100 N. 13<sup>th</sup> St., Alpine, TX 79830

To Whom It may Concern,

We are proposing that we continue to use The Cowboy House, located at 612 East Ave E in Alpine, Texas as a short-rental property. The home has been used as an STR since 2021. The prior owner Dand Dee Andrade passed away in November, and the home was left to her daughter Susan Little and her step-daughter Elena Andrade. They would like to continue to use the home as a short-term rental under the same management company of Bienvenido Big Bend. No harm will be caused to the value of the property or to other homes in the neighborhood due to the use as a short-term rental.

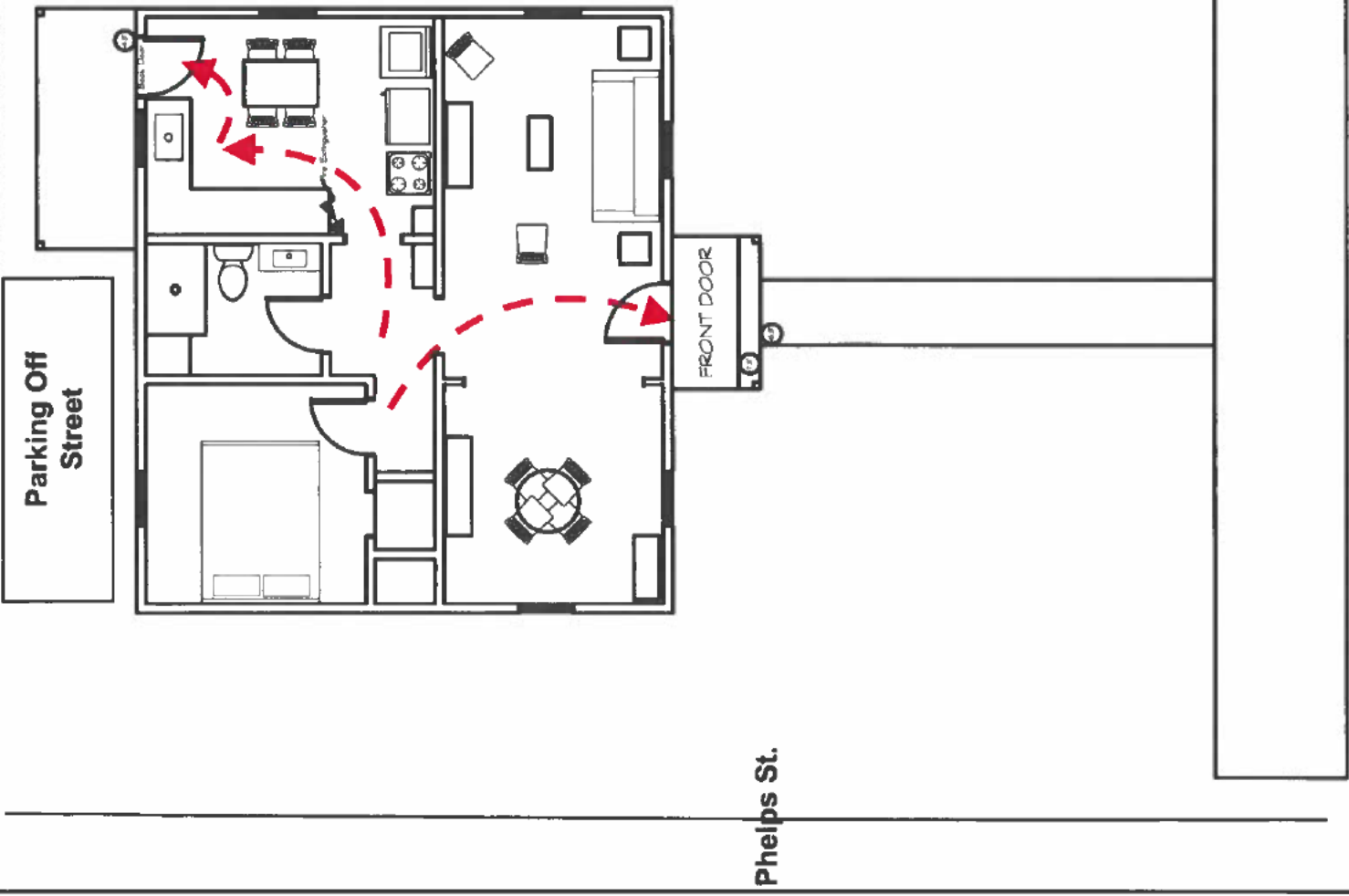
Cowboy House will be managed by Bienvenido Big Bend who oversees the short-term rental activity for several properties in Alpine. I am dedicated to representing this property, as well as, the City of Alpine as a positive and welcoming vacation destination to visitors while striving to reduce any inconvenience to residential neighbors.

Sincerely,

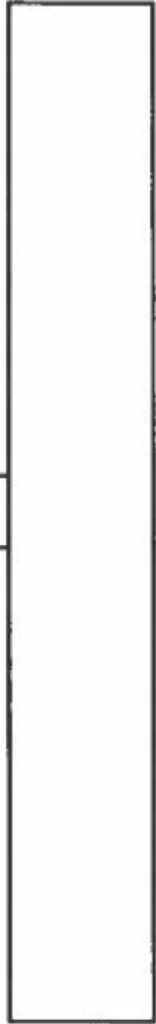
A handwritten signature in blue ink that reads "April McAnally".

**April McAnally**  
**Owner**  
**Bienvenido Big Bend**

# The Cowboy House Fire Evacuation Plan



612 E Ave E	
TITLE CAD FILE NAME 612 E Ave E.vwx	
SCALE 1/8"=1'-0"	DRAWING NUMBER 1 of 1





## **Welcome to Cowboy House!**

### **IN CASE OF EMERGENCY CALL 911**

#### **OTHER EMERGENCY NUMBERS**

Alpine Police Department – 432.837.3486

Brewster County Sheriff's Department – 432.837.3488

Fire Department Non-Emergency Only – 432.837.2366

Animal Control – 432.837.3486

Poison Control – 800.222.1222

#### **SEVERE WEATHER ALERTS**

Tune into local radio stations KVLV 1240 AM or KALP 92.7 FM

#### **WIFI CONNECTION INFO**

Network Name: XXXXXX

Password: XXXXXXXX

**House Rules** – No Smoking, No Pets, No Parties. Please do not rearrange the furniture.

**TV Info** – The smart tv has apps available to watch your favorite shows.  
You will need your own account to access the apps, such as, Netflix and Hulu.  
Don't forget to sign out of your account before checking out.

**Trash** – There are dumpsters located in the alley accessible through the backyard that are available for use.

**Parking** – There is a large dedicated parking lot directly in front of the home. Please park in the driveway.  
Do not park on the street.

## GUIDEBOOK

### Attractions –

Museum of the Big Bend  
MuseumoftheBigBend.com

Hancock Hill Desk Hike  
solorss.edu/page/1077/desk

Mural Tour  
visitalpinetx.com

Kokernot Baseball Stadium  
visitalpinetx.com

### Gas – (\* Pro Tip - Fill up before heading south)

Stripe's  
700 East Ave E  
Alpine, TX 79830

The Triangle  
1500 US-90  
Alpine, TX 79830

Uncle's  
2411 US-90  
Alpine, TX 79830

### Groceries, ATM –

Blue Water Natural Food  
One Mile South 45978, TX-118  
Alpine, TX 79830

Porter's Thriftway  
104 N 2<sup>nd</sup> Street  
Alpine, TX 79830

Porter's Thriftway  
101 E Sul Ross Street  
Alpine, TX 79830

Stripes  
700 East Ave E  
Alpine, Texas

Dollar General  
105 N 15<sup>th</sup> St  
Alpine, Texas

Family Dollar  
203 East Ave E  
Alpine, Texas

**Dog Park** – Kokernot Park off Fighting Buck Avenue.

**Events** – For updated info on events check with: Chamber of Commerce – [www.alpintexas.com](http://www.alpintexas.com); Big Bend Tourism Council – [www.visitbigbend.com](http://www.visitbigbend.com); Alpine Avalanche (local newspaper) [www.alpineavalanche.com](http://www.alpineavalanche.com)

**Laundry** – Tumbleweed Laundry, 215 E Holland, Alpine, Texas 79830

**Restaurants** – For updated info on local restaurants and food trucks check with [www.alpintexas.com](http://www.alpintexas.com)

## CHECKOUT INSTRUCTIONS

Our housekeepers work very hard to make sure everything is clean and sanitized before your arrival. They would greatly appreciate if you could do the following:

- Strip sheets and pillowcases and place in hamper or laundry room
- Place used towels in laundry room or hamper
  - Gather all trash and take to dumpster
- Start dishwasher or wash all dirty dishes and clean out coffee pot

THANK YOU FOR STAYING!  
COME BACK SOON!


## MORE ABOUT BIENVENIDO BIG BEND

Hi! I'm April and most likely have been corresponding with you before your arrival. I "married into Alpine" over 20 years ago when I met my husband who was born and raised here. Having grown up on a cotton farm, I was used to rural living. But I never expected to fall in the love with the desert mountains. Alpine and the entire Big Bend is a truly unique area. The love of the area and my love of hospitality were married when I had the opportunity to manage short term rentals. I began Bienvenido Big Bend and have continued to add to my portfolio of vacation homes in Alpine.

I am honored that the owners of Cowboy House have entrusted me to manage their home, and grateful that you have chosen to reserve it for your stay. My staff and I take pride in providing clean and comfortable homes to visitors in the area.

Enjoy your stay and Bienvenido a Big Bend!



<b>BREWSTER COUNTY</b> Sarah Vasquez Brewster County Clerk P.O. Drawer 119 Alpine, TX, 79831 Phone: 432-837-3366	<b>DOCUMENT #:</b> 118488 <b>RECORDED DATE:</b> 12/18/2023 02:54:59 PM 
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**OFFICIAL RECORDING COVER PAGE** Page 1 of 3

<b>Document Type:</b> TRANSFER <b>Transaction Reference:</b> <b>Document Reference:</b>	<b>Transaction #:</b> 90260 - 3 Doc(s) <b>Document Page Count:</b> 2 <b>Operator Id:</b> kmunoz
<b>RETURN TO:</b> ( )	<b>SUBMITTED BY:</b> PARK LAW PLLC , TX

DOCUMENT # : 118488  
RECORDED DATE: 12/18/2023 02:54:59 PM

I hereby certify that this document was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Brewster County.



*Sarah Vasquez*

Sarah Vasquez  
Brewster County Clerk

**PLEASE DO NOT DETACH**  
THIS PAGE IS NOW PART OF THIS LEGAL DOCUMENT

**NOTE: If document data differs from cover sheet, document data always controls.**  
**\*COVER PAGE DOES NOT INCLUDE ALL DATA, PLEASE SEE INDEX AND DOCUMENT AFTER RECORDING FOR ADDITIONAL INFORMATION.**

**Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.**

## **REVOCABLE TRANSFER ON DEATH DEED**

**DATE:** December 18, 2023

**TRANSFEROR (including mailing address):**

**DANA DEE ANDRADE, dealing with her sole and separate property**  
1903 North 4th Street  
Alpine, Brewster County, Texas 79830

**DESIGNATED BENEFICIARY (including mailing address):**

**SUSAN DANEE LITTLE, as her sole and separate property**  
34 E. 40th Street  
Bayonne, Hudson County, NJ 07002

**ELENA GABRIELLE ANDRADE, as her sole and separate property**  
15041 Gladstone Drive  
Aledo, Parker County, TX 76008

**PROPERTY (including any improvements):**

0.91 acres, more or less, out of Lot 6, Block 16, HANCOCK ADDITION, North of Railroad, City of Alpine, Brewster County, Texas; being the same property described as the North Part of Lot 6 in Volume 241, Page 44, Deed Records of Brewster County, Texas; and being the same property conveyed in deed in Volume 707, Page 706, Official Public Records of Brewster County, Texas; and being more particularly described in survey in Exhibit "A" attached hereto and incorporated herein for all purposes.

Commonly known as 612 Avenue E, Alpine, Texas.

**RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:**

Easements, rights of way, and prescriptive rights, whether of record or not; all presently recorded instruments, other than liens and conveyances, that affect the property; taxes for 2023, the payment of which Grantee assumes.

Transferor, subject to the Reservations from Transfer, at Transferor's death, grants and conveys the Property to Designated Beneficiary, to have and hold forever, but if any Primary Beneficiary predeceases Transferor, Transferor, subject to the Reservations from Transfer, at Transferor's death, grants and conveys that deceased Beneficiary's share to the surviving descendants of said deceased Beneficiary, to have and hold forever.

When the context requires, singular nouns and pronouns include the plural.

**GRANTOR:**

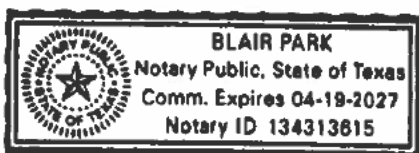
*Dana Dee Andrade*

**DANA DEE ANDRADE**

THE STATE OF TEXAS    §  
  §  
COUNTY OF BREWSTER §

Before me the undersigned Notary Public on this day personally appeared **DANA DEE ANDRADE**, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 18<sup>th</sup> day of December, A.D., 2023.



*Blair Park*  
\_\_\_\_\_  
Notary Public, State of Texas

**PREPARED IN THE LAW OFFICE OF:**

PARK LAW, PLLC  
P.O. BOX 1440  
MARFA, TX 79843



# DEPARTMENT OF STATE HEALTH SERVICES VITAL STATISTICS



TEXAS DEPARTMENT OF STATE HEALTH SERVICES - VITAL STATISTICS

Dec 18 2025

STATE OF TEXAS

CERTIFICATE OF DEATH

STATE FILE NUMBER

142-25-218237

1 LEGAL NAME OF DECEASED (Include AKA's, F any) (First, Middle, Last)				(Before Marriage)				2 DATE OF DEATH - ACTUAL OR PRESUMED (mm-dd-yyyy)			
DANA DEE ANDRADE				MIDKIFF				NOVEMBER 25, 2025			
3 SEX		4 DATE OF BIRTH (mm-dd-yyyy)		5 AGE - Last Birthday (Years)		6 UNDER 1 YR		7 UNDER 1 DAY		8 BIRTHPLACE (City & State or Foreign Country)	
FEMALE		OCTOBER 31, 1945		80		Mo Days		Hours Min		MARTINEZ, CA	
7 SOCIAL SECURITY NUMBER				8 MARITAL STATUS AT TIME OF DEATH				9 SURVIVING SPOUSE'S NAME (If spouse, give name prior to first marriage)			
456-76-0476				<input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed (but not remarried) <input type="checkbox"/> Divorced (but not remarried) <input type="checkbox"/> Never Married <input type="checkbox"/> Unknown				CARLOS BELMONTES ANDRADE			
10a RESIDENCE STREET ADDRESS								10b APT NO		10c CITY OR TOWN	
1903 N 4TH STREET										ALPINE	
10d COUNTY				10e STATE				10f ZIP CODE		10g INSIDE CITY LIMITS?	
BREWSTER				TEXAS				79830		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
11 FATHER/PARENT 2 NAME PRIOR TO FIRST MARRIAGE						12 MOTHER/PARENT 1 NAME PRIOR TO FIRST MARRIAGE					
LIGE ERWIN MIDKIFF						LOLITA LUCILLE GUFFEY					
13 PLACE OF DEATH (CHECK ONLY ONE)											
<input type="checkbox"/> If DEATH OCCURRED IN A HOSPITAL <input type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> ODA <input type="checkbox"/> If DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL <input type="checkbox"/> Hospice Facility <input type="checkbox"/> Nursing Home <input checked="" type="checkbox"/> Decedent's Home <input type="checkbox"/> Other (Specify)											
14 COUNTY OF DEATH				15 CITY/TOWN, ZIP (If OUTSIDE CITY LIMITS, GIVE PRECINCT NO)				16 FACILITY NAME (If not institution, give street address)			
BREWSTER				ALPINE, 79830				1903 N 4TH STREET			
17 INFORMANT'S NAME & RELATIONSHIP TO DECEASED						18 MAILING ADDRESS OF INFORMANT (Street and Number, City, State, Zip Code)					
SUSAN LITTLE - DAUGHTER						34 E 40TH STREET, BAYONNE, NJ 07002					
19 METHOD OF DISPOSITION				20 SIGNATURE AND LICENSE NUMBER OF FUNERAL DIRECTOR OR PERSON ACTING AS SUCH				21			
<input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from USIA <input type="checkbox"/> Ma. incineration <input type="checkbox"/> Other (Specify)				BIANCA SANCHEZ, BY ELECTRONIC SIGNATURE - 119933				<input type="checkbox"/> Unknown Section: _____ Block: _____ Lot: _____ Space: _____			
22 PLACE OF DISPOSITION (Name of cemetery, crematory, other place)						23 LOCATION (City/Town, and State)					
MARTINEZ FUNERAL HOME AND CREMATORY						ODESSA, TX					
24 NAME OF FUNERAL FACILITY						25 COMPLETE ADDRESS OF FUNERAL FACILITY (Street and Number, City, State, Zip Code)					
ALPINE MEMORIAL FUNERAL HOME						209 W. 5UL ROSS AVE, ALPINE, TX 79830					
26 CERTIFIER (Check only one)											
<input checked="" type="checkbox"/> Certifying physician-To the best of my knowledge death occurred due to the cause(s) and manner stated. <input type="checkbox"/> Medical Examiner/justice of the Peace - To the best of my examination, and/or investigation in my opinion, death occurred at the time, date and place, and due to the cause(s) and manner stated.											
27 SIGNATURE OF CERTIFIER				28 DATE CERTIFIED (mm-dd-yyyy)		29 LICENSE NUMBER		30 TIME OF DEATH (Actual or presumed)			
SAPNA CHILKA, BY ELECTRONIC SIGNATURE				DECEMBER 17, 2025		M7111		08:15 PM			
31 PRINTED NAME, ADDRESS OF CERTIFIER (Street and Number, City, State, Zip Code)										32 TITLE OF CERTIFIER	
SAPNA CHILKA 3401 GREEN BRIAR DR STE 100, MIDLAND, TX 79707										MD	
33 PART 1: ENTER THE CHAIN OF EVENTS - DISEASES, INJURIES, OR COMPLICATIONS - THAT DIRECTLY CAUSED THE DEATH. DO NOT ENTER TERMINAL EVENTS SUCH AS CARDIAC ARREST, RESPIRATORY ARREST, OR VENTRICULAR FIBRILLATION WITHOUT SHOWING THE ETIOLOGY. DO NOT ABBREVIATE. ENTER ONLY ONE CAUSE ON EACH.										Approximate Interval Closest to death	
IMMEDIATE CAUSE (Final disease or condition resulting in death)										MONTHS	
a. COLON CANCER WITH METASTASIS											
Due to (or as a consequence of):											
Sequentially list conditions, if any, leading to the cause based on time. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST										MONTHS	
b. CVA WITH RIGHT SIDE WEAKNESS											
Due to (or as a consequence of):											
c. MALNUTRITION										WEEKS	
Due to (or as a consequence of):											
d.											
PART 2: ENTER OTHER SIGNIFICANT CONDITIONS CONTRIBUTING TO DEATH BUT NOT RESULTING IN THE UNDERLYING CAUSE GIVEN IN PART 1						34 WAS AN AUTOPSY PERFORMED?		35 WERE AUTOPSY FINDINGS AVAILABLE TO COMPLETE THE CAUSE OF DEATH?			
						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
36 MANNER OF DEATH			37 DID TOBACCO USE CONTRIBUTE TO DEATH?			38 IF FEMALE			39 IF TRANSPORTATION INJURY, SPECIFY:		
<input type="checkbox"/> Natural <input type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Could not be determined			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Previously <input type="checkbox"/> Probably <input type="checkbox"/> Unknown			<input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Not pregnant, but pregnant within 42 days of death <input type="checkbox"/> Not pregnant, but pregnant 43 days to one year before death <input type="checkbox"/> Unknown if pregnant within the past year			<input type="checkbox"/> Driver/Operator <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other (Specify)		
40a DATE OF INJURY (mm-dd-yyyy)		40b TIME OF INJURY		40c INJURY AT WORK?		40d PLACE OF INJURY (e.g. Decedent's home, construction site, restaurant, wooded area)					
				<input type="checkbox"/> Yes <input type="checkbox"/> No							
40e LOCATION (Street and Number, City, State, Zip Code)						40f COUNTY OF INJURY					
41 DESCRIBE HOW INJURY OCCURRED											
42a REGISTRAR FILE NO				42b DATE RECEIVED BY LOCAL REGISTRAR				42c REGISTRAR			
								Talia			

