



CITY OF ALPINE
WORKSHOP & REGULAR CITY COUNCIL MEETING
July 21, 2026 – 4:00 PM

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

1. **WORKSHOP MEETING 4:00 PM**

- A. Budget Workshop is to review revenues, expenses & determine Council Priorities. (H Arredondo, City Manager)

2. **CALL TO ORDER.** -

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

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

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

- A. Public Hearing to obtain citizen views and comments regarding the second reading of Ordinance 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision "A", to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.
- B. Public hearing to obtain citizen views and comments regarding Special Use Permit 2026-07-01, a special use permit allowing the applicants and property owners of record, Travis Waldrep and Allie Brianne Waldrep, to establish a short-term rental at 305 N. 1st Street, Alpine, Texas. The Parcel ID of the subject property is 35496. (C. Espinoza, Interim City Secretary)

5. **PUBLIC PRESENTATIONS.** -

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

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

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

7. **TIME SENSITIVE ITEMS.** -

8. **CONSENT AGENDA.** -

- A. Approval of the June 23, 2026 Special Meeting Minutes. (C. Espinoza, Interim City Secretary)
- B. Approval of the July 7, 2026 Regular Meeting Minutes. (C. Espinoza, Interim City Secretary)
- C. Approval of the June 2026 invoice for Bojorquez Law Firm Services. (C. Espinoza, Interim City Secretary)
- D. Approve Order 2026-06-01, an order correcting a typographical error for Early Voting dates & location, Federal Post Card Applications dates & Name of Early Voting Clerk for the November 3, 2026 Order of General Election. (C. Espinoza, Interim City Secretary)
- E. Approve Order 2026-06-03, an order approving a joint election services contract with Brewster County for the November 3, 2026 General & Special Elections. (C. Espinoza, Interim 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.*

- A. Alpine Volunteer Fire Department Update from Chief James Etchison. (C. Espinoza, Interim City Secretary)
- B. Emergency Services Board update by Rusty Moore. (C. Espinoza, Interim City Secretary)
- C. Alpine Country Club Update. (H. Arredondo, City Manager)
- D. Nine Month Check In by Jacob & Martin for AMPSS. (H. Arredondo, City Manager)

11. **INFORMATION OR DISCUSSION ITEMS.** -

- A. Discussion regarding the Old Train Station Salvation project & regards to saving the station and what role the City can play. (C. Eaves, Mayor)
- B. Discuss, consider, and take possible action regarding the City's nomination for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees, and authorize the submission of the nomination prior to the August 2, 2026 deadline. (H. Arredondo, City Manager)
- C. Discussion regarding City boards and commissions and the attendance requirements applicable to appointed board members. (C. Eaves, Mayor)
- D. Discussion regarding allocation of \$100,000 from Hotel Occupancy Tax (HOT) Fund Balance for FY 2026 Grant Awards. (C. Ruggia, Director of Tourism)

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 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision "A", to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)
- B. Award contract for RFP 2026-06-01 Road Materials to Jarrett Dirt Work & Paving for Grade 3 Topping Rock & Base Mate; and authorize the City Manager to execute all necessary agreements and related documents. (H. Arredondo, City Manager)
- C. Approve Resolution 2026-06-13, a resolution adopting the City of Alpine Master Fee Schedule; Establishing Appendices A through H; Authorizing the periodic update of fees by resolution; Repealing conflicting resolutions; Directing implementation; And providing for an

Effective Date. (H. Arredondo, City Manager)

- D. Approve the City's Capital Improvement Plan (CIP) Updates, including project priorities, funding considerations, and next steps in the planning process. (H. Arredondo, City Manager).
 - E. Approve agreement of the New Roberts No. 3 Well with Jacob & Martin, LLC for professional engineering services related to the New Roberts No. 3 Well project. (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).*
- A. Consultation with Attorney § 551.071, Texas Government Code:
 - a. Consultation with City Attorney regarding the receipt of a Dis-annexation Petition for the properties known respectively as 2701 US 90, 2801 A US 90, and 2801 B US 90, Alpine, TX. (H. Arredondo, City Manager)
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, Clarinda Espinoza, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on July 15, 2026, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL

this 15 day of July, 2026.