TEXAS DEPARTMENT OF STATE HEALTH SERVICES - VITAL STATISTICS UNIT

Q A 3 0 1 6 5 6 9 8

VS-112 REV 1/2006

REG NUMBER 00004446318348

This is a true and correct copy of the record as registered in the State of Texas Issued under the authority of Section 191.051, Health and Safety Code.

ISSUED Dec 19 2025

WARNING: THIS DOCUMENT HAS A DARK BLUE BORDER AND A COLORED BACKGROUND

Talia  
TALIA DAS  
STATE REGISTRAR

JON



# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12A

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 the second and final reading of Ordinance 2026-06-01, an ordinance amending Chapter 10 – Animals of the Alpine Code of Ordinances; Amending Section 10-1 – Definitions to Include Terms Describing Human-Wildlife Interactions; Amending Section 10-10 – Human-Wildlife Interactions; Repealing Section 10-11 – Hunting; Establishing Regulations Concerning Human-Wildlife Interactions; Providing for the Establishment of up to a \$500 Penalty per Occurrence for Violations of the Ordinance; and Providing for the Following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This ordinance amends Chapter 10 – Animals of the Alpine Code of Ordinances to establish clearer regulations concerning human-wildlife interactions within the City. The proposed amendments were recommended by the Animal Advisory Board to promote public safety, protect wildlife, reduce negative interactions between humans and wildlife, and provide clearer enforcement authority for the City’s Animal Services and law enforcement personnel.

The ordinance updates definitions related to wildlife and human-wildlife interactions, prohibits the intentional feeding and harassment of wildlife, establishes regulations regarding the possession of wildlife, protects nests and dens, addresses improper waste management that attracts wildlife, and repeals the existing standalone hunting section by incorporating those provisions into the updated ordinance structure.

The ordinance also establishes enforcement provisions and penalties of up to \$500 per occurrence for violations, while providing certain exceptions for lawful wildlife management, livestock operations, bird feeders, and authorized governmental or rehabilitative activities. The proposed changes are intended to support responsible coexistence with wildlife while protecting the health, safety, and welfare of the community.

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## SUPPORTING MATERIALS

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1. Ordinance 2026-06-01 Human-Wildlife Interactions

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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 - 5/26/2026  
Final Approval - 5/26/2026

**ORDINANCE 2026-06-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 10 – ANIMALS TO THE ALPINE CODE OF ORDINANCES; AMENDING SECTION 10-1 – DEFINITIONS TO INCLUDE TERMS DESCRIBING HUMAN-WILDLIFE INTERACTIONS; AMENDING SECTION 10-10 – HUMAN-WILDLIFE INTERACTIONS; REPEALING SECTION 10-11 – HUNTING; ESTABLISHING REGULATIONS CONCERNING HUMAN-WILDLIFE INTERACTIONS; PROVIDING THE ESTABLISHMENT OF UP TO A \$500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.**

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

**WHEREAS**, the City Council of the City of Alpine (“City”) adopted Ordinance No. 2008-11-01, Ordinance 2015-11-01, Ordinance 2021-02-02, Ordinance No. 2021-03-02, Ordinance No. 2021-05-03, Ordinance No. 2024-05-03, and Ordinance No. 2024-09-02, and 2025-06-05, which implemented regulations relating to the keeping of animals and for animal control services in the City; and

**WHEREAS**, the Animal Advisory Board is composed of community members who advise the City Council on policy decisions that affect the health and safety of animals within the City; and

**WHEREAS**, the Animal Advisory Board has recommended amendments to the City Council that would establish regulations concerning human-wildlife interaction; and

**WHEREAS**, the amendments recommended by the Animal Advisory Board will allow the Animal Services Department to provide a more effective and efficient service to the community and to ensure adequate animal welfare within the City; and

**WHEREAS**, the Texas Parks and Wildlife Code, including Chapters 61, 62, and 63, establishes the State of Texas’ authority to regulate and protect wildlife, prohibit unlawful feeding, harassment, capture, or taking of wildlife, and protect wildlife nests, dens, and offspring, and authorizes cooperation between municipalities and the Texas Parks and Wildlife Department in furtherance of these purposes; and

**WHEREAS**, Chapter 821 of the Texas Health and Safety Code provides for the humane treatment of animals and authorizes municipal enforcement of animal welfare regulations applicable within the city limits; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, it is deemed by the City Council to be in the best interest of the City to amend the current animal ordinances as recommended by the Animal Advisory Board

and that such amendments will serve to protect the health, safety, and welfare of the citizens of the City and are in the best interest of the public.

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

**SECTION I  
FINDINGS OF FACT**

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

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

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

**SECTION III  
CUMULATIVE CLAUSE**

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

**SECTION IV  
PENALTY CLAUSE**

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

**SECTION V  
SAVINGS CLAUSE**

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

**SECTION VI  
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 VII  
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. A public hearing was held on June 2, 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 May 28, 2026.

**SECTION VIII  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 2<sup>ND</sup> DAY OF JUNE 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**MAY 19, 2026**

**SECOND AND FINAL READING**

**JUNE 2, 2026**

APPROVED:

ATTEST:

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

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

APPROVED AS TO FORM:

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

## EXHIBIT "A"

### EDITOR'S NOTE:

Additions are Underlined. ~~Omissions appear in Strikethrough Text.~~

The portion of text replaced by the trunkus symbol (\*\*\*) indicates that the portion of the code replaced by the symbol remains unchanged from one section to the next.

### Sec. 10-1. Definitions.

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

Adequate shelter means a sturdy structure:

- (1) [That has] a weatherproof top, bottom, and sides;
- (2) [That has] an opening on no more than one side that allows the dog to remain dry and provides adequate shade during daylight hours to prevent overheating and discomfort to the dog;
- (3) [That has] a floor that is level and dry;
- (4) [That is] free from cracks, depressions, and rough areas that might be conducive to insects, parasites, and other pests;
- (5) [That is] of adequate size to allow the dog to stand erect with the dog's head up, to turn around easily, and to sit and lie down in a comfortable and normal position.
- (6) [That has] sufficient clean and dry bedding material or other means of protection from the weather that will allow the dog to retain body heat when the weather is colder than what a dog of that breed and condition can tolerate;
- (7) [That provides] suitable means for the prompt elimination of excess liquids;
- (8) [That is] structurally sound, maintained in good repair, and constructed with material that protects the dog from injury; and
- (9) Allows the dog in and out.

Altered animal means an animal having been spayed or neutered.

Animal means every living nonhuman creature, vertebrate or invertebrate, domestic or wild.

Animal control officer, animal services officer, or ACO means a duly authorized person responsible for the enforcement of this chapter including peace officers.

Animal shelter means any premises designated or operated by the city for the purpose of impounding and caring for animals under the authority of this chapter.

Appendix C: Animal Services Fees means the official animal services fee schedule, established by city council resolution and available during normal business hours at city hall or online by visiting [www.cityofalpine.com/fees](http://www.cityofalpine.com/fees).

Attack means definite vigorous, aggressive action by a dog directly against a person or other animal which results in the infliction of bodily injury, or the threat of bodily injury, by such dog to a person or other animal.

Authorized Agency means City of Alpine Animal Services, law enforcement, or other agencies designated by the city, and Texas Parks and Wildlife Department (TPWD).

Bee, bee keeping and bee hives means any of numerous hairy-bodied insects including social and solitary species, the cultivation of bees on any commercial scale for the production of honey or bees, and a hive is a manmade receptacle that houses a swarm of bees.

Bite means an abrasion, scratch, puncture, tear or piercing of the skin actually or suspected of being caused by the mouth of any animal.

City or City of Alpine means officials of the City of Alpine including, but not limited to, the city manager, the animal control officer, and any City of Alpine peace officer.

Collar means a band, chain, harness or other suitable device worn about the neck of an animal to which a current rabies vaccination registration tag can be affixed.

Continual noise or frequent or long continued noise means noise pollution, unwanted or excessive sound, a nuisance that interferes with activities, for example owning an animal that causes frequent or long-continued noise, by barking or howling, that disturbs the comfort of any person.

Current vaccination means vaccinated and satisfying the following:

(1) The animal must have been vaccinated against rabies with a vaccine licensed by the United States Department of Agriculture (USDA) for that species at or after the minimum age requirement as determined by Texas state law and using the recommended route of administration for the vaccine.

(2) At least 30 days have elapsed since the initial vaccine.

(3) The time elapsed since the most recent vaccination has not exceeded the recommended interval for booster vaccination as established by the manufacturer.

Dangerous animal means any animal that:

(1) Has inflicted severe injury on a human being without provocation;

(2) Has injured or killed a domestic animal without provocation; or

(3) Has been previously found to be potentially dangerous, the owner having received notice of such and the animal again aggressively bites, attacks, or endangers the safety of humans or domestic animals.

Potentially dangerous animal means any animal that when unprovoked:

(1) Inflicts injury on a human or a domestic animal; or

(2) Chases or approaches a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack; or

(3) Has a known propensity, tendency, or disposition to attack, or to cause injury or otherwise to threaten the safety of humans or domestic animals.

Dangerous dog means a dog that:

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

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

Dilapidated means a building, structure or material that has fallen into partial ruin by neglect or misuse or into a condition of partial decay.

Dog means any member of the canis familiaris species.

Domestic animals means animal species which generally have their breeding controlled by people and which by their long association with people have been developed into breeds or types for specific uses by people.

Domesticated means a tame animal that is subject to the dominion and control of an owner and accustomed to living in or near human habitation without requiring extraordinary restraint or unreasonably disturbing such human habitation.

Dwelling means any building or portion thereof which is designed and used for residential purposes. An attached garage shall be deemed to be part of a dwelling.

Enclosure means a building or other similar structure that is fully enclosed with a roof and sides to provide a degree of protection as well as preventing the ability of escape.

Euthanasia means putting to death of an animal in a manner and method which causes no pain or distress to the animal, and is in compliance with the provisions of V.T.C.A., Health and Safety Code ch. 821, subch. C. Shooting firearms into a pen or enclosure containing multiple animals is prohibited by the Texas Health and Safety Code and shall not satisfy the requirement under the definition of euthanasia or

humane destruction of animals. Lethal injection shall, throughout this chapter, be presumed to be the method of euthanasia employed by the city.

Euthanize means to kill in a humane manner.

Exotic animal means any animal that is not livestock or a domesticated animal and includes, but is not limited to: all alligators and crocodiles; all bears; all cats other than the commonly accepted domesticated cats, including but not limited to cheetah, leopard, lion, lynx, panther, cougar, mountain lion, bobcat, and tiger; all dogs other than domesticated dogs, including but not limited to wolf, part wolf, fox, part fox, coyote, and part coyote; all porcupines; all nonhuman primates; all raccoons; all skunks; all venomous fish and piranha; all venomous snakes and lizards; and all weasels other than ferrets.

Exposed to rabies means an animal which has been exposed to rabies either by being bitten by another animal or has been in contact with any animal known to be or suspected of being infected with rabies.

Feeding means the intentional or negligent placement of food, water, salt licks, or attractants for the purpose of attracting animals.

Feral animal means formerly domesticated animals and their offspring which have roamed at large for a sufficient period of time and with sufficient success at survival as to be deemed no longer domesticated.

Feral cat means a domestic cat who has been born and raised without contact with humans, or a cat who has not had contact with humans for a significant period of time and has become unsocialized. It can also mean a free-roaming domestic cat which is not owned.

Feral cat colony means any group of feral cats which have a keeper who is maintaining and caring for the feral cats by providing food and water and other forms of sustenance.

Feral keeper means any person or organization, harboring, regularly feeding or having in his or her possession any feral cat. A person becomes a "keeper" when any person has possession of or control over the animal and has fed the cat for three or more consecutive days. Also, a "keeper" can be any individual who permits a cat to habitually be or remain on or be lodged or fed within such persons property or premises.

Fowl means any domesticated bird used as food by people, such as chickens, ducks, turkeys, geese, guinea fowl, peafowl or pigeons.

Harass means any action that disturbs, chases, injures, stresses, or alters the natural behavior of an animal.

Harness means a set of straps constructed of nylon, leather, or similar material, specifically designed to restrain or control a dog.

Horse means any member of the equine family.

Hunting is the practice of seeking, pursuing, capturing or killing wildlife or feral animals.

Inclement weather includes rain, hail, sleet, snow, high winds, extreme low temperatures, or extreme high temperatures.

Interaction means any intentional or negligent action that causes direct or indirect contact with wildlife, including feeding, touching, handling, harassing, or attempting to capture.

Keep or harbor means to have charge, custody or control of an animal or fowl, or permitting the animal or fowl to habitually remain or be lodged or fed within the property of the owner or occupant of the premises.

Kennel means any premises on which four or more dogs or four or more cats, four months of age or older, are kept; or where the business of buying, selling, breeding, grooming, training or boarding of dogs or cats is conducted. The term "kennel" does not include veterinary hospitals or animal shelters.

Large livestock animal means cattle, horses, mules, beasts of burden, or any other similar domesticated animal.

License, registration or permit means a printed authorization issued by the city allowing the holder to keep the animal described within the city limits.

Livestock means domestic animals of the equine, bovine, ovine, caprine or porcine genera.

Nuisance means disturbing the peace, emitting noxious or offensive odors or otherwise endangering or being offensive to the environment of the city.

Own means to keep, harbor or have charge, custody or control of an animal or fowl.

Owner means any person who owns, harbors, keeps, causes or permits to be harbored or kept, or has in their care, an animal or bird on or about their premises; or any person keeping, harboring, having charge or control of, or

permitting to habitually be or remain on such person's premises any animal for a period of three consecutive days or more.

Pet animal means dogs, cats, birds, guinea pigs, hamsters, mice, snakes, iguana and turtles. Pet animal shall also include any domesticated animal that a person owns or that is sold or offered for sale for the purpose of being kept indoors as household pets.

Properly fitted means, with respect to a collar or harness, a collar or harness that:

- (1) Is appropriately sized for the dog based on the dog's measurements and body weight;
- (2) Does not choke the dog or impede the dog's normal breathing or swallowing; and
- (3) Does not cause pain or injury to the dog.

Provoke, provoking, or provocation means that:

- (1) A situation or action that encourages or incites a dog to bite someone. It can also be actions that excite a dog or cause it to feel defensive, regardless of a person's intent.

Quarantine means to place an animal in a secure enclosure which precludes physical contact with any other animal.

Rabies means an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

Restrained or confined means an animal restricted to the property of the owner or under the direct physical control of a competent person.

Restraint means a chain, rope, tether, leash, cable, or other device that attaches a dog to a stationary object or trolley system.

Retail sale means the business of selling pet animals directly to consumers of the public.

Run at large means free of physical restraint beyond an enclosed or fenced area; includes any animal that is not under the actual control of its owner.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting, and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act.

Small livestock animal means swine, sheep, goats or any other domesticated or wild animal of smaller stature, except pet animals or fowl.

Stray means any animal running free with no physical restraint beyond the premises of the owner.

Swine means any member of the Suidae species.

Unaltered animal means an animal that has not been spayed or neutered.

Vaccination means the inoculation of an animal with a vaccine that is licensed by the United States Department of Agriculture, and which is administered by a veterinarian for the purpose of immunizing the animal against rabies or other diseases.

Veterinarian means a veterinarian holding a current and valid license to practice veterinary medicine in the state.

Wild animal means any non-domestic animal.

Wildlife means ~~any undomesticated animals living in the wild.~~ Any non-domesticated mammal, bird, reptile, amphibian, or other animal species native to or migrating through the region, including but not limited to deer, javelina, feral hogs, coyotes, foxes, raccoons, skunks, snakes, and birds of prey.

(Ord. No. 2008-11-01, § 1, 1-6-09; Ord. No. 2015-11-01, Exh. A, 6-21-16; Ord. No. 2021-03-02, § I(Exh. A), 3-16-21; Ord. No. 2021-05-03, § I(Exh. A), 7-20-21; Ord. No. 2022-02-01, § 1(Exh. A), 3-15-22); Ord. No. 2022-05-02, § I(Exh. A), 6-7-22; Ord. No. 2023-05-02, § I(Exh. A), 5-16-23; Ord. No. 2024-05-03, § I(Exh. A), 6-18-24; Ord. No. 2024-09-02, § I(Exh. A), 10-1-24)

Cross reference(s)—Definitions generally, § 1-2.

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Sec. 10-10. ~~Wildlife feeding.~~ Human-Wildlife Interactions

The purpose of this ordinance is to:

- (1) Protect public health and safety.
- (2) Protect native and migratory wildlife from harm or habituation.
- (3) Reduce conflicts between humans and wildlife.
- (4) Promote responsible and lawful wildlife interactions consistent with state and federal law.

(a) Feeding of wildlife prohibited.

(1) Except as provided below in subsections (b)(1) and (2) below, a person commits an offense if the person intentionally feeds wildlife by making food available for consumption on private or public property within the city limits.

(2) A person shall be deemed to have purposely fed or caused wildlife to be fed if the person places food and/or water, as defined in this section, in any form, (not including live vegetation such as ornamental landscaping or flowers) on the ground, or within reach of wildlife.

(3) A person who violates any provision of this section commits an offense.

(b) Harassment or harm of wildlife prohibited.

(1) it shall be unlawful to harass, chase, capture, injure, or kill wildlife, except as allowed by state law or in defense of human life.

(c) Keeping wildlife as pets prohibited.

(1) it shall be unlawful to possess, confine, or keep wildlife as pets without proper state and federal permits.

(d) Interfering with nests or dens prohibited.

(1) it shall be unlawful to disturb, destroy, or remove nests, dens, or offspring of wildlife.

(2) No person shall remove or have in their possession the young eggs, or nest of any wildlife within city limits.

(e) Improper waste management prohibited.

(1) it shall be unlawful to leave trash, food waste, or attractants accessible to wildlife in a manner that creates a nuisance or safety hazard. This section can also be classified as a public nuisance under section 10-42 of this chapter.

(f) Hunting.

(1) Hunting of any kind is strictly prohibited within the city limits unless it is for the capture and or control of nuisance animals by an authorized government official.

(b) (g) Exceptions; affirmative defenses.

(1) This section does not apply to the placement of food into feeders kept at a minimum of five feet above the ground surface and intended for birds.

(2) This section does not apply to an animal control officer, veterinarian, peace officer, city employee, federal or state wildlife official, who is acting pursuant to a lawfully authorized program to treat, manage, capture, trap, hunt, or remove wildlife and who is acting within the scope of the person's authority.

(3) This section does not apply to licensed wildlife rehabilitators operating under state and federal permits.

(4) This section does not apply when emergency actions are taken in immediate defense of human life.

~~(3)~~ (5) It is an affirmative defense to prosecution under this section if a person places food, in good faith, for the purpose of feeding domestic livestock or domestic pets located on their property.

(e) (h) Enforcement.

~~(1) Animal control officers, park rangers, code compliance officers and police officers are hereby given full power and authority to enforce this section.~~ This ordinance shall be enforced by City of Alpine law enforcement officers, animal services officers, and other authorized agencies.

(2) It is a violation to hinder, molest or interfere with anyone authorized or empowered to perform any duty under this section.

(3) Officers may issue warnings, citations, or take other lawful actions deemed necessary to ensure compliance

(4) Wildlife posing an immediate threat to public safety may be handled in accordance with state law and best management practices.

~~(d)~~ (i) Penalties.

(1) A person who commits a violation of this section will first be given a warning and will be provided information on the negative impacts of wildlife feeding. A second offense will result in prosecution in municipal court. Any violation of this section is deemed a class C misdemeanor punishable by a fine of not less than \$75.00 or more than \$500.00. Each day any violation of any provision of this section shall continue shall constitute a separate offense.

(2) Nothing in this section shall be construed as to limit any civil action the city may take to enforce the terms of this section.

(3) Each day a violation continues shall constitute a separate offense.

(j) Public education

The City of Alpine shall encourage public education efforts regarding wildlife safety, coexistence practices, and responsible behavior through signage, outreach programs, and coordination with Texas Parks and Wildlife Department.

(k) Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid, such invalidity shall not affect the remaining portions of this ordinance.

(Ord. No. 2021-03-02, § I(Exh. A), 3-16-21; Ord. No. 2024-09-02, § I(Exh. A), 10-1-24)

~~Sec. 10-11. Hunting.~~

~~(a) Hunting of any kind is strictly prohibited within the city limits unless it is for the capture and or control of nuisance animals by an authorized government official.~~

~~(b) No person shall remove or have in their possession the young eggs, or nest of any wildlife within city limits.~~

~~(Ord. No. 2021-03-02, § I(Exh. A), 3-16-21; Ord. No. 2024-09-02, § I(Exh. A), 10-1-24)~~

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12B

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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Approve the first reading of Ordinance 2026-06-02, an ordinance amending Chapter 23 – City Council of the Alpine Code of Ordinances by adding Article V – Petitions; Establishing procedures for the submission, receipt, and consideration of petitions; Distinguishing between petitions authorized by state law or the City Charter and general petitions; Amending Article I – In General, Section 23-5 Types of Council Action to amend ordinance procedures related to zoning ordinances; Providing for compliance with applicable state law; And providing for the following: Findings of Fact, Inclusion in the Code of Ordinances, Cumulative, Severability, Proper Notice and Meeting, And an Effective Date. (G. Calderon, City Secretary)

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## EXECUTIVE SUMMARY

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This ordinance proposes amendments to Chapter 23 – City Council to establish procedures for petitions submitted to the City and to clarify the legal distinction between petitions authorized by state law or the City Charter and general petitions submitted for informational purposes. The ordinance clarifies that general petitions are advisory only and do not independently compel City action unless otherwise required by law.

The ordinance also amends the City’s local ordinance procedures related to zoning ordinances by exempting zoning ordinances from the City’s local two-reading ordinance policy and two-week ordinance review requirement. Because zoning ordinances are already subject to separate public notice and hearing requirements under state law, the proposed amendment is intended to improve efficiency in land use administration while maintaining transparency and public participation requirements.

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## SUPPORTING MATERIALS

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1. 2026-06-02 Chapter 23 Petitions and Zoning Ordinances

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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 - 5/26/2026  
Final Approval - 5/26/2026

**ORDINANCE 2026-06-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL OF THE ALPINE CODE OF ORDINANCES BY ADDING ARTICLE V – PETITIONS; ESTABLISHING PROCEDURES FOR THE SUBMISSION, RECEIPT, AND CONSIDERATION OF PETITIONS; DISTINGUISHING BETWEEN PETITIONS AUTHORIZED BY STATE LAW OR THE CITY CHARTER AND GENERAL PETITIONS; AMENDING ARTICLE I – IN GENERAL, SECTION 23-5 TYPES OF COUNCIL ACTION TO AMEND ORDINANCE PROCEDURES RELATED TO ZONING ORDINANCES; PROVIDING FOR COMPLIANCE WITH APPLICABLE STATE LAW; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, INCLUSION IN THE CODE OF ORDINANCES, CUMULATIVE, SEVERABILITY, PROPER NOTICE AND MEETING, AND AN EFFECTIVE DATE.**

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

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has the authority to adopt ordinances necessary for the good government, peace, and order of the City; pursuant to Texas Local Government Code Section 51.001, the City has the authority to adopt ordinances necessary for the good government, peace, and order of the City; and

**WHEREAS**, state law provides for certain petition processes only where expressly authorized, including but not limited to provisions of the Texas Election Code and Texas Local Government Code; and

**WHEREAS**, the City Charter may establish additional petition processes applicable within the City; and

**WHEREAS**, the City has received inquiries regarding the submission and legal effect of petitions that are not expressly authorized by state law or the City Charter; and

**WHEREAS**, the City Council finds it necessary to establish clear procedures for the submission, receipt, and consideration of petitions in order to promote transparency, consistency, and administrative efficiency; and

**WHEREAS**, the City Council further finds that general petitions should be recognized as a form of public input but should not be construed to compel City action unless required by law; and

**WHEREAS**, the City Council finds that zoning ordinances are already subject to separate statutory public notice and hearing requirements under state law and therefore should be exempt from the City’s local two-reading ordinance policy and two-week ordinance review procedures in order to allow more efficient land use administration while maintaining required public transparency and participation; and

**WHEREAS**, the City Council finds that the adoption of this ordinance is in the best interest of the public health, safety, and welfare of the citizens of the City of Alpine.

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

**SECTION I**

**STATEMENT OF ACTION & FINDINGS OF FACT**

Chapter 23 – City Council of the Alpine Code of Ordinances is hereby amended to add Article X – Petitions and to amend ordinance procedures related to zoning ordinances, to read as set forth in Exhibit “A” attached hereto and incorporated herein for all purposes.

**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 this ordinance may be renumbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “article,” or other appropriate word. The codifier of the City is authorized to make amendments to match the style of the existing Code of Ordinances.

**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 ordinances, in which event the conflicting provisions are hereby repealed.

**SECTION IV**

**SEVERABILITY CLAUSE**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V**

**PROPER NOTICE AND MEETING**

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

**SECTION VI**

**EFFECTIVE DATE**

This ordinance shall take effect immediately upon its adoption and publication as required by law.

**PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF JUNE, 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

JUNE 2, 2026

**SECOND AND FINAL READING**

JUNE 16, 2026

**APPROVED:**

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Catherine Eaves, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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Cynthia Trevino, City Attorney

## EXHIBIT "A"

### Chapter 23 CITY COUNCIL

#### Sec. 23-5. Types of council action.

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

- (1) *Ordinances.* An ordinance adopted by the council is a law of the city that may be enforced through the court system. Copies of proposed ordinances are furnished to members of the council in their agenda packets. Copies of proposed ordinances are made available at city hall and will be furnished to residents upon request to the city secretary. General ordinances are those ordinances of a permanent or continuing nature that affect the residents of the city at large. The council may legislate by ordinance only. Ordinances are maintained by the city secretary.
  - a. *Ordinance policy.* In addition to the requirements set forth in the city Charter, section 3.13 and section 3.14, it is the policy of the city to hold two readings for each ordinance:
    1. At a city council meeting prior to publication of the draft ordinance for official public hearing, the city council will take action to review, amend (as necessary), and vote on the draft ordinance. The agenda action item for the preliminary reading of the ordinance will be designated the "first reading" of the ordinance.
    2. If the draft ordinance is approved by city council at the first reading, then the ordinance, with or without amendment, will proceed as delineated in the city Charter to a public hearing and presentation to the city council for official adoption. The presentation to the city council for official adoption after the public hearing will be designated the "second and final reading" of the ordinance.
    3. A proposed ordinance may be amended during the first reading, but any ordinance amended in substance at a second and final reading (and public hearing), must be again reconsidered at the next regular meeting. If the ordinance is amended as to any matter of substance at the second and final reading, the council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures required in the case of a newly introduced ordinance in accordance with section 3.14 of the city Charter.
    4. The exceptions to the two-reading ordinance policy are ordinances authorizing the issue of bonds or other obligations, budget amendments, zoning ordinances, and ordinances calling or canvassing an election. These ordinances may be adopted at a "first and final reading" so long as the publication requirements with section 3.14 of the city Charter are met. Emergency ordinances may be considered and adopted in accordance with applicable state law and are not subject to the two-reading ordinance policy.
  - b. *Ordinance procedures.* Being that ordinances have the force and effect of law, the city implements the following ordinance procedures to ensure the most efficient use of time and resources, to ensure adequate legal and stakeholder review and input, and to ensure transparency in government:
    1. To maximize review by members of the community during the ordinance process, all ordinances shall be recommended by the relevant board, commission, or committee, when the subject of matter of the ordinance would clearly benefit from input from a specific board, commission, or committee.
    2. An ordinance change may be requested by the mayor, by any member of the city council, by city administration ("the city manager and/or the city secretary"), or by official action of a board, commission, or committee. The initial request to amend, or establish an ordinance must be made to city administration.

3. Upon receiving a request to amend or establish an ordinance, city administration must research and provide initial feedback, including a timeline to organize, request staff input, and write the proposed ordinance. The more complex the changes, the longer the time it will take for research and preparation. The initial feedback and tentative schedule for the proposed ordinance will be provided to the requestor within seven days of receiving the request. Ordinances proposed to be considered by boards, commissions, and committees are subject to the same scheduling steps and timelines outlined in this section to provide city staff with necessary time to review the proposed ordinances, consult with the appropriate departments, and to prepare official recommendations at the board meeting which the proposed ordinance will be considered.
  4. Before official presentation at a city council meeting, a copy of the draft ordinance should be submitted to the city council and to the city attorney for review. A minimum of two weeks will be provided to the city council and city attorney to review proposed ordinances; however, zoning ordinances shall be exempt from this requirement and may be scheduled in accordance with applicable notice and hearing requirements under state law.
  5. Once the two-week deadline has been met, the ordinance may be scheduled for a first reading, may be referred to a board, commission, or committee, or may be scheduled for further discussion.
  6. Once the ordinance is approved at a first reading, a second and final reading may be scheduled for city council consideration. Publication requirements must be followed in accordance with section 3.14 of the city Charter.
  7. Upon approval of the second and final reading of an ordinance, city administration shall notify the city codifier of the passed ordinance and provide notice of the passed ordinance to the public in accordance with section 3.14 of the city Charter.
- (2) *Resolutions.* Resolutions do not have the force of law. A resolution is adopted to state a policy or to define in writing the intent or action of the council when a law is not necessary. The city hereby adopts a policy by which each council action is assigned a resolution number correlating with the action. Resolutions formally document approval of a council action, may be used to define the council's policy on an issue, or may otherwise be used as dictated by ordinance or state statute. In the absence of a formal, written or typed, and signed document, the resolution and associated action shall be verifiable in the minutes of the meeting at which the action was approved by the council. Resolutions are maintained by the city secretary.
- (3) *Orders.* Orders are a type of council action that may be approved in limited circumstances. Orders may be considered as for election-related matters, disaster declarations, emergency declarations, or any other acceptable action permitted by law. Orders are maintained by the city secretary.

## **ARTICLE X. PETITIONS**

### **Sec. 23-XX. Purpose.**

This article establishes procedures for the submission, receipt, and consideration of petitions and clarifies the legal effect of such petitions. This article distinguishes between petitions authorized by state law or the City Charter and general petitions submitted for informational purposes.

### **Sec. 23-XX. Definitions.**

Petition means a written document submitted to the City, signed by one or more individuals, that requests, supports, or opposes an action, policy, or decision of the City.

Statutory petition means a petition expressly authorized and governed by state law.

Charter petition means only those petitions expressly authorized by the Alpine City Charter.

General petition means any petition that is not a statutory or charter petition and is advisory only.

**Sec. 23- XX. Applicability of state law and Charter.**

- (a) Petitions authorized by state law or the City Charter shall be governed by applicable law.
- (b) In the event of a conflict, state law or the City Charter shall control.
- (c) This article does not create or authorize any petition process not otherwise required by law.

**Sec. 23- XX. Filing of petitions.**

- (a) Petitions shall be filed with the office of the City Secretary.
- (b) A petition should include:
  - 1. A clear statement of the request;
  - 2. Printed name and signature of each signer; and
  - 3. Identifying information for each signer.
- (c) Minor defects in format shall not prevent receipt.

**Sec. 23-XX. Review and processing.**

- (a) The City Secretary shall determine whether a petition is statutory/charter or general.
- (b) Statutory or charter petitions shall be processed in accordance with applicable law.
- (c) General petitions shall be maintained as public records and may be distributed for informational purposes.
- (d) The City is not required to verify or certify general petitions unless required by law or this article.

**Sec. 23-XX. Agenda placement.**

- (a) Submission of a petition does not require agenda placement.
- (b) Requests associated with petitions are subject to standard agenda procedures.
- (c) Consideration of a petition is at the discretion of the City Council, Mayor, or City Manager.