Clarinda Espinoza

Clarinda Espinoza

Interim City Secretary



CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 4A

Department: Office of the City Secretary

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Public Hearing to obtain citizen views and comments regarding the second reading of Ordinance 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision "A", to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses.

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 4B

Department: Office of the City Secretary

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Public hearing to obtain citizen views and comments regarding Special Use Permit 2026-07-01, a special use permit allowing the applicants and property owners of record, Travis Waldrep and Allie Brianne Waldrep, to establish a short-term rental at 305 N. 1st Street, Alpine, Texas. The Parcel ID of the subject property is 35496. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 8A

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approval of the June 23, 2026 Special Meeting Minutes. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 6-23-26 Special City Council Meeting Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

City Of Alpine
SPECIAL CITY COUNCIL MEETING
Tuesday, June 23, 2026 – 5:30 PM
Minutes

1. **CALL TO ORDER.** -

Mayor Catherine Eaves took a moment of silence before calling 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
Clarinda Espinoza, Interim City Secretary
Alexandra Tackett, Deputy City Secretary
Victoria Sanches, Finance Director
Abel Hinojos, Airport Supervisor

Not Present: None

Others Present: 2 other attendees

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and Interim City Secretary, Clarinda Espinoza, reported that the meeting agenda was posted by 4:00 P.M. on June 16, 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. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.*

Public Comments: None.

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

be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

Public Comments: None.

4. **PUBLIC PRESENTATIONS.** -

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

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

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

6. **TIME SENSITIVE ITEMS.** -

7. **CONSENT AGENDA.** -

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.** -

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

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

11. **ACTION ITEMS.** - *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).*
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 2026-06-31: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to recess into executive session, the City Council unanimously adopted the motion. **(5:35 P.M.)**

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

- A. Personnel Matters § 551.074, Texas Government Code:
a. To hear a complaint and make inquiry into conduct of a council member in regards to conduct with city personnel and matters related thereto. (C. Eaves, Mayor)

RESOLUTION 2026-06-32: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move into regular session, the City Council unanimously adopted the motion. **(8:21 P.M.)**

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

- A. Take action resulting from closed session. (H. Arredondo, City Manager)

RESOLUTION 2026-06-33: On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to take no action after executive session, the City Council unanimously adopted the motion.

16. **ADJOURN.** -

There being no further business, the meeting was adjourned by Mayor Eaves. (8:21 P.M.)

APPROVED:

Catherine Eaves, *Mayor*

ATTEST:

Alexandra L. Tackett
Deputy City Secretary

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, Alexandra L Tackett, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 4 P.M. on June 17, 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 17 day of June, 2026.

Alexandra L. Tackett

Alexandra L. Tackett
Deputy City Secretary



CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 8B

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approval of the July 7, 2026 Regular Meeting Minutes. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 7-7-26 Workshop & Regular City Council Meeting Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

City Of Alpine
WORKSHOP & REGULAR CITY COUNCIL MEETING
Tuesday, July 7, 2026 – 4:00 PM
Minutes

1. WORKSHOP MEETING 4:00 P.M.

- A. Workshop meeting to review the adoption of the City of Alpine Master Fee Schedule for Resolution 2026-06-13. (R. Rückes)

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

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
Clarinda Espinoza, Interim City Secretary
Kirk Caughman, Chief of Police
Abel Hinojos, Airport Supervisor
Jessica Isley, Building Official
Jennifer Stewart, Animal Serv. Supervisor
Randy Guzman, Director of Gas Dept.
Mike Maciaz, Director of Utilities

Not Present: None

Others Present: 0 other attendees

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

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

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

City Council Members Present:

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

City Staff and Stakeholders Present:

Henry Arredondo, City Manager
Clarinda Espinoza, Interim City Secretary
Cynthia Trevino, City Attorney
Kirk Caughman, Chief of Police
Abel Hinojos, Airport Supervisor
Jessica Isley, Building Official
Kim Morrow, Recreational Coordinator
Randy Guzman, Director Gas Dept.
Mike Maciaz, Director of Utilities
Dominic Rubio, Utility Technician
Felipe Fierro, Police Captain

Not Present: None

Others Present: 3 other attendees

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and Interim City Secretary, Clarinda Espinoza, reported that the meeting agenda was posted by 2:00 P.M. on July 1, 2026.