**Sec. 23-XX. Legal effect.**

- (a) General petitions are advisory only.
- (b) A general petition does not compel action or substitute for legal procedures.
- (c) Only petitions authorized by law have legal effect.

**Sec. 23-XX. Construction.**

This article shall not be construed to limit public comment rights or the authority of the City Council.

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12C

Department: City Council

Sponsor: Robert Ruckes, Councilor

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 2026-06-03, an ordinance amending Chapter 22 – Businesses of the Alpine Code of Ordinances; Amending regulations related to the sale of alcoholic beverages for on-premises consumption within the C-1 Neighborhood Commercial District; providing that certain properties located on U.S. Highway 90 or State Highway 118 may be eligible for on-premises consumption without a special use permit; Providing the establishment of up to a \$500 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (R. Rückes, City Council)

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## EXECUTIVE SUMMARY

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This ordinance proposes amendments to Chapter 22 – Businesses related to the sale of alcoholic beverages for on-premises consumption within the C-1 Neighborhood Commercial District. The proposed changes would allow certain properties with primary frontage on U.S. Highway 90 or State Highway 118 to be eligible for on-premises alcohol sales without requiring a special use permit, while maintaining all existing distance requirements, residential adjacency protections, and applicable state and local regulations.

The purpose of the ordinance is to encourage compatible commercial development and streamline permitting procedures along major commercial corridors while continuing to protect nearby residential areas and the overall health, safety, and welfare of the community.

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## SUPPORTING MATERIALS

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1. 2026-06-03 Alcohol Updates C-1 Permitting

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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 - 5/26/2026  
Final Approval - 5/26/2026

**ORDINANCE 2026-06-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 22 – BUSINESSES OF THE ALPINE CODE OF ORDINANCES; AMENDING REGULATIONS RELATED TO THE SALE OF ALCOHOLIC BEVERAGES FOR ON-PREMISES CONSUMPTION WITHIN THE C-1 NEIGHBORHOOD COMMERCIAL DISTRICT; PROVIDING THAT CERTAIN PROPERTIES LOCATED ON U.S. HIGHWAY 90 OR STATE HIGHWAY 118 MAY BE ELIGIBLE FOR ON-PREMISES CONSUMPTION WITHOUT A SPECIAL USE PERMIT; PROVIDING THE ESTABLISHMENT OF UP TO A \$500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.**

**WHEREAS**, the City of Alpine, Texas, is a home rule municipality acting pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

**WHEREAS**, the City Council of the City of Alpine (“City”) adopted Ordinance No. 2025-04-02 on April 15, 2025, implementing revised regulations regarding alcoholic beverages within the city limits; and

**WHEREAS**, the Planning & Zoning Commission is composed of community members who advise the City Council on policy decisions that affect the health, safety, and character of the City through comprehensive zoning regulations; and

**WHEREAS**, the City Council desires to encourage compatible commercial development and streamline permitting procedures for certain commercially zoned properties located along major transportation corridors within the City; and

**WHEREAS**, the City Council finds that properties located within the C-1 Neighborhood Commercial District and directly fronting U.S. Highway 90 or State Highway 118 are generally situated along high-traffic commercial corridors and may be appropriate locations for restaurants and similar establishments serving alcoholic beverages for on-premises consumption; and

**WHEREAS**, the City Council further finds that it is appropriate to maintain existing distance requirements, residential adjacency protections, and all other applicable provisions of state and local law governing alcoholic beverage sales; and

**WHEREAS**, Chapter 211 of the Texas Local Government Code authorizes municipalities to adopt and amend zoning regulations in furtherance of the public health, safety, morals, and general welfare; and

**WHEREAS**, it is deemed by the City Council to be in the best interest of the City to amend the current alcoholic beverage regulations and that such amendments will serve to

protect the health, safety, and welfare of the citizens of the City and are in the best interest of the public.

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

**SECTION I**

**STATEMENT OF ACTION & FINDINGS OF FACT**

Chapter 22 – Businesses of the Alpine Code of Ordinances is hereby amended to reflect the changes attached hereto as Exhibit “A” and incorporated herein for all purposes. The premises attached as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II**

**INCLUSION IN THE CODE OF ORDINANCES**

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

**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 ordinances, in which event the conflicting provisions are hereby repealed.

**SECTION IV**

**SEVERABILITY CLAUSE**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V**

**PENALTY CLAUSE**

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

**SECTION VI**

**SAVINGS CLAUSE**

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

**SECTION VII**

**PROPER NOTICE AND MEETING**

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

**SECTION VIII**

**EFFECTIVE DATE**

This ordinance shall take effect immediately upon its adoption and publication as required by law.

**PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF JUNE, 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

JUNE 2, 2026

**SECOND AND FINAL READING**

JUNE 16, 2026

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Cynthia Trevino, City Attorney

## EXHIBIT “A”

### EDITOR’S NOTE:

Additions are Underlined. ~~Omissions appear in Strikethrough Text.~~

The portion of text replaced by the trunkus symbol (\*\*\*) indicates that the portion of the code replaced by the symbol remains unchanged from one section to the next.

## ARTICLE IV – ALCOHOLIC BEVERAGES

### Sec. 22-121. Definitions.

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

*Alcoholic beverages* shall mean spirits, wine, beer, ale or other liquid containing more than one-half of one percent of alcohol by volume, excluding non-alcoholic beer, non-alcoholic wine, or kombucha, which is fit for beverage purposes or intended for beverage purposes.

*Convenience store* shall mean a convenience store as defined by the comprehensive zoning ordinance with the sale of beer and wine for off-premises consumption.

*Grocery store* shall mean a grocery store as defined by the comprehensive zoning ordinance with the sale of beer and wine for off-premises consumption.

*Hotel* shall have the same meaning assigned by the comprehensive zoning ordinance of the city, as amended.

*Liquor or package store* shall mean an establishment principally for the retail sale of all alcoholic beverages for off-premises consumption.

*Major thoroughfare* shall mean a roadway classified as a freeway, turnpike, regional arterial, arterial, collector (divided), collector (undivided) or residential collector on the city's master transportation plan as it is currently approved or may be amended.

*Minor or secondary street* shall mean a roadway classified as a local street on the city's master transportation plan as it is currently approved or may be amended.

*Primary frontage* shall mean that a property directly abuts and derives its principal vehicular access from U.S. Highway 90 or State Highway 118.

*Private club* shall mean those establishments which hold a private club registration permit or an exempt private club registration permit, as authorized under the Texas Alcoholic Beverage Code.

*Private recreation club* shall mean a facility which provides recreation activities and facilities to members. The sale, dispensing or serving of alcoholic beverages shall be strictly incidental to the primary activities of the club.

*Restaurant* shall mean an establishment engaged primarily in the preparation and sale of food and beverages to the public for on-premises consumption and which receives at least 70 percent of its gross revenue from the sale of food.

*Restaurant with curb service* shall mean an establishment where food and/or beverage is delivered to a consumer who is in a motor vehicle or otherwise outside the building by a waiter, waitress or carhop, who is also outside the building, with the intent of said food or beverage being consumed on or off the premises.

(Ord. No. 2025-04-02, Exh. A, 4-15-25)

\*\*\*

**Sec. 22-126. Sale for on-premises consumption limited to certain zoning districts.**

The sale of alcoholic beverages for on-premises consumption shall be permitted only in areas zoned C-2 business district, except where the property in question is directly abutting a residential district. The sale of alcohol on properties in the C-2 business district that directly abut a residential district is not authorized unless approved through the special use permit process.

The sale of alcoholic beverages may be allowed in C-1 neighborhood commercial district or C-1a neighborhood commercial district upon approval of a special use permit by the city council, except that alcoholic beverages for on-premises consumption shall be permitted by right on properties zoned C-1 neighborhood commercial district that have primary frontage on U.S. Highway 90 or State Highway 118 and otherwise comply with all applicable provisions of this chapter, the comprehensive zoning ordinance, and state law. Sales are permitted for a hotel when allowed by right or upon the approval of a special permit by the city council.

(Ord. No. 2025-04-02, Exh. A, 4-15-25)

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12D

Department: Office of the City Secretary

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 2026-06-04, an ordinance amending Appendix C – Zoning, Article I – Basic Ordinance, Section 4 – Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming uses of structures and premises, and nonconforming characteristics of use, of the City of Alpine Code of Ordinances; Providing regulations related to pre-1968 nonconforming structures and uses, including continuation of nonconforming rights, repair, maintenance, and limitations on expansion; providing for findings of fact, inclusion in the Code of Ordinances, repealer, savings, severability, proper notice, penalty, and effective date clauses. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This ordinance proposes amendments to the City’s zoning regulations related to lawful nonconforming structures and uses established prior to the adoption of the City’s zoning regulations in 1968. The proposed changes are intended to provide clearer standards regarding the continuation, repair, maintenance, remodeling, and restoration of historic nonconforming properties while limiting expansion of nonconformities and maintaining compliance with applicable life-safety and building codes.

The ordinance was brought forward in response to ongoing issues involving older homes and structures, particularly in historic areas of the community, that predate modern zoning standards and are disproportionately impacted by current setback and dimensional requirements. The proposed amendments are intended to reduce unnecessary variance requests for minor repairs and improvements while still protecting public health, safety, and welfare.

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## SUPPORTING MATERIALS

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1. 2026-06-04 Nonconforming Grandfathering

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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 - 5/26/2026  
Final Approval - 5/26/2026

**ORDINANCE 2026-06-04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING APPENDIX C – ZONING, ARTICLE I – BASIC ORDINANCE, SECTION 4 – NONCONFORMING LOTS, NONCONFORMING USES OF LAND, NONCONFORMING STRUCTURES, NONCONFORMING USES OF STRUCTURES AND PREMISES, AND NONCONFORMING CHARACTERISTICS OF USE, OF THE CITY OF ALPINE CODE OF ORDINANCES; PROVIDING REGULATIONS RELATED TO PRE-1968 NONCONFORMING STRUCTURES AND USES, INCLUDING CONTINUATION OF NONCONFORMING RIGHTS, REPAIR, MAINTENANCE, AND LIMITATIONS ON EXPANSION; PROVIDING FOR FINDINGS OF FACT, INCLUSION IN THE CODE OF ORDINANCES, REPEALER, SAVINGS, SEVERABILITY, PROPER NOTICE, PENALTY, AND EFFECTIVE DATE CLAUSES.**

**WHEREAS**, the City of Alpine, Texas, is a home rule municipality acting pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

**WHEREAS**, Chapter 211 of the Texas Local Government Code authorizes municipalities to adopt and amend zoning regulations for the protection of public health, safety, morals, and general welfare; and

**WHEREAS**, the City Council recognizes that lawful nonconforming structures and uses established prior to the adoption of modern zoning regulations require clear standards regarding continuation, repair, reconstruction, and enforcement; and

**WHEREAS**, the City Council further finds that clarification of the City’s authority regarding unsafe, dilapidated, or hazardous structures is necessary to protect the public health, safety, and welfare; and

**WHEREAS**, the City Council finds that the amendments contained herein are in the best interest of the citizens of the City of Alpine and will promote consistency, transparency, and enforceability within the City’s zoning regulations.

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

**SECTION I**

**STATEMENT OF ACTION & FINDINGS OF FACT**

The Alpine Code of Ordinances, Appendix C – Zoning, Article I – Basic Ordinance, Section 4 – Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming uses of structures and premises, and nonconforming characteristics of use, is hereby amended to reflect the changes attached hereto as Exhibit “A,” incorporated herein for all purposes.

The provisions attached as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

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

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

**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 ordinances, in which event the conflicting provisions are hereby repealed.

**SECTION IV  
SEVERABILITY CLAUSE**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V  
PENALTY CLAUSE**

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

**SECTION VI  
PROPER NOTICE AND MEETING**

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

**SECTION VII  
EFFECTIVE DATE**

This ordinance shall take effect immediately upon its adoption and publication as required by law.

**PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF JUNE, 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

JUNE 2, 2026

**SECOND AND FINAL READING**

JUNE 16, 2026

**APPROVED:**

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Catherine Eaves, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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Cynthia Trevino, City Attorney

## EXHIBIT “A”

### EDITOR’S NOTE:

Additions are Underlined. ~~Omissions appear in Strikethrough Text.~~

## APPENDIX C - ZONING

### ARTICLE I – BASIC ORDINANCE

#### GENERAL ZONING REGULATIONS

#### **Section 4. Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming uses of structures and premises, and nonconforming characteristics of use.**

1. *Intent*—Within the districts established by this ordinance or amendments that may later be adopted there exist:
  - (a) Lots;
  - (b) Structures;
  - (c) Uses of land and structures; and
  - (d) Characteristics of use

Which were lawful before this ordinance was passed or amended, but which would be prohibited, regulated or restricted under the terms of this ordinance or future amendment. It is the intent of this ordinance to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this ordinance that nonconformities shall not be changed or be enlarged upon, expended, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

**Continuance:** Except as otherwise required by law, a structure or use legally established prior to the adoption date of this code be maintained unchanged. In other than criminal proceedings, the owner, occupant, or user shall have the burden to show that the structure, lot, or use was lawfully established.

**Discontinuance:**

- a) **Vacancy:** Any lot or structure, or portion hereof, occupied by a nonconforming use, that is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of 6 months shall not thereafter be occupied, except by a use that conforms to this code.
- b) **Damage:** If any nonconforming structure or use is, by any cause, damaged to the extent of 50 percent of its value as determined by the code official, it shall not thereafter be reconstructed as such.

Nonconforming uses are declared by this ordinance to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination shall not be extended or enlarged after passage of this ordinance by attachment on a building or premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would be prohibited generally in the district involved.

To avoid undue hardship, nothing in this ordinance shall be deemed to require a change in the plans. Construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this ordinance, and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work be carried on diligently.

2. *Nonconforming lots of record*—No portion of a parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by the ordinance, nor shall any division or any parcel be made which creates a lot with width or area below the requirements stated in this ordinance.
3. *Nonconforming structures*—Where a lawful structure exists at the effective date of adoption or amendment of this ordinance that could not be built under the terms of this ordinance by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:
  - (a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
  - (b) Should such nonconforming structure or nonconforming portion of structure be destroyed by any means to an extent of more than 50 percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this ordinance.
  - (c) Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

4. **Pre-1968 structures and uses.**

- a) Any structure or use lawfully established prior to January 1, 1968, shall not be deemed unlawful solely because the structure or use does not conform to current setback, area, yard, lot coverage, parking, or similar dimensional requirements established after the adoption of zoning regulations by the City.
- b) Structures and uses described in this subsection may be repaired, maintained, remodeled, restored, or improved, provided that such work does not:
  - 1) Increase the degree of nonconformity beyond that which lawfully existed;
  - 2) Expand the structure or use into areas not previously occupied;

- 3) Create a threat to public health or safety; or
  - 4) Violate applicable building, fire, electrical, plumbing, mechanical, dangerous building, nuisance, or life-safety codes.
- c) Nothing in this subsection shall be construed to authorize:
- (1) The expansion of an unlawful use;
  - (2) The reestablishment of a discontinued nonconforming use otherwise prohibited by this ordinance;
  - (3) The continuation of a use declared to be a nuisance under state law or City ordinance; or
  - (4) The avoidance of permits otherwise required by this code.
- d) In any proceeding concerning applicability of this subsection, the property owner shall bear the burden of demonstrating that the structure or use lawfully existed prior to January 1, 1968.
5. *Nonconforming uses of structures and premises in combination*—The lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
- (a) No existing structure devoted to a use not permitted by this ordinance in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located;
  - (b) Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this ordinance, but no such use shall be extended to occupy any land outside such building.
  - (c) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed;
  - (d) When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months during any three-year period (except when government action impedes access to the premises), the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the current regulations of the district in which it is located.
  - (e) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming use status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than 50 percent of the replacement cost at time of destruction.
6. *Repairs and maintenance*—On any nonconforming structure or portion of a structure containing a nonconforming use, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement of nonbearing walls, fixtures, wiring or plumbing to an extent not exceeding ten percent of the current replacement cost of the nonconforming structure or nonconforming portion of the structure, as the case may be,

provided that the cubic content existing when it became nonconforming shall not be increased.

If a nonconforming structure or portion of a structure containing a nonconforming use becomes physically unsafe or unlawful due to lack of repairs and maintenance, and is declared to be unsafe or unlawful by reason of physical condition, and such condition is verified by the administrative official, it shall not thereafter be restored, repaired, or rebuilt except in conformity with the regulations of the district in which it is located.

Nothing in this ordinance shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

7. *Uses under special exception provision not conforming uses*—Any use which is permitted as a special exception in a district under the terms of this ordinance (other than a change through city action from a nonconforming use to another use not generally permitted in the district) shall not be deemed a nonconforming use in such district, but shall without further action be considered a conforming use.

(Ord. No. 2025-07-01, Exh. A, 7-15-25)

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12E

Department: Administration

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 Resolution 2026-05-02A, a resolution ratifying and confirming the actions taken by the City Council on May 19, 2026 regarding the 2026 Alpine Municipal Swimming Pool operations plan; Amending certain fees previously adopted by Resolution 2026-05-02; Establishing monthly individual and family passes; Providing operational conditions related to water availability and drought response; And providing for an Effective Date. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This resolution ratifies and confirms the actions taken by the City Council on May 19, 2026 regarding the 2026 Alpine Municipal Swimming Pool operations plan and amends certain fees previously adopted by Resolution 2026-05-02. The amended fee structure maintains the \$4 daily admission fee and establishes monthly individual and family pool passes.

The resolution also provides that operation of the pool will remain contingent upon the operational availability of the Cartwright Well and the City's ability to transition from Stage 4 to Stage 3 water conservation conditions in accordance with the City's drought response measures. Upon satisfaction of those conditions, the City Manager or designee would be authorized to begin filling and operating the pool for the 2026 summer season.

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## SUPPORTING MATERIALS

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1. 2026-05-02A Ratification Swimming Pool Fees 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 - 5/26/2026  
Final Approval - 5/26/2026

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2026-05-02A**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, RATIFYING AND CONFIRMING THE ACTIONS TAKEN BY THE CITY COUNCIL ON MAY 19, 2026 REGARDING THE 2026 ALPINE MUNICIPAL SWIMMING POOL OPERATIONS PLAN; AMENDING CERTAIN FEES PREVIOUSLY ADOPTED BY RESOLUTION 2026-05-02; ESTABLISHING MONTHLY INDIVIDUAL AND FAMILY PASSES; PROVIDING OPERATIONAL CONDITIONS RELATED TO WATER AVAILABILITY AND DROUGHT RESPONSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council previously adopted Resolution 2026-05-02 establishing the 2026 Alpine Municipal Swimming Pool fee schedule, activity schedule, and operational framework; and

**WHEREAS**, during the Regular City Council Meeting held on May 19, 2026, the City Council considered a plan for the Alpine Municipal Pool for the 2026 Summer Season and approved amendments to the previously adopted fee structure and operational plan; and

**WHEREAS**, the City Council approved amendments affirming a daily admission fee of four dollars (\$4.00) per person, establishing monthly individual and family pass rates, and providing that pool operations and opening timelines would be contingent upon the operational availability of the Cartwright Well and the City's ability to return to Stage 3 water conservation conditions; and

**WHEREAS**, the City Council finds that ratifying and memorializing the actions taken on May 19, 2026 is necessary to ensure administrative clarity, establish an updated fee schedule, and provide direction regarding pool operations during ongoing drought and water supply conditions; and

**WHEREAS**, the City Council finds that the amended fee schedule and operational conditions are in the best interests of the City and its residents.

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

**SECTION I.**

**RATIFICATION OF PRIOR ACTION**

The City Council hereby ratifies, confirms, and approves the actions taken during the May 19, 2026 Regular City Council Meeting concerning the Alpine Municipal Pool

Summer 2026 operational plan and fee amendments.

**SECTION II.  
AMENDED POOL FEES**

The following fees are hereby adopted and shall supersede any conflicting fee provisions contained in Resolution 2026-05-02:

- A. Daily Admission:**
- \$4.00 per person, per entry
- B. Monthly Passes:**
- Individual Monthly Pass: \$30.00 per month
  - Family Monthly Pass (up to five persons): \$150.00 per month
  - Family Monthly Pass (greater than five persons): \$180.00 per month
- C. All other fees, operational provisions, schedules, and administrative authority provisions established by Resolution 2026-05-02 shall remain in full force and effect unless specifically amended herein.**

**SECTION III.  
OPERATIONAL CONDITIONS**

The opening and operation of the Alpine Municipal Swimming Pool for the 2026 season shall be contingent upon:

- A. The operational availability and capability of the Cartwright Well; and**  
**B. The City's ability to transition from Stage 4 to Stage 3 water conservation conditions pursuant to the City's drought contingency measures.**

Upon satisfaction of such conditions, the City Manager, or designee, is authorized to begin filling the pool, which is anticipated to require approximately five (5) days, and thereafter proceed with opening the facility for public operations as administratively determined appropriate.

**SECTION IV.  
ADMINISTRATIVE AUTHORITY**

The City Manager, or designee, is authorized to implement and administer the provisions of this Resolution, including operational scheduling, staffing, and enforcement of applicable pool policies and procedures.

**SECTION V.  
REPEALER**

All resolutions or portions of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

**SECTION VI.  
EFFECTIVE DATE**

This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 2<sup>nd</sup> DAY OF JUNE, 2026.**

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Catherine Eaves, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12F

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 Resolution 2026-06-01, a resolution of the City of Alpine, Texas awarding Community Services Grant Program funding to eligible nonprofit organizations under the City of Alpine Community Services Grant Program for Fiscal Year 2026–2027; Authorizing the allocation of grant funds to the Children’s Advocacy Center of the Big Bend, the Family Crisis Center of the Big Bend, and the Sunshine House; Establishing reporting requirements; And providing for an Effective Date. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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The City Council will consider awarding Community Services Grant Program funding to eligible nonprofit organizations that provide measurable community-wide benefits to Alpine residents in accordance with the adopted Community Services Grant Program Policy. Funding recommendations include \$5,000 to the Children’s Advocacy Center of the Big Bend and anticipated awards of approximately \$10,000 to \$15,000 each for the Family Crisis Center of the Big Bend and the Sunshine House, as discussed by the City Council during the grant review process. The awarded organizations provide critical services related to domestic violence assistance, youth and family support, and services for vulnerable populations within the Alpine community. Grant recipients will be required to comply with the reporting requirements established under the Community Services Grant Program policy.

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## SUPPORTING MATERIALS

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1. 2026-06-01 Community Service Grant Program Awards

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## BUDGET CONSIDERATIONS

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Expenditure Required: Approx. \$25,000 to \$35,000

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A - Not Budgeted Currently

Additional Funding: N/A

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## APPROVERS

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

Approved - 5/26/2026  
Final Approval - 5/26/2026

**RESOLUTION 2026-06-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, AWARDING COMMUNITY SERVICES GRANT PROGRAM FUNDING TO ELIGIBLE NONPROFIT ORGANIZATIONS UNDER THE CITY OF ALPINE COMMUNITY SERVICES GRANT PROGRAM FOR FISCAL YEAR 2026–2027; AUTHORIZING THE ALLOCATION OF GRANT FUNDS TO THE CHILDREN’S ADVOCACY CENTER OF THE BIG BEND, THE FAMILY CRISIS CENTER OF THE BIG BEND, AND THE SUNSHINE HOUSE; ESTABLISHING REPORTING REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Alpine, Texas adopted the City of Alpine Community Services Grant Program Policy & Application to provide competitive grant funding to eligible nonprofit organizations that deliver services benefiting Alpine residents; and

**WHEREAS**, the Community Services Grant Program provides funding for nonprofit organizations demonstrating measurable community-wide benefit and alignment with the City’s established focus areas, including domestic violence and assault relief, educational assistance, and services for vulnerable populations; and

**WHEREAS**, applications submitted under the Community Services Grant Program were reviewed in accordance with the adopted policy and evaluation criteria established by the City Council; and

**WHEREAS**, the City Council finds that the following nonprofit organizations provide substantial public benefit and community services to residents of the City of Alpine:

1. Children’s Advocacy Center of the Big Bend;
2. Family Crisis Center of the Big Bend; and
3. Sunshine House; and

**WHEREAS**, the City Council desires to award Community Services Grant Program funding for Fiscal Year 2026–2027 to support the approved programs and services provided by these organizations.

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

**SECTION I.**

The findings and recitals set forth above are hereby found to be true and correct and are incorporated herein for all purposes.

**SECTION II.**

The City Council hereby awards Community Services Grant Program funding for Fiscal Year 2026–2027 in the following amounts:

- a. Children’s Advocacy Center of the Big Bend** – Five Thousand Dollars (\$5,000.00);
- b. Family Crisis Center of the Big Bend** – An amount not to exceed Fifteen Thousand Dollars (\$15,000.00); and
- c. Sunshine House** – An amount not to exceed Fifteen Thousand Dollars (\$15,000.00).

**SECTION III.**

Funding awarded pursuant to this Resolution shall be used solely for the approved programs or projects identified in each organization’s grant application and in accordance with the Community Services Grant Program Policy & Application adopted by the City Council.

**SECTION IV.**

Grant recipients shall comply with all reporting requirements established by the Community Services Grant Program Policy, including quarterly reporting requirements to the City Council.

**SECTION V.**

The City Manager or designee is hereby authorized to take all actions necessary to implement and administer the grant awards approved herein.

**SECTION VI.**

This Resolution shall become effective immediately upon its approval.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 2<sup>ND</sup> DAY OF JUNE, 2026.**

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

**ATTEST:**

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

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12G

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

---

Approve Resolution 2026-06-02, a resolution granting the consent of the City of Alpine, Texas, to the creation of Brewster County Emergency Services District No. 2. (C. Eaves, Mayor)

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## EXECUTIVE SUMMARY

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This resolution grants the City of Alpine’s consent to the creation of Brewster County Emergency Services District No. 2, including the inclusion of the City’s corporate limits and extraterritorial jurisdiction within the proposed district boundaries. The petition was submitted by qualified voters and property owners in accordance with Texas Health and Safety Code Chapter 775 and has been certified by the Brewster County Elections Administrator. Approval of this resolution provides the City’s required consent for the County to continue the process toward calling an election regarding the proposed Emergency Services District. The consent granted by the resolution is valid for six months from the date of adoption.

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## SUPPORTING MATERIALS

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1. 2026-06-02 Emergency Services District
2. ESD RESOLUTION 2026-06-02\_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

---

## APPROVERS

---

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

Approved - 5/26/2026  
Final Approval - 5/26/2026

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2026-06-02**

**A RESOLUTION OF THE CITY OF ALPINE, TEXAS GRANTING THE CONSENT OF THE CITY OF ALPINE, TEXAS, TO THE CREATION OF BREWSTER COUNTY EMERGENCY SERVICES DISTRICT NO. 2.**

**WHEREAS**, the City of Alpine, Texas (the "CULP"), has received the petition attached as Exhibit "A" and a letter requesting the City's consent to the creation of an emergency services district ("District"), proposed to be known as Brewster County Emergency Services District No. 2, which includes the city limits and extraterritorial jurisdiction of the City within Brewster County; and

**WHEREAS**, the City desires to grant its written consent to the creation of the District.

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

**SECTION I.**

That the City gives its written consent to the creation of the District, proposed to be known as Brewster County Emergency Services District No. 2, and to the inclusion of the city limits and extraterritorial jurisdiction of the City within the boundaries of the District as more particularly described in the petition attached as Exhibit A. This consent is valid for a period of six months from the date of its adoption.

**PASSED, APPROVED, AND ADOPTED BY MAJORITY VOTE ON THIS 2<sup>ND</sup> DAY OF JUNE, 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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

ATTEST:

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

APPROVED AS TO FORM:

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

# Mark Rose

([mrosetx@gmail.com](mailto:mrosetx@gmail.com) 512-925-5064)

Dear Mayor and Council:

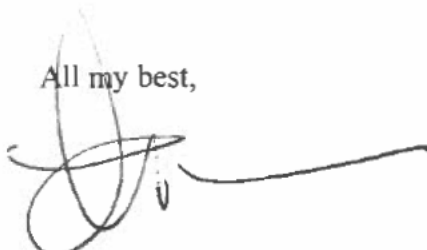
Allen Haley Jr and I (“Petitioners”) have filed the attached petition (“Petition”) for the creation of Brewster County Emergency Services District 2 (the “District”). The District is proposed for the purpose of funding emergency services in North Brewster County. The Commissioners Court of Brewster County has accepted the Petition and will hold a public hearing to consider whether to grant the Petition. Because a portion of the District is within the City of Alpine’s city limits and extraterritorial jurisdiction (“Alpine City Limits and ETJ”), the city must consent to the inclusion of this area with the District for it to be included within the District. (Texas Health & Safety Code 775.014).

This letter serves as a formal request that the City consent to creation of the proposed District and allow the District to include the Alpine City Limits and ETJ. The Petitioner’s (Allen Haley Jr and Mark Rose) respectfully request to be placed on the City Council Agenda as soon as possible, before June 9, 2026, at the latest, under an item entitled, “Discuss and consider consenting to the creation of the proposed Brewster County Emergency Services District No. 2.” A map of the District and the boundary description are included in the attached Petition.

The Petitioners respectfully request that you consent to including the Alpine City Limits and ETJ in Brewster County Emergency Services District No. 2 by adopting a resolution similar to the attached resolution and approving the request in writing. I realize the Council has endorsed the creation of ESD No. 2, but the resolution and approval in writing are required by law in order for the County to proceed with calling an election.

Thank you for considering this matter and for the work you have done to get to this point.

All my best,

A handwritten signature in black ink, appearing to be 'Mark Rose', with a long horizontal line extending to the right.

Mark Rose

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION GRANTING THE CONSENT OF  
THE CITY OF ALPINE, TEXAS, TO THE CREATION OF  
BREWSTER COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

WHEREAS, the City of Alpine, Texas (the "City"), has received the petition attached as **Exhibit "A"**, and a letter requesting the City's consent to the creation of an emergency services district ("District"), proposed to be known as Brewster County Emergency Services District No. 2, which includes the city limits and extraterritorial jurisdiction of the City within Brewster County, and

WHEREAS, the City desires to grant its written consent to the creation of the District;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS that the City gives its written consent to the creation of the District, proposed to be known as Brewster County Emergency Services District No. 2, and to the inclusion of the city limits and extraterritorial jurisdiction of the City within the boundaries of the District as more particularly described in the petition attached as **Exhibit A**. This consent is valid for a period of six months from the date of its adoption.

PASSED AND APPROVED on the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Catherin Eaves, Mayor  
City of Alpine, Texas

ATTEST:

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

**Exhibit A**  
**Petition**

Brewster County Elections Administrator

203 North 7<sup>th</sup> Street

Alpine, Texas 79830

May 4, 2026

**Certification of Voter and Property Ownership Status**

I, Cynthia Cox, Elections Administrator for Brewster County, certify that I have verified the qualified voter status of 100 signers on the Petition for Creation of Brewster County Emergency Services District No.2, and that those 100 are confirmed as property owners in Brewster County as verified by the County Appraisal District.

The complete list of qualified voters/residents is attached.

Cynthia Cox

Cynthia Cox  
Brewster County Elections Administrator

Date May 4, 2026

Attached: Original Petition ( Exhibit C) for Creation of ESD No. 2

List of Qualified Voters and Verified Property Ownership

**PETITION FOR CREATION OF  
EMERGENCY SERVICES DISTRICT**

<b>THE STATE OF TEXAS</b>	§	<b>IN THE COMMISSIONER'S COURT</b>
	§	
	§	<b>OF</b>
	§	
<b>COUNTY OF BREWSTER</b>	§	<b>BREWSTER COUNTY, TEXAS</b>

**TO THE HONORABLE COUNTY JUDGE AND COMMISSIONERS OF SAID COURT:**

NOW COME 100 or more qualified voters who own taxable real property in Brewster County, Texas pursuant to Texas Health & Safety Code, Section 775.011, requesting the creation of an Emergency Services District and would respectfully show the following:

**I.**

That the proposed new Brewster County Emergency Services District No. 2 (the "District") will be created and operated under the provisions of Article III, Section 48-e of the Constitution of Texas and Chapter 775 of the Health & Safety Code of the State of Texas.

**II.**

That the name of the proposed District shall be "BREWSTER COUNTY EMERGENCY SERVICES DISTRICT NO. 2."

**III.**

That the area of the District does not overlap the boundaries of any other emergency services district and will include all or portions of the city limits of the City of Alpine and will generally include portions of the extraterritorial jurisdiction of the City of Alpine. The boundaries of the District are more particularly described by the description attached as Exhibit "A", which is attached hereto and incorporated herein for all purposes, and generally shown on the attached sketch in Exhibit "B".

WHEREFORE, PREMISES CONSIDERED, Petitioners pray that such notices be issued by the County Clerk of Brewster County as required by law; that a public hearing be held on this petition in the county; and that, after the hearing, the Commissioners Court of Brewster County grant this petition and call a special election regarding the creation of the District.

RESPECTFULLY SUBMITTED this 4 day of MAY, 2026

**PETITIONERS:**

By: 

Printed Name: Mark Rose

By: 

Printed Name: Allen Haley Jr.