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

Public Comments: None.

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

Open (5:32 P.M.)

- A. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2026-06-05, an ordinance amending Chapter 2 – Administration, Article IV – Finance of the Alpine Code of Ordinances by adding Division 4 – Enterprise Fund Financial Management; Establishing financial management policies for City enterprise funds, including rate sufficiency requirements, reserve requirements, limitations on transfers of enterprise fund revenues, annual reporting requirements, and long-term financial sustainability standards; Providing for Findings of Fact, Enactment, Repealer, Severability, Proper Notice and Meeting, Inclusion in the Code of Ordinances, and Effective Date clauses.

Public Comments: None.

- B. Public Hearing to obtain citizen views and comments regarding the first reading Ordinance 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision “A”, to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-

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

Public Comments: None.

- C. Public Hearing to obtain citizen views and comments regarding Resolution 2026-06-13, a resolution adopting the City of Alpine Master Fee Schedule; Establishing Appendices A through H; Including Appendix B: Building Services Fees relating to Building Permit and Departmental Fees; Authorizing the periodic update of fees by resolution; Repealing conflicting resolutions; Directing implementation; And providing for an Effective Date.

Public Comments: None.

Close (5:35 pm)

5. **PUBLIC PRESENTATIONS.** -

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

Mayor Eaves called a short recess. (5:38 P.M.)

The meeting resumed. (5:58 P.M.)

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.

RESOLUTION 2026-07-05: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to remove item 12C from the Action Items, the City Council unanimously adopted the motion.

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

Councilor Rick Stephens requested Consent agenda items 8D and 8E for separate discussion.

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

RESOLUTION 2026-07-06: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move Action item 12I to the Consent Agenda, the City Council unanimously adopted the motion.

- 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 agenda.

7. **TIME SENSITIVE ITEMS.** -

8. **CONSENT AGENDA.** -

- A. Approval of the June 9, 2026 Special Meeting Minutes (C. Espinoza, Interim City Secretary)
- B. Approval of the June 16, 2026 Regular Meeting Minutes (C. Espinoza, Interim City Secretary)
- C. Approval of 2026-2027 Holiday Calendar. (H. Arredondo, City Manager)
- D. Approval of the Fiscal Year 2026-2027 City Meeting Calendar. (C. Espinoza, Interim City Secretary)
- E. Approval of the 2026-2027 Agenda Deadlines Calendar. (C. Espinoza, Interim City Secretary)
- F. Approval of the 2026-2027 Planning & Zoning Submittal Calendar. (C. Espinoza, Interim City Secretary)
- G. Approve Special Use Permit 2026-07-01, a special use permit allowing the applicant, Travis & Allie Brianne Waldrep, to establish a short term rental at 305 N. 1st St. The property owner of record is Travis & Allie Brianne Waldrep. The Parcel ID of the subject property is 35496. (C. Espinoza, Interim City Secretary)
- H. Approval of letter agreement to extend the Country Club Lease for 90 days (H. Arredondo)

RESOLUTION 2026-07-07: On a motion by Councilor Rick Stephens to approve the consent agenda items A, B, C, F, G & H as presented and Action item I as written, the City Council unanimously voted to adopt the motion.

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

D. Approval of the Fiscal Year 2026-2027 City Meeting Calendar (C. Espinoza, Interim City Secretary)

RESOLUTION 2026-07-08: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes for an amendment to propose the 2026-2027 city meeting calendar to move the Tuesday, October 6th meeting to Monday, October 5th, the City Council unanimously voted to adopt the motion.

E. Approval of the 2026-2027 Agenda Deadline Calendar (C. Espinoza, Interim City Secretary)

RESOLUTION 2026-07-09: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve the 2026-2027 Agenda Deadline Calendar as presented, the City Council unanimously voted to adopt the motion.