**Exhibit "A"**

**Description of Proposed Brewster County Emergency Services District No. 2**

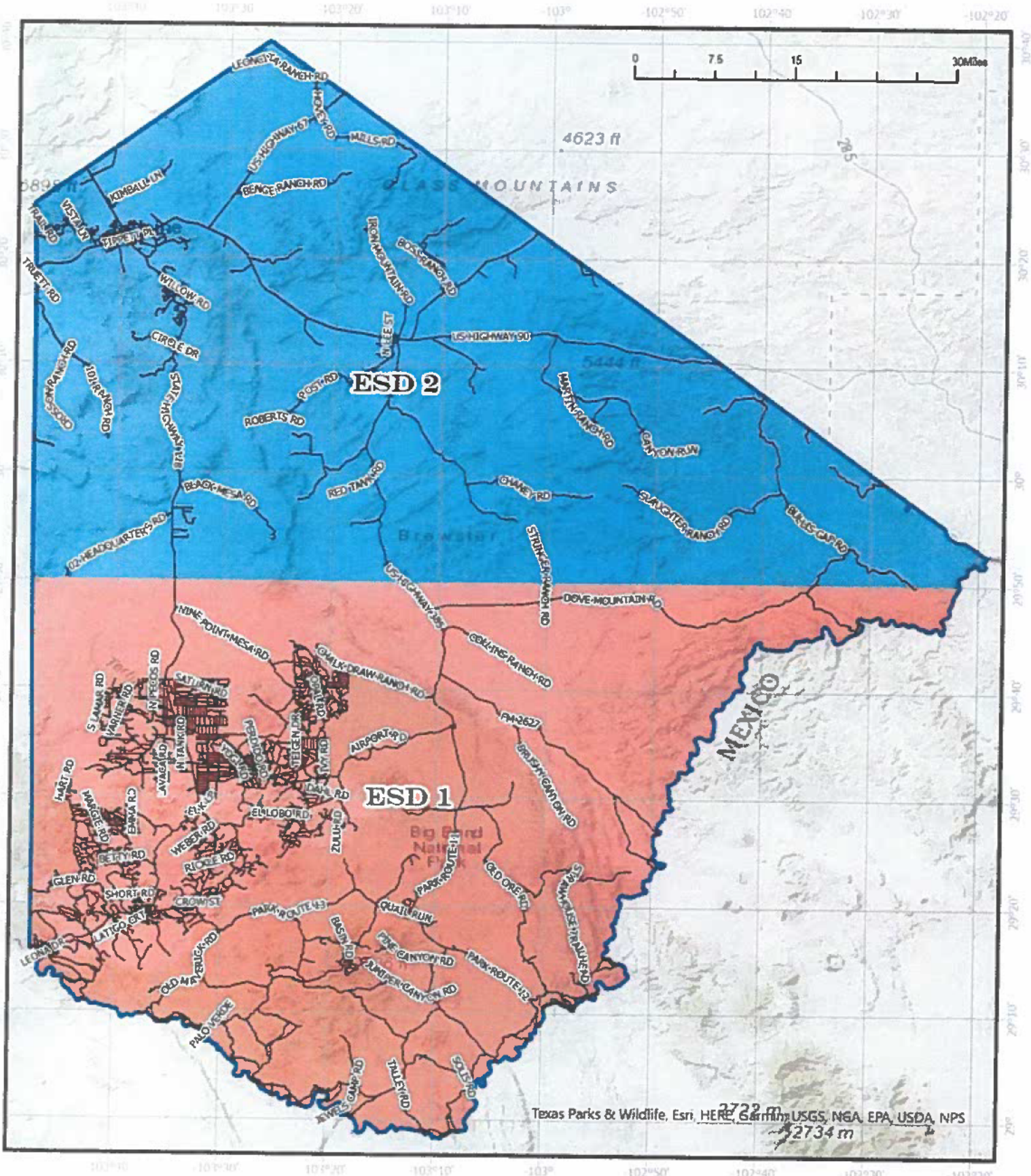
**Boundary Description**

The boundaries of the proposed Brewster County Emergency Services District No. 2 are conterminous with the boundaries of Brewster County, save and except the territory within the boundaries of Brewster County Emergency Services District No. 1.

**Exhibit B**  
**Map of Proposed**  
**Brewster County Emergency Services District No. 2**



# BREWSTER COUNTY \*UNAPPROVED\* EMERGENCY SERVICE DISTRICTS 1 & 2



MAP LEGEND	
<span style="color: red;">■</span>	ESD 1
<span style="color: blue;">■</span>	ESD 2
	ROADWAYS
	COUNTY

This map was produced with Rio Grande Council of Government files to establish the boundaries for Emergency Service Districts 1 & 2 in Brewster County, TX. Both ESD's meet along the parallel of latitude 29° 50' 00" N. Mapped roadways are as determined by the RCGO 9-1-1 GIS Manager for first responder dispatch. Production Date: 5/5/2026

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
PATRICIA ROAGI	613 MCLENTAINSIDE	PO BOX 177 ALPINE, TX		1011756106	BREWSTER	<i>Patricia Roagi</i>	4/9/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Valynda Ward Henington	101 Elderwood Alpine, TX 79830	101 Elderwood Alpine, TX 79830		1009497557	Brewster	V. W. Henington	4/8/26
Tom Williams	P.O. Box 39 Terlingua TX 79852	P.O. Box 39 T. TX 79852		1004747708	Brewster	Tom Williams	4/23/26
DENISE F. SAUNDERS	502 N. 6th Alpine TX 79830	P.O. Box 39 Terlingua TX		-	Brewster	Denise F. Saunders	4/23/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2




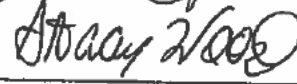

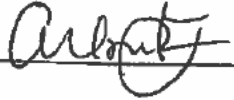
Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
MARK NEWTON ROSE	12 DEER RUN ALPINE TX 79830	SAME		1043062305	BREWSTER		04-09-2026
Russell Alexander MOORE	810 E Hawkcoak Alpine TX 79830	same		1004727989	Brewster		4/09/2026
Carla G Spencer	104 Circle Dr Alpine TX 79830	PO Box 865 Alpine TX 79831			Brewster		4/9/26
Stacey Wood	2250 Cathedral Mtn. Rd. Alpine 79830	Same			Brewster		4/9/26
Kara Gerbert	902 W Ave A Alpine TX 79830	PO Box 1803 Alpine TX 79831			Brewster		4/9/26
Arbuthnot J	405 S 14 Street	"			Brewster		4-9-26 ? X

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
KEITH AHEENS	1608N 6TH ST ALPINE TX	SAME		1022756331	BREWSTER	<i>Keith Ahrens</i>	4/14/26
Desserae Vega	1005 Peach Tree Circle	Same			Brewster	<i>Desserae Vega</i>	4-14- 26
Alexandra Bueza	2605 Suedador Ln	P.O. Box 43 Alpine TX 79831		1177308709	Brewster	<i>Alexandra Bueza</i>	4/14/26
Lz Andra Ramirez	209 SW 5th St marathon, TX	PO Box 167 marathon		1017150301	Brewster	<i>Lz Andra Ramirez</i>	4/14/26
Melanie Pate	150 Quail Run Rd Alpine, TX	P.O. BOX 1544 Alpine, TX 79801		1195315436	Brewster	<i>Melanie Pate</i>	4/14/26
CHRISTOPHER MARTINEZ	1303 N 4TH ST ALPINE, TX	1303 N 4TH ST ALPINE, TX		1060320974	Brewster	<i>Chris Martinez</i>	4-14-26
Alexandra Crouch	224 Dusty Mesquite Dr Alpine, TX	3201 N St Hwy 119 Box 9 Alpine, TX		1186692627	Brewster	<i>Alexandra Crouch</i>	4-15-26
Kody Caentry	207 Juniper St. Alpine, TX	SAME		1013865992	Brewster	<i>Kody Caentry</i>	4-15-26
Susan Carroll	104 Black Alpin Walnut TX	Same		1004722831	Brewster	<i>Susan Carroll</i>	4/15/26
James Posch	2400 E US 90 # 12	PO BOX 627		1214027871	Brewster	<i>James Posch</i>	4/15/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
<del>Trai</del> Thomas	2701 Oak Alpine, Tx	PO Box 125 Alpine, TX		1004724001	Brewster	Trai Thomas	4/10/2024
Laura Sule	1008 Loop Rd Alpine, TX	Same		1009493383	Brewster	Laura Sule	4/10/2025
Anna Molinar	703 W. Ave F Alpine Tx	Same		1004740878	Brewster	Anna Fuentes	4/10/26
Jim Tom Cardwell	304 E. Nations Alpine, Tx.	Same		1007018235	Brewster	Jim Tom Cardwell	4/14/2026
JC Loya	506 <del>506</del> West Alpine TX	Same		2125196778	Brewster	Jef-	4/14/26
Dee Ann Lujan	206.5 1st Alpine, TX	Same		1004750232	Brewster	D A L	4/14/26
Mario Lujan	101 Deer Run Alpine, TX	Same		004726332	Brewster	M L	4/14/26
John Sablatura	1009 E Ave H Alpine, TX	Same		1006805990	Brewster	John Sablatura	4/14/26
Jesus Ray	702 W Murphy	Same		2000603475	Brewster	J Ray	4/14/26
Arturo Galindo	1503 West Ave	Same			Brewster	A Galindo	4/14/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Kassy McCamb	2502 FM 1703	PO Box 67		1011940116	Brewster	<i>Kassy McCamb</i>	4-15-26
Corina Ramirez	1704 N 5th	1704 N 5th		1176728453	Brewster	<i>Corina Ramirez</i>	4-15-26
Keanna Coles	10 Prairie View Lane	PO BOX 585		1209794789	Brewster	<i>Keanna Coles</i>	4/15/26
Evelyn Rakun	600 South Harrison St	- Same -			Brewster	<i>Evelyn Rakun</i>	4/15/26
Doug Beckwith	42 Wagon Rd.	Same		1039706296	Brewster	<i>D. Beckwith</i>	4-15-26
Sonya E Rodriguez	1701 W DB Rio	PO Box 65		1004726234	Brewster	<i>Sonya Rodriguez</i>	4-16-26
JOHN N RAY OLAZAGA	500 W Stockton	SAME			Brewster	<i>John N Ray</i>	4-16-26
Victor Carrasco	303 S. 13th Alpine Tx 79830	Same		1004751821	Brewster	<i>Victor Carrasco</i>	4/16/26
Antonio S Molinar	703 W. Ave F Alpine Tx	Same		1170622049	Brewster	<i>Antonio S Molinar</i>	4-16-26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2





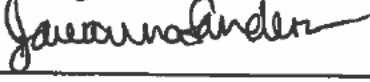



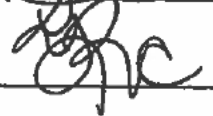
Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Deb Myers Younghaus	709 E. Lockhart	" "			Brewster		4/16/26
Kristal Baca	400 N Orange St.	" "			Brewster		04/16/2026
Martina Barragan	1008 W Sanderson Alpine TX 79830	" "			Brewster		4/16/26
Holly Blankenship	1301 W. Brown A Alpine, TX 79830	" "			Brewster		4/14/26
Jawanna Sanderson	405 W Avo A Alpine, TX 79830	" "			Brewster		4/16/24
Ariana Velasco	1410 W Gallego Alpine, TX 79830	" "			Brewster		4/16/26
Jory Vanderburg	1066 Logan Dr. Alpine, TX 79830	" "			Brewster		04/16/26
Phillip Carey	1007 E. Mineral Alpine 79830				"		"
Jena Carey	" "				"		"

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
BRUCE RICHARDSON	700 N. BIRCH ST 107 / ALPINE	SAME			Brewster	<i>[Signature]</i>	4/12/26
Eva Martinez	401 ST. 13th St. Alpine	same			Brewster	<i>[Signature]</i>	4/14/20
Martha Baeza 6	703 Quince Alpine, TX	Same			Brewster County	<i>[Signature]</i>	4/12/ 26
Maolimo Z, Ivan	308 W. 1st Days Ave	Same			Spencer County	<i>[Signature]</i>	4/19/ 26
Julian Wheat	407 E. June	Same			Brewster	<i>[Signature]</i>	4/19 2026
Marcos Rodriguez	806. W Ave B	Same			Brewster	<i>[Signature]</i>	4/19 2026
THAO-VI THI POTTER	607 PINE 74830 MOUNTAIN SIDE	SAME			Brewster	<i>[Signature]</i>	4/19/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Jarrett Vickers	515 E. Harriet	same			Brewster		4/12/26
SERGIO HERNANDEZ	505 E. Harriet	SAME			Brewster		4/12/26
Elizabeth Espinoza	405 John W Rd	same			Brewster		4/12/26
Sally Burch	507 John West Rd	SAM			Brewster		4/12/26
Shawn Gray	509 John W Rd	SAME			Brewster		4/12/26
Powers, Blair P.	409 E. Harriet St.	same			Brewster		4/12/26
Powers, May	409 E. Harriet	"			Brewster		4/12/26
Kaylee French	502 E. Harriet	same			Brewster		4/12/26
Justin French	502 E. Harriet	same			Brewster		4/12/26
ADRIAN BUNDA	605 E. Avenue X	SAME			BREWSTER		4/12/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Cathy Lammmons	201 Queada Draw	same			Brewster	Cathy Lammmons	4/12/26
Bill C. Lye	802 EAST AVENUE B-ALLEN TERLANGUIT	SAME			Brewster	Bill C. Lye	4/12/26
Alison Vidal	583 E Harriet	SAME			Brewster	Alison Vidal	4/12/26
Dona Ward	514 E Harriet	same			Brewster	Dona Ward	4/12/26
Bernie Cantos	512 E. Harriet St	Same			Brewster	Bernie Cantos	4/12/26
JACQUELINE FRENCH	513 E. HARRIET ST	SAME			BREWSTER	Jacqueline French	4/12/2026
LaFerne Seward	514 E. Harriet	same			Brewster	LaFerne Seward	4/12/2026
Eric Ceb	601 E June	same			Brewster	Eric Ceb	4/12/2026
Comer Tuck	600 E June	same			Brewster	Comer Tuck	4/12/26
Susan Billings	605 E Hendryx Ave.	same			Brewster	Susan Billings	4/12/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Adan Reyes	201 Dusty #11 Mesquite Dr	same			Brewster	Adan Reyes	4/12/26
Karen Reyes	201 Dusty Mesquite Dr. #11	same			Brewster	Karen Reyes	4/12/26
Erismos Vidal	503 E Harriet	SAME			Brewster	Erismos Vidal	4/12/26
Rosa Nelly Hernandez	505 E HENDRIX	SAME			Brewster	Rosa Nelly Hernandez	4/12/26
Rebecca Jean Percoco	308 E. John West Rd.	same			Brewster	Rebecca J. Percoco	04/12/26
Dominick Percoco	308 E. John west rd.	same			Brewster	Dominick Percoco	4/12/26
Catherine Eaves	501 John West Road Alpine, TX 79830	same			Brewster	Catherine Eaves	4/12/26
Joe Espanza	415 John W Alpine, TX 79830	same			Brewster	Joe Espanza	4/12/26
Wyatt Buntch	502 John W Alpine				Brewster	Wyatt Buntch	4/12/26
Kathleen Pauls	507 John W Alpine				Brewster	Kathleen Pauls	4/12/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Carol Fairlie	502 EAST AVE I (SARO)				Brewster		4/6/26
Alexandra Moldovan	203 E. AVE B Alpine, TX				Brewster		4/6/26
Jimmy D Cade	307 N. WALKER Alpine, TX	same			Brewster		4/6/26
Maureen Frank	601 John West Rd. Alpine, TX	same			Brewster		4/9/26
Abbey Garrett	513 John West Rd Alpine, TX	same			Brewster		4/9/26
Mark Garrett	513 John West Rd Alpine, TX	same			Brewster		4/9/26
Philip Frank	601 John West Rd Alpine, TX	same			Brewster		4/9/26
Joseph VELASCO	500 East Harriet St. Alpine, TX	same			Brewster		4/9/26
John Fer Miller-Rice	606 Cowley Lane Alpine, TX.	same			Brewster		4/10/26
Juanita Forte	1101 W. Fort Davis Alpine, TX	same			Brewster		4/12/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2


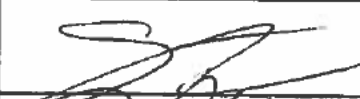
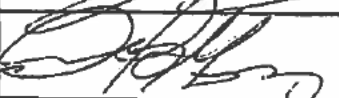






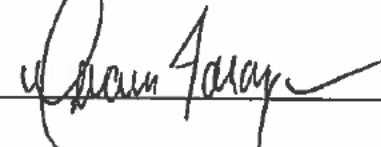
Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Anthony Curry	907 N 7th	same			Brewster		4/10
Michael Stang	1006 N 12th	same			Brewster		4/6
Donald Greenway	501 John West Rd	same			Brewster		4/9/26
Rick Partillo	501 E J West				Brewster		4/8/26
Vianey Olivas	1108 W Murphy	same			Brewster		4/18/26
Joseph Torres	302 South 15	same			Brewster		4/18/26
Kim Morrison	410 N 8th St	same			Brewster		4/8/26
Adelina Holguin	1605 N 5th St	same			Brewster		4/8/20
LORINDA TARANGO	505 E HARRIET	same			Brewster		4-9-2026
Dwain Tarango	505 East Harriet	same			Brewster		4-9-2026

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Jessica Velasco	500 E. Harriet Alpine, TX 79830	same ←			Brewster	Jessica Velasco	4/4/26
Hoch Gallegos	1705 N 4th St Alpine, TX 79830	SAME			Brewster	Hoch Gallegos	4/6/26
Joanne & Dale Barnett	106 Canyon Dr Alpine	P.O. BOX 2086 79831			Brewster	Joanne Barnett	4/6/26
Joan Oesper	806 N. 11th St	← same			Brewster	Joan Oesper	4/6/26
Barbara Richardson	508 N 8th	same			Brewster	Barbara Richardson	4/6/26
Andrew Alegria	304 S. 12th St.	same			Brewster	Andrew Alegria	4/6/26
Cesar Gallegos	509 E. Harriet	same			Brewster	Cesar Gallegos	4/4/26
Kate Gonzalez	509 E. Harriet	same			Brewster	Kate Gonzalez	4/4/26
Esther D. Gaudin	512 E. Harriet	same			Brewster	Esther D. Gaudin	4/9/26
Shannon Morrow	517 E Harriet	same			Brewster	Shannon Morrow	4/9/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Theresa Chambers Stolle	197 Airport St	P.O. Box 275				Theresa Chambers Stolle	4/22/26
Frieda Hillisphy	205 SE FIFTH ST.	P.O. BOX 442			Brewster	Legend Kreibitz	4/22/26
Betty Ramirez	P.O. Box 167 601 N 5th St E	P.O. Box 167				Betty Ramirez	4-22-26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Kathleen Pinkney	504 NE Main Marathon, TX	PO Box 342			Llano	Kathleen M. Pinkney	4/21/26
Oliver Pinkney	604 N ave F marathon TX	PO Box 342			Brewster	<i>[Signature]</i>	4/21/26
JOE HOLLEY	600 AVE. F Marathon, TX	7205 TRACE CHAIN, AUSTIN, TX 78749			Ttavis	<i>[Signature]</i>	4/21/26
LAURA TOLLEY	600 AVE. F MARATHON, TX	7205 TRACE CHAIN, AUSTIN, TX 78749			Ttavis	Laura Tolley	4/21/26
Clint CART	309 NE 6th Marathon TX	PO Box 196			Brewster	C. L. Cart	4/21/26
Thomas Lehr	308 NE 7th St Marathon TX	PO BOX 312			Brewster	Thom PL	4/21/26
MARSHA ROBERTS	711 NE 8th Marathon TX	PO Box 367			Brewster	<i>[Signature]</i>	4/21/26
JESSICA ADAMS	305 N AVE J MARATHON, TX	PO BOX 159 MARATHON, TX			Brewster	Jess Adams	4/21/26
JESSIE GARCIA	502 N 2th MARATHON TX	P.O. BOX 411 MARATHON TX			Brewster	<i>[Signature]</i>	4/21/26
LAURA TOUPS	512 Airport Rd. Lot 2 MARATHON TX	505 LeGrand Austin TX 78704			Brewster	Laura Toups	4/21/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Allen W. Haley	401 Airport Rd	PO Box 76 Marathon, 79854			Brewster	<i>Allen W. Haley</i>	4/6/26
Sally Haley	401 Airport Rd	PO Box 76 Marathon 79854			Brewster	<i>Sally Haley</i>	4/6/26
MARK DWYELL	301 Kates Ln	PO BOX 314 Marathon 79854			"	<i>Mark Dwyell</i>	4/10/26
Timothy Roberts	204 SE 5th St	PO BOX 204 "			"	<i>Timothy Roberts</i>	4/10/26
Bonnie Bloom	305 S Lee St	P.O. BOX 253 "			"	<i>Bonnie Bloom</i>	"
Orion Abernathy	106 SE 4th Street	106 SE 4th Street Marathon, TX 79854			Brewster "	<i>Orion Abernathy</i>	4/10/26
Ellen Bromfield	301 N. Ave J	P.O. BOX 11 193			"	<i>Ellen Bromfield</i>	4-10-26
Carol Townsend	303 S Lee St	PO Box 103 "			"	<i>Carol Townsend</i>	4-10-26
TAMARA HARLEY	303 Ave J	PO BOX 21571			"	<i>Tamara Harley</i>	4-10-26
MARIAN COLLINS	200 SE 6th St	PO BOX 111 "			"	<i>Marian Collins</i>	4-10-26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
David Young	1005 W. Stockton CLP. MC	<del>ADINETA</del>			Brewster	<i>[Signature]</i>	4/10/24
Mary Gonzalez	715 S Albert Marathon ST	PO Box 14 Marathon			"	Mary Gonzalez	✓
DANIELLE GALLE	705 NE 1 <sup>st</sup> ST MARATHON	PO Box 251 MARATHON 74642			"	<i>[Signature]</i>	4/10/24
Hildegarda D Santos	605 N. 8 <sup>th</sup> St (E)	PO Box 491			✓	Hildegarda Santos	✓
Raymond Santos	605 N 6 <sup>th</sup> ST EAST	PO Box 491			✓	<i>[Signature]</i>	✓
Mary Math	409 N 5 <sup>th</sup>	P.O. Box 241			✓	Mary Math	✓
Mary Self	701 New 90 <sup>th</sup> ST	P.O. Box 141			✓	<i>[Signature]</i>	✓
Mary Hatcher	501 N AVE D	P.O. Box 109 Marathon 74642			Brewster	Mary Hatcher	4/11/24
Bill Mitchell	501 N AVE D	PO Box 109 Marathon, 74642			-	Bill Mitchell	✓
STEVE HOUSTON	403 N. AVE. C	P.O. Box 396 Marathon 74642			✓	J. Steven Houston	✓

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
CHARLES SANSON	309 NE 5 <sup>th</sup> ST	PO Box 431 MARATHON 79842			Brewster	<i>C. Sanson</i>	4/12/26
Kara Gallo	309 NE 5 <sup>th</sup> ST	PO Box 431 Marathon, 79842			Brewster	<i>Kara Gallo</i>	4/12/26
JAMES MARTIN	301 N 7 <sup>th</sup> ST	PO Box 333 MARATHON 79842			Brewster	<i>James Martin</i>	4/12/26
Ann Martin Miller	"	" "			"	<i>Ann Martin Miller</i>	4/12/26
WALTER MILLER	"	" "			"	<i>Walter Miller</i>	04/12/2026
DANIEL EATON	406 S 102	P.O. Box 287 Marathon TX 79842			Brewster	<i>Daniel Eaton</i>	4/14/26
ANDREA JOHNSON	202 N 8 <sup>th</sup> ST.	Marathon, TX 79842			Brewster	<i>Andrea Johnson</i>	4/15/26
KATHY CARP	4th & H	4416 FM 6021 Alpine, Tx			Brewster	<i>Kathy Carp</i>	4/11/26
TRAVIS SUTHER	"	"			"	<i>Travis Suther</i>	4/16/26
Ron Slater	205 South 2 <sup>nd</sup> ST. ST.	PO Box 442		Ron Slater	Brewster	<i>Ron Slater</i>	4/22/26

Ron Slater



Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Barbara Kay Houston	403 N AVE C Marathon TX 79842	PO Box 316			Brewster	Barbara Kay Houston	4/12/26
Michael Houston	803 1/2 N. 7th St Alpine TX 79812	Same			Brewster	Michael Houston	4/12/26
Jodie Freeman	601 N 7th St Marathon TX 79842	PO Box 288			✓	Jodie Freeman	4/11/26
BOB FREEMAN	" "	" "			✓	Bob Freeman	4/11/26
Ty Ann Osborn	309 S. Lee St Marathon TX 79842	PO BOX 117			Brewster	Ty Ann Osborn	4/12/26
TOM OSBORN	309 S LEE ST MARATHON TX 79842	PO BOX 117			BREWSTER	Tom Osborn	4/12/26
Russ Tidwell	520 N AVE C Marathon 79842	PO Box 385			Brewster	Russ Tidwell	4/12/26
WILLIAM SKEEN	303 NE 7th Marathon 79842	P.O. Box 392			BREWSTER	William Skeen	4/12/26
LINDA SKEEN	303 NE 7th Marathon 79842	P.O. Box 392			BREWSTER	Linda Skeen	4/12/26
MARY BETH SCHARFER	509 NE ST Marathon TX 79842	PO Box 54			Brewster	Mary Beth Scharfer	4/12/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

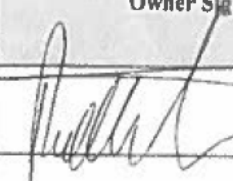


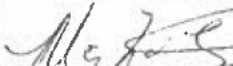
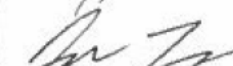
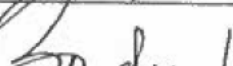
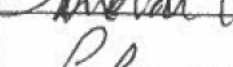
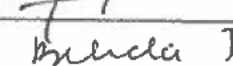

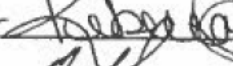
Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Russell Larson	403 S Hwy 385	PO Box 460			Brewster		
Isaac Briones	4055 <sup>th</sup> Street	PO Box 223			Brewster		
Gonzales Felicitia	204 SE 6th St.	P.O. Box 40			Brewster		
MARILYN ESTERDA	306 SE 6 <sup>th</sup> St	PO Box 159			Brewster		
De Lorenz	308 SW 5 <sup>th</sup> St	PO Box 267			Brewster		4/12/26
SANDRA WILSON	504 15 <sup>th</sup> Ave Marathon	PO Box 23			Brewster		4-12-26
Patrick Picasso	405 N.E. 9 <sup>th</sup> St.	P.O. Box 183			Brewster		4.21.26
Belenza Bryan	108 S 7 <sup>th</sup>	PO Box 46			Brewster		4.21.26
Rebecca Ann	601 NE 4 <sup>th</sup> St	PO Box 200			Brewster		04 21 26
MRISE Solismul	301 N Ave 6	PO Box 297			Brewster		4/2/26

Exhibit "C"

Real Property Owners Qualified to Vote in Brewster County for Proposed Brewster County Emergency Services District No. 2

Owner Name(s) (printed)	Residence Address	Mailing Address	Date of Birth	Voter Registration Number	County of Registration	Owner Signature	Date
Gene Springfield	309 W 6th St	P.O. Box 245			Brewster		4/20/26
Elizabeth Sando	305 NE 8th St	PO BOX 435			Brewster		4/21/26
Guadalupe Garcia	601 NW 4th St	P.O. Box 666			Brewster		4/21/2006
Judy Pinos	409 South W	PO BOX 203			Brewster		4/21/26
BARRY Bourgeois	608 N 6th St. E	P.O. Box 452			Brewster		4.21.26
Amanda Wattermire	310 N Albert St	PO BOX 93			Brewster		4.21.26
Imelda Hernandez	108 NW 4th St Murchison	PO BOX 493			Brewster		4.21.26
Seize D. Valenzuela	309 SW 4th St Murchison 79842	PO BOX 267			Brewster		4-21-26
Gen Ramirez	601 N 3rd St EAST	P.O. Box 167			Brewster		4.21.26
Amanda Hernandez	203 South 4th St East	PO BOX 266			Brewster		4.21.26

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12H

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 Replat 2026-06-01, a replat application to allow the applicant, Glen & Dee Ann Perkins, to combine two existing privately owned parcels into a single tract. The subject property is located at 2400 FM 1703, Alpine, Brewster County, Texas. The subject property is legally described as Lot One (1) & 0.219 acres out of South part of Lot Two (2), Alpine Industrial Park West, Envelope 219, Plat Records of Brewster County, Texas, being all of that certain tract described in Volume 219, Page 468, Official Public Records of Brewster County, Texas. The record property owner is Glen I. & Dee Ann Perkins. The Parcel Identification Numbers of the subject properties are 10144 and 32386. The current zoning classification of the property is C1-A Neighborhood Commercial District. If the replat is approved the zoning classification will not change and remain C1-A Neighborhood Commercial District. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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This replat will allow the property owner to combine two private tracts into one. The Planning & Zoning Commission considered this request on May 18, 2026 and recommended approval of the application.

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## SUPPORTING MATERIALS

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1. Application for Plat Parcels 10144 and 32386\_Redacted (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 - 5/26/2026  
Final Approval - 5/26/2026



# APPLICATION FOR PLAT

City of Alpine Building Services Department  
309 W. Sul Ross Av., Alpine Texas, 79830  
432.837.3281

Application Fee is \$500.00 per property (non-refundable)  
\*Application must be completely filled out.  
Subsequent applications will require a new fee.

<b>Please check one.</b>						
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Preliminary Replat	<input checked="" type="checkbox"/> Final Replat	<input type="checkbox"/> Amended	<input type="checkbox"/> Minor
<b>SECTION 1</b>						
Proposed Subdivision Name <u>Alpine Industrial Park</u>					Unit No.	
Location Description/ Nearest Intersection <u>FM 1703 &amp; Ted Street</u> <u>Alpine TX 79830</u>						
Acreage of Replat <u>1.684 acres</u>		Number of existing lots <u>Lot 1 &amp; 0.219 ac of Lot 2</u>		Proposed <u>combine to one parcel</u>		
Reason (s) for Platting/ Replatting <u>to combine into one parcel</u>				Parcel ID No. <u>10144 + 32386</u>		
<b>SECTION 2</b>						
Owner/Applicant <u>Glen I. Perkins and Dee Ann Ford Perkins</u> (if applicant is person other than owner, a letter of authorization must be proved from owner)						
Address <u>2400 FM 1703 (physical) or PO BOX 1355 (mailing), Alpine, TX 79831</u>						
Primary Telephone Number			Email Address			
<b>SECTION 3</b>						
Licensed Engineer/ Surveyor Name <u>Grady Glyn Sudduth</u>				TDLR No. <u>Land Surveyor No. 5309</u>		
Address <u>136 W. Twohig, Suite C, San Angelo, TX 76903</u>						
Primary Telephone Number			Email Address			
<b>SECTION 4</b>						
List any variances requested <u>none</u>						
Reason for request (list any hardships, and please provide an in-depth description of why application is required) <u>to combine into one parcel</u>						
City Limits: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Is any part of the property in a flood plain? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is the property subject to any liens, encumbrances, or judgments? If so, give details. (Provide separate sheet if needed.) Permission from any lien holders and/or removal of any encumbrances or judgments will be necessary prior to filing of said plat with the County Clerk's office.						

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

*Completed application, including signature of owner/applicant and signed waiver.*

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fee (see reverse)</li> <li><input type="checkbox"/> Traffic Impact Assessment worksheet, reviewed by City of Alpine's Building Official, and appropriate Level TIA (if required).</li> <li><input checked="" type="checkbox"/> 3 copies of the plat (accepted size: 18"x 24"), collated and folded so that the subdivision name is visible and 1 digital copy.</li> <li><input type="checkbox"/> 1 copy of preliminary plan of the water system showing the approximate location and size of onsite and offsite existing and proposed water lines and fire hydrants. 1 copy of preliminary drainage plan (if required).</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Tax Certificate from Brewster County showing that no delinquent taxes are due on the property (Texas Local Government Code Section 12.002).</li> <li><input type="checkbox"/> Current deed restrictions for Vacating Plats, and Townhouse and Zero Lot Line Subdivisions.</li> <li><input checked="" type="checkbox"/> Survey Showing any existing structures on the subject property.</li> <li><input type="checkbox"/> List of approved street names by the appropriate county.</li> </ul> |
|---|---|

I agree to comply with all platting and subdivision requirements of the City of Alpine.

*[Signature]*  
Signature of Owner

*Dee Ann Ford Perkins*

Glen J. Perkins/Dee Ann Ford Perkins  
Printed Name & Title

4/10/26  
Date

*(If applicant is person other than owner, a notarized letter of authorization must be provided from owner.)  
Signature indicates authorization for plat application and acceptance of waiver statement.*

All filing fees for plats are payable at time of initial submittal.

All necessary signatures must be included. Signatures include: Planning & Zoning chair, City Secretary, Mayor, County Clerk. (must include blank spaces for recollection information).

\*\*All documents must indicate "replat", "amended" in the title if being revised.

Open space fees are due at time of final plat submittal. If public improvements are required, open space fees are due prior to construction plan approval.

**IMPORTANT NOTES:**

•For plats on TxDOT right-of-way, it is highly recommended that a permit be submitted to TxDOT prior to submitting the plat application.

**FOR STAFF USE ONLY**

Date Application Fee Received <i>04/20/2026</i>		Received By <i>Paloma Barron</i>		Receipt No. <i>26-008423</i>		Cash/Check No. <i>ck# 1639</i>	
Amount Received \$ <i>500.00</i>	3 Copies <input checked="" type="checkbox"/>	Street names appr. list <input checked="" type="checkbox"/>	TxDOT approval letter <i>NIA</i>	Letter of authorization	Proof of ownership	HOA document <i>N/A</i>	
Plat review meeting date				Planning Commission meeting date			

COUNTY CLERK RECORDING REQUIRED:

Issued By:

Brewster County Tax Office  
107 W Ave E #1 432-837-6200 ext 209  
Alpine, TX 79830

Property Information

Property ID: 10144 Geo ID: 97016000001000000  
Legal Acres: 1.3700  
Legal Desc: ALPINE INDUSTRIAL PARK WEST LOT: 1  
Situs: 2400 FM 1703 ALPINE, TX 79830  
DBA:  
Exemptions:

Owner ID: 10844 100.00%  
PERKINS GLEN I &  
PERKINS DEE ANN FORD  
PO BOX 1355  
ALPINE, TX 79831

For Entities

Value Information

Alpine ISD	Improvement HS:	363,492
Big Bend Regional Hospital District	Improvement NHS:	0
Brewster County	Land HS:	0
City of Alpine	Land NHS:	48,224
	Productivity Market:	0
	Productivity Use:	0
	Assessed Value	411,716

Current/Delinquent Taxes

This is to certify that, after a careful check of the tax records of this office, the following delinquent taxes, penalties, interest and any known costs and expenses as provided by Tax Code §33.48, are due on the described property for the following taxing unit(s):

Year	Entity	Taxable	Tax Due	Disc./P&I	Attorney Fee	Total Due
Totals:			0.00	0.00	0.00	0.00

Effective Date: 04/10/2026

Total Due if paid by: 04/30/2026

0.00

Tax Certificate Issued for:	Taxes Paid in 2025
Brewster County	1,523.37
Big Bend Regional Hospital District	303.49
City of Alpine	1,748.71
Alpine ISD	3,994.47

If applicable, the above-described property has/is receiving special appraisal based on its use, and additional rollback taxes may become due based on the provisions of the special appraisal (Comptroller Rule 9.3040) or property omitted from the appraisal roll as described under Tax Code Section 25.21 is not included in this certificate [Tax Code Section 31.08(b)].