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.** -

- A. Discussion regarding meeting from Brewster County Groundwater Conservation District & the Meadows Research Institute, with Councilmembers Robert Rückes & Eva Martinez attending. (C. Eaves, Mayor)

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 2026-06-05, an ordinance amending Chapter 2 – Administration, Article IV – Finance of the Alpine Code of Ordinances by adding Division 4 – Enterprise Fund Financial Management; Establishing financial management policies for City enterprise funds, including rate sufficiency requirements, reserve requirements, limitations on transfers of enterprise fund revenues, annual reporting requirements, and long-term financial sustainability standards; Providing for Findings of Fact, Enactment, Repealer, Severability, Proper Notice and Meeting, Inclusion in the Code of Ordinances, and Effective Date clauses. (R. Rückes, City Council)

RESOLUTION 2026-07-10: On a motion by Councilor Richard Portillo and seconded by Councilor Eva Martinez to approve the second and final reading of Ordinance 2026-06-05, the City Council unanimously adopted the motion.

- B. Approve the first reading of Ordinance Ordinance 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision “A”, to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-Family District to R-4 Mixed Residential

District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)

RESOLUTION 2026-07-11: On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve the first reading of Ordinance 2026-07-01 as presented, the City Council unanimously adopted the motion.

- C. Approve Resolution 2026-06-13, a resolution adopting the City of Alpine Master Fee Schedule; Establishing Appendices A through H; Authorizing the periodic update of fees by resolution; Repealing conflicting resolutions; Directing implementation; And providing for an Effective Date. (H. Arredondo, City Manager)

Item 12-C was removed from the agenda on Resolution 2026-07-05.

- D. Approve the ratification of Resolution 2026-06-18, a resolution appointing Clarinda Espinoza as Interim City Secretary. (H. Arredondo, City Manager)

RESOLUTION 2026-07-12: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve Resolution 2026-06-18, the City Council unanimously adopted the motion.

- E. Approve Resolution 2026-07-01, a resolution updating authorized check signatories for all city accounts held with West Texas National Bank; Requiring two signatures on all city checks; Designating primary and alternate authorized signers; Providing for an effective date. (H. Arredondo, City Manager)

RESOLUTION 2026-07-13: On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to approve Resolution 2026-07-01, the City Council unanimously adopted the motion.

- F. Approve Resolution 2026-07-02, a resolution authorizing the City to participate in USDA Water Predevelopment Planning Grant. (H. Arredondo, City Manager)

RESOLUTION 2026-07-14: On a motion by Councilor Richard Portillo and seconded by Councilor Robert Rückes to approve Resolution 2026-07-02 as presented, the City Council unanimously adopted the motion.

- G. Approve Resolution 2026-07-03, a resolution authorizing the City to participate in USDA Emergency Community Water Assistance Grants (ECWAG). (H. Arredondo, City Manager)

RESOLUTION 2026-07-15: On a motion by Councilor Richard Portillo and seconded by Councilor Robert Rückes to approve resolution 2026-07-03, the City Council unanimously adopted the motion.

- H. Approve Resolution 2026-07-04, a resolution authorizing the City to participate in Scenic City Texas Grant. (H. Arredondo, City Manager)

RESOLUTION 2026-07-16: On a motion by Councilor Richard Portillo and seconded by Councilor Eva Martinez to approve Resolution 2026-07-04 as presented, the City Council unanimously adopted the motion.

- I. Approval of the Manuel Payne Field Interlocal Agreement between the Alpine Independent School District and City of Alpine (H. Arredondo, City Manager)

Item 12 - I was added to the Consent Agenda part of the agenda and approved on Resolution 2026-07-07.

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.** -

RESOLUTION 2026-07-17: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to recess into executive session, the City Council unanimously adopted the motion. (6:35 P.M.)

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

- A. Consultation with Attorney § 551.072, Texas Government Code:

Discussion regarding potential impacts to City related to the litigation in Cause No. 25436, Stephen M. Seale vs. Texas Disposal Systems, Inc. (H. Arredondo City Manager)

16. **ACTION AFTER EXECUTIVE SESSION.** -

RESOLUTION 2026-07-18: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move into regular session, the City Council unanimously adopted the motion. (6:34 P.M.)

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

RESOLUTION 2026-07-19: On a motion by Councilor Rick Stephens and seconded by Councilor Richard Portillo to take no action after executive session, the City Council unanimously adopted the motion.