Pursuant to Tax Code Section 31.08, if a person transfers property accompanied by a tax certificate that erroneously indicates that no delinquent taxes, penalties or interest are due a taxing unit on the property or that fails to include property because of its omission from an appraisal roll, the unit's tax lien on the property is extinguished and the purchaser of the property is absolved of liability to the unit for delinquent taxes, penalties or interest on the property or for taxes based on omitted property. The person who was liable for the tax for the year the tax was imposed or the property was omitted remains personally liable for the tax and for any penalties or interest.

A tax certificate issued through fraud or collusion is void.

This certificate does not clear abuse of granted exemptions as defined in Section 11.43 Paragraph(1) of the Texas Property Tax Code.

May Be Subject to Court Costs if Suit is Pending

Date of Issue: 04/10/2026  
Requested By: PERKINS GLEN I &  
Fee Amount: 10.00  
Reference #: dee perkins ck1641

Page: 1

  
Signature of Authorized Officer of Collecting Office

Issued By:

Brewster County Tax Office  
107 W Ave E #1 432-837-6200 ext 209  
Alpine, TX 79830

Property Information

Property ID: 32386 Geo ID: 97016000002000011  
Legal Acres: 0.2190  
Legal Desc: ALPINE INDUSTRIAL PARK SOUTH PART OF LT: 2  
Situs: ALPINE, TX 79830  
DBA:  
Exemptions:

Owner ID: 10844 100.00%  
PERKINS GLEN I &  
PERKINS DEE ANN FORD  
PO BOX 1355  
ALPINE, TX 79831

For Entities

Value Information

Alpine ISD	Improvement HS:	0
Big Bend Regional Hospital District	Improvement NHS:	0
Brewster County	Land HS:	8,760
City of Alpine	Land NHS:	0
	Productivity Market:	0
	Productivity Use:	0
	Assessed Value	8,760

Current/Delinquent Taxes

This is to certify that, after a careful check of the tax records of this office, the following delinquent taxes, penalties, interest and any known costs and expenses as provided by Tax Code §33.48, are due on the described property for the following taxing unit(s):

Year	Entity	Taxable	Tax Due	Disc./P&I	Attorney Fee	Total Due
Totals:			0.00	0.00	0.00	0.00

Effective Date: 04/10/2026

Total Due if paid by: 04/30/2026

0.00

Tax Certificate Issued for:	Taxes Paid in 2025
Brewster County	32.41
Big Bend Regional Hospital District	6.46
City of Alpine	37.20
Alpine ISD	84.99

If applicable, the above-described property has/is receiving special appraisal based on its use, and additional rollback taxes may become due based on the provisions of the special appraisal (Comptroller Rule 9.3040) or property omitted from the appraisal roll as described under Tax Code Section 25.21 is not included in this certificate [Tax Code Section 31.08(b)].

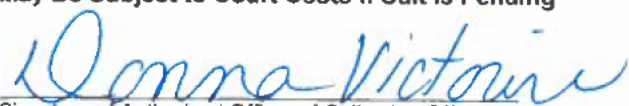
Pursuant to Tax Code Section 31.08, if a person transfers property accompanied by a tax certificate that erroneously indicates that no delinquent taxes, penalties or interest are due a taxing unit on the property or that fails to include property because of its omission from an appraisal roll, the unit's tax lien on the property is extinguished and the purchaser of the property is absolved of liability to the unit for delinquent taxes, penalties or interest on the property or for taxes based on omitted property. The person who was liable for the tax for the year the tax was imposed or the property was omitted remains personally liable for the tax and for any penalties or interest.

A tax certificate issued through fraud or collusion is void.

This certificate does not clear abuse of granted exemptions as defined in Section 11.43 Paragraph(1) of the Texas Property Tax Code.

May Be Subject to Court Costs if Suit is Pending

Date of Issue: 04/10/2026  
Requested By: PERKINS GLEN I &  
Fee Amount: 10.00  
Reference #: dee perkins ck 1640

  
Signature of Authorized Officer of Collecting Office

**Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number.**

## LENDER'S CONSENT TO REPLAT

Date: **April 10, 2026**

BIG BEND BANKS, N.A., THE MARFA NATIONAL BANK ("*Lender*") is the holder of that certain DEED OF TRUST dated April 23, 2025, from GLEN I. PERKINS and DEE ANN FORD PERKINS ("*Borrower*") to W. E. LOVE, IV, Trustee, recorded as Document No. 121543 in the Official Public Records of Brewster County, Texas, which encumbers:

**All of Lot One (1) and 0.219 acres of land out of the south part of Lot Two (2), ALPINE INDUSTRIAL PARK WEST, an addition to the City of Alpine, Brewster County, Texas. ("*the Encumbered Property*").**

Borrower desires to Replat the Encumbered Property into a single 1.584-acre tract and has requested Lender's consent to the Replat. Lender hereby consents to the Replat which consent is given solely to permit the filing and recording of the Replat.

Nothing in this consent shall be construed to modify, release, subordinate, impair, or amend the Deed of Trust or the lien created thereby, or waive any right, remedy, or interest of Lender.

Lender's lien shall continue to encumber the Property, now shown as a single 1.584-acre tract, with the same force, effect, and priority that existed prior to the Replat.

**[THE SIGNATURE PAGE FOLLOWS]**

**LENDER'S CONSENT TO REPLAT  
BIG BEND BANKS, N.A., THE MARFA NATIONAL BANK - Lender  
SIGNATURE PAGE**

Executed by Lender on this 10<sup>th</sup> day of **April, 2026**.

**BIG BEND BANKS, N.A.,  
THE MARFA NATIONAL BANK**

By:   
**LYRA P. SERRANO,  
Sr. Vice President**

**(Corporate Acknowledgment)**

STATE OF TEXAS           §  
  ss  
COUNTY OF PRESIDIO   §

This instrument was acknowledged before me on the 10<sup>th</sup> day of **April, 2026**, by **LYRA P. SERRANO, Sr. Vice President of BIG BEND BANKS, N.A., THE MARFA NATIONAL BANK**, a federally chartered banking corporation, in her official capacity on behalf of the Bank.

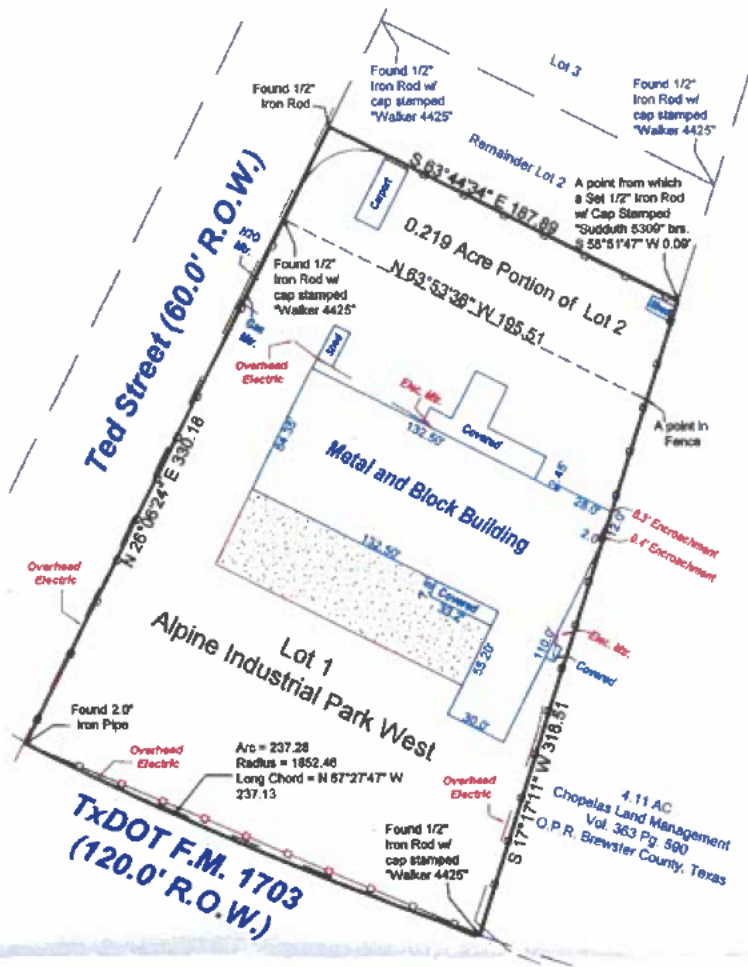


  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

PREPARED IN THE LAW OFFICE OF:

**JOSEPH P. JAMES  
ATTORNEY AT LAW  
729 MADILYNN CT  
FREDERICKSBURG, TX 78624**



## Replat of Lot 1, and a 0.219 acre portion of Lot 2, Alpine Industrial Park, City of Alpine, Brewster County, Texas

**LEGAL DESCRIPTION:**

**Field Notes**

1.594 acre tract being all of Lot 1, and a 0.219 acre portion of Lot 2, Alpine Industrial Park West, and addition to the City of Alpine, Brewster County, Texas, as the same appears on a plat filed for record in Envelope #218, Plat Records, Brewster County, Texas, being more particularly described by metes and bounds as follows:

Beginning at a found 2.0" iron pipe in the north line of TxDOT F.M. Highway 1703, the east line of Ted Street, for the southwest corner of this tract.

THENCE N 28°08'24" E 330.18 feet along the east line of Ted Street, the west line of this tract, passing a found 1/2" iron rod with cap stamped "Walker 4425" at 280.18 feet, continuing on in all 330.18 feet to a found 1/2" iron rod, for the northwest corner of this tract;

THENCE S 83°44'34" E 187.89 feet along the north line of this tract to a point from which a set 1/2" iron rod with a cap stamped "SUDDUTH 5306" for the northeast corner of this tract;

THENCE S 17°17'11" W 318.51 feet along the west line of a 4.11 acre tract previously described Volume 363, Page 590, Official Public Records, Brewster County, Texas, the east line of this tract, to a found 1/2" iron rod with cap stamped "Walker 4425" for the southeast corner of this tract;

THENCE along a non-tangent curve to the right with an arc length of 237.28 feet, a radius of 1462.48 feet, and a long chord which bears N 67°27'47" W 237.13 feet to the place of beginning.

Bearings and Distances based on NAD 83, TX South Central.

State of Texas  
County of Brewster

I, Dee Ann Ford Perkins, and Glen I. Perkins do hereby certify that we are the owners of a 1.594 acre tract being Lot 1 and a 0.219 acre portion of Lot 2, Alpine Industrial Park West, as the same appears on a plat filed for record in Envelope #218, Plat Records, Brewster County, Texas, previously recorded in Vol. 283, Pg. 563, Official Public Records, Brewster County, Texas, and do hereby replat said tract to be known as:

Replat of Lot 1 and a 0.219 acre portion of Lot 2, Alpine Industrial Park West, an addition to the City of Alpine

*Dee Ann Ford Perkins*  
Dee Ann Ford Perkins  
P.O. Box 1355  
Alpine, Texas 79831

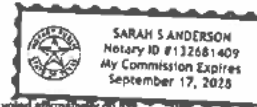
*Glen I. Perkins*  
Glen I. Perkins  
P.O. Box 1355  
Alpine, Texas 79831

State of Texas  
County of Brewster

Before me, the undersigned authority, on this day personally appeared, Dee Ann Ford Perkins, and Glen I. Perkins, known to me to be the persons whose names are subscribed to the foregoing instrument, and have acknowledged to me that they have executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 14th day of April, 2026.

*Sarah Vasquez*  
Notary Public, State of Texas



Whereas the Planning and Zoning Commission of the City of Alpine, Texas voted affirmatively on this \_\_\_ day of \_\_\_\_\_, 2026, to approve this plat.

Chairman Planning and Zoning Commission

City Council Approval

Whereas the City Council of the City of Alpine, Texas voted affirmatively on this \_\_\_ day of \_\_\_\_\_, 2026, to approve this plat.

Mayor of the City of Alpine

Attest: City Secretary

Filed for record this \_\_\_ day of \_\_\_\_\_, 2026, at \_\_\_\_\_, recorded this \_\_\_ day of \_\_\_\_\_, 2026, in Plat Envelope No. \_\_\_\_\_, Brewster County Texas Plat Records.

Sarah Vasquez  
Brewster County Clerk

County: Brewster	Additional Information: This property has access to and from a dedicated roadway.
State: Texas	
File #/Plate	Drawn By: CLC    Date: 04/08/26    SCALE: 1" = 80'

**SUDDUTH SURVEYING**  
138 W. TWOHIG SUITE C SAN ANGELO, TX 76903 (254) 277-0817

**Certification:**  
Surveyed on the ground under my supervision according to the Minimum Standards of the Professional Land Surveying Practices Act and General Rules of Procedure and Practices set forth by the Texas Board of Professional Engineers and Land Surveyors.

*Grady Glynn Sudduth*  
Grady Glynn Sudduth  
Registered Professional Land Surveyor No. 5308  
TIPELS No. 10194804

# CITY COUNCIL AGENDA ITEM REPORT

June 2, 2026

Agenda Item No. 12I

Department: Administration

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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Award contract for RFP 2026-04-01 Road Materials to Ergon Asphalt & Emulsions, Inc. for CRS-2 and MS-2 asphalt materials; Jarrett Dirt Work and Paving, Inc. for Grade 4 Topping Rock, Grade 5 Topping Rock, and Type “D” Hot Mix/Cold Lay materials; and authorize the City Manager to execute all necessary agreements and related documents. (H. Arredondo, City Manager)

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## EXECUTIVE SUMMARY

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The City publicly solicited proposals for roadway materials through RFP 2026-04-01 in accordance with the City’s procurement procedures. Proposals were evaluated using the best value criteria established in the RFP, including pricing, delivery capability, vendor reputation, references, prior performance, and overall long-term value to the City. Based upon the evaluation committee’s review and scoring, staff recommends award to Ergon Asphalt & Emulsions, Inc. for CRS-2 and MS-2 asphalt materials and to Jarrett Dirt Work and Paving, Inc. for Grade 4 Topping Rock, Grade 5 Topping Rock, and Type “D” Hot Mix/Cold Lay materials as the proposals determined to provide the best overall value to the City.

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## SUPPORTING MATERIALS

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1. Road Materials RFP 2026
2. RFP Evaluation Criteria Road Materials 051326 FINAL BID WINNER

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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 - 5/26/2026  
Final Approval - 5/26/2026

## Road Materials RFP 2026-04-01

### Evaluation Committee Overview and Best Value Recommendation

The evaluation committee reviewed each proposal submitted in response to RFP 2026-04-01 for Road Materials in accordance with the best value criteria established in the Request for Proposals.

The committee independently reviewed the submitted proposals and generally scored the respondents similarly based upon pricing, delivery capability, references, prior experience, and overall long-term value to the City. The evaluation process emphasized the purchase price including delivery costs, vendor reputation, prior relationship with the City, and the overall long-term acquisition cost to the City.

The committee also considered prior performance history with the City of Alpine and the vendors' demonstrated ability to timely deliver materials for roadway and infrastructure projects.

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### Evaluation Criteria

Criteria	Possible Points
Price / Best Value	60
Ability to Deliver	25
Vendor Reputation / References / Prior Relationship	15
<b>Total Possible Points</b>	<b>100</b>

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### Committee Comments and Recommendations

#### Proposal No. 1 – Ergon Asphalt & Emulsions

**Recommended for CRS-2 and MS-2 asphalt materials. Exceeds delivery availability based on past transactions with the City.**

Ergon Asphalt & Emulsions submitted a responsive proposal for CRS-2 and MS-2 asphalt materials and demonstrated strong governmental experience and references. The committee found the pricing to be competitive for the asphalt material categories requested by the City. Although certain freight and pump charges may apply separately, the proposal still represented the best overall value for the asphalt-related items due to pricing competitiveness, responsiveness, vendor experience, and prior satisfactory performance history.

The committee also considered the vendor's strong delivery history and prior transactions with the City, which exceeded delivery expectations in past operations and roadway material purchases.

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## **Proposal No. 2 – Capital Aggregates**

**Responsive proposal, but pricing structure appears less favorable due to additional trucking and delivery charges. Capital Aggregates satisfactorily meets delivery availability based on past transactions with the City.**

Capital Aggregates submitted a responsive proposal and demonstrated satisfactory experience and references for roadway material supply services. However, the committee identified that the proposal contemplated additional trucking and delivery-related charges beyond the quoted material pricing.

When evaluated against competing proposals — particularly the proposal submitted by Jarrett Dirt Work and Paving, which appeared to include delivery pricing within the quoted totals — the committee determined that Capital Aggregates presented less favorable overall pricing certainty and a potentially higher total long-term acquisition cost to the City.

The committee nevertheless found that Capital Aggregates satisfactorily met delivery expectations based on prior transactions with the City and remained a responsive proposer under the RFP requirements.

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## **Proposal No. 3 – Jarrett Dirt Work and Paving**

**Recommended for Grade 4, Grade 5, and Type “D” Hot Mix/Cold Lay materials. Exceeds delivery availability based on past transactions with the City.**

Jarrett Dirt Work and Paving received the highest overall committee ranking for the aggregate and paving material categories. The committee determined that the proposal provided the best overall value to the City due to the inclusive pricing structure, competitive pricing, and strong delivery capability.

The committee specifically noted that delivery charges appeared to be included within the quoted pricing, which provided greater pricing certainty and reduced long-term acquisition costs to the City when compared to competing proposals containing additional trucking or delivery-related charges. The proposal also demonstrated strong references, responsiveness, and favorable prior experience with roadway and municipal projects.

Additionally, the committee considered the vendor’s prior delivery performance and noted that Jarrett Dirt Work and Paving exceeded delivery expectations during prior transactions and projects involving the City.