17. **ADJOURN.** -

There being no further business, the meeting was adjourned by Mayor Eaves. (6:35 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, *Mayor*

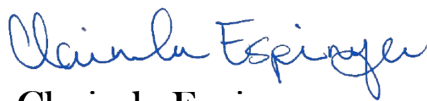
Clarinda Espinoza
Interim City Secretary

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, Clarinda Espinoza, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2 P.M. on July 1, 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 1st day of July, 2026.


Clarinda Espinoza
Interim City Secretary



CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 8C

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approval of the June 2026 invoice for Bojorquez Law Firm Services. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Invoice #15003 Alpine (C)

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary



INVOICE

Number	15003
Issue Date	6/30/2026
Due Date	7/30/2026

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

Alpine - Elections

Total for Alpine - Elections	\$410.40
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Alpine - General

Total for Alpine - General	\$2,757.80
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Alpine - Litigation

Total for Alpine - Litigation	\$443.00
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Alpine - Municipal Court

Total for Alpine - Municipal Court	\$881.00
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Alpine - Open Records

Total for Alpine - Open Records	\$11.00
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Alpine - Parks

Total for Alpine - Parks	\$345.60
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Alpine - Personnel

Total for Alpine - Personnel	\$1,350.60
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Alpine - Police

Total for Alpine - Police	\$21.60
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Alpine - Real Estate

Total for Alpine - Real Estate	\$249.80
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Alpine - Sewer

Total for Alpine - Sewer	\$453.60
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Alpine - Water

Total for Alpine - Water	\$367.20
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Total (USD)	\$7,291.60
Paid	\$0.00
Balance	\$7,291.60

Terms & Conditions

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

Make checks payable to Bojorquez Law Firm, PC

Tax ID# - - - -

11675 Jollyville Road, Suite 300

Austin, TX 78759

ALL PAST DUE AMOUNTS ARE SUBJECT TO INTEREST CHARGES

Timekeeper Totals

Name	Rate	Hours	Total
Cynthia Trevino	\$213.58	31.20	\$6,663.60
Nicole E Hipp-Follweiler	\$110.00	2.70	\$297.00
My linda Murray	\$110.00	1.40	\$154.00
Alessandra Gad	\$216.00	0.10	\$21.60
Mia Garza	\$115.00	0.60	\$69.00
Desiree Duarte	\$216.00	0.40	\$86.40

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 8D

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approve Order 2026-06-01, an order correcting a typographical error for Early Voting dates & location, Federal Post Card Applications dates & Name of Early Voting Clerk for the November 3, 2026 Order of General Election. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Order 2026-06-01 Order of Election

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

ORDER 2026-06-01
ORDEN 2026-06-01
ORDER OF GENERAL ELECTION FOR MUNICIPALITIES
ORDEN DE ELECCIÓN GENERAL PARA MUNICIPIOS

An election is hereby ordered to be held on November 3, 2026 for the purpose of voting on:
(Por la presente se ordena celebrar una elección el 3 de noviembre del 2026 con el propósito de votar sobre:)

List Offices/Propositions/Measures on the ballot
(Enúmere los puestos/proposiciones/medidas oficiales en la boleta)

Council Member Ward 5 (Miembro del consejo del distrito 5)
Mayor (Alcalde)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)
The Main Early Voting Location (Sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
Val Clark Beard Office Complex 203 N. 7th Street Alpine, Texas 79830	October 19, 2026 - October 30, 2026 (19 de octubre del 2026 - 30 de octubre del 2026) 8:00 A.M. - 5:00 P.M.

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)
None	None

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)
The Main Early Voting Location (Sitio principal de votación adelantada)

Location (sitio)	Hours (horas)
None	None

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)
None	None

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Clarinda Espinoza, Interim City Secretary
Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

100 N. 13th St
Address (Dirección)

Alpine79830
City (Ciudad)Zip Code (Código Postal)

(432) 837 - 3301, option (opción) 1
Telephone Number (Número de teléfono)

city.secretary@cityofalpine.com
Email Address (Dirección de Correo Electrónico)

www.cityofalpine.com
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán por adelantado por correo deberán recibirse no más tardar de las horas de negocio el:)
October 23, 2026 (23 de octubre del 2026) (date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Solicitud de Tarjeta Postal Federal dedeberá recibirse no más tardar de las horas de negocio el:)
October 23, 2026 (23 de octubre del 2026) (date)(fecha)

Issued this 21st of July, 2026.
(Emitida este día 21 de julio del 2026).

Signature of Mayor (*Firma del Alcalde*)

Signature of Councilperson, Ward 1
(*Firma del Concejal, Distrito 1*)

Signature of Councilperson Ward 4
(*Firma del Concejal, Distrito 4*)

Signature of Councilperson, Ward 2
(*Firma del Concejal, Distrito 2*)

Signature of Councilperson, Ward 5
(*Firma del Concejal, Distrito 5*)

ATTEST (*DAR FE*):

Signature of Councilperson, Ward 3
(*Firma del Concejal, Distrito 3*)

City Secretary
(*Secretario/a de la ciudad*)

Instruction Note: A copy of this election order must be delivered to the County Clerk/ Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 8E

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approve Order 2026-06-03, an order approving a joint election services contract with Brewster County for the November 3, 2026 General & Special Elections. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

The proposed action authorizes the City to enter into a **Joint Election Services Contract with Brewster County** for the administration of the **November 3, 2026 General & Special Elections**. Partnering with Brewster County ensures that all election activities—including voter registration support, ballot preparation, polling place management, election worker coordination, equipment deployment, and tabulation—are conducted in compliance with the **Texas Election Code** and established countywide procedures.

This joint approach provides several operational advantages:

- **Cost Efficiency:** Shared use of election equipment, personnel, and facilities reduces overall expenses for the City.
- **Administrative Consistency:** Aligns City elections with county standards, improving accuracy, transparency, and voter experience.
- **Operational Reliability:** Leverages Brewster County's certified election systems, trained staff, and established processes to ensure secure and efficient election administration.
- **Regulatory Compliance:** Ensures all election activities meet state and federal requirements, including accessibility and chain-of-custody standards.

Approval of this order enables the City to formally participate in the coordinated election program and ensures timely preparation for the November 2026 election cycle.

SUPPORTING MATERIALS

1. Order 2026-06-03 Joint Election Services Contract
2. 2026 JOINT ELECTION SERVICES CONTRACT for Order 2026-06-03

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: \$8,000.00

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

ORDER 2026-06-03

APPROVAL OF A JOINT ELECTION SERVICES CONTRACT BETWEEN THE CITY AND BREWSTER COUNTY FOR THE NOVEMBER 3, 2026, GENERAL AND SPECIAL ELECTIONS.

WHEREAS, the City of Alpine (“the City”) has called a special election to be held for the purpose of submitting proposed amendments to the Alpine City Charter to be held on November 3, 2026; and

WHEREAS, the City of Alpine (“the City”) has called a general election to be held for the purpose of electing the Mayor and City Council Member Ward 5; and

WHEREAS, Subchapter D of Chapter 31 of Title 3 of the Texas Election Code authorizes a County Election Officer to contract with the governing body of a political subdivision situated in the County to provide election services; and

WHEREAS, Brewster County has agreed to enter into an agreement to provide election services to the City; and

WHEREAS, contracting with Brewster County provides a more efficient service to voters during a November election so that the qualified voters of the City may cast their votes on one ballot for all Federal, State, County, and Municipal measures; and

WHEREAS, the City desires to contract with Brewster County to obtain the services required to conduct a joint election.

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

The City Council of the City of Alpine, Texas hereby authorizes the City to enter into a Joint Election Services Contract with Brewster County for the November 3, 2026, General and Special Elections.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ON JULY 21, 2026.

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Clarinda Espinoza, Interim City Secretary

JOINT ELECTION SERVICES CONTRACT
(“Election Services Contract”)

ELECTION SERVICES

AGREEMENT BETWEEN

THE BREWSTER COUNTY ELECTIONS ADMINISTRATOR
(“Contracting Election Officer”)

AND

CITY OF ALPINE, TEXAS
(“Participating Political Subdivision”)

FOR THE CONDUCT OF A JOINT

ELECTION TO BE HELD ON

TUESDAY, NOVEMBER 3, 2026

**TO BE ADMINISTERED BY THE
BREWSTER COUNTY ELECTIONS
ADMINISTRATOR**

1. ADMINISTRATION AND STATUTORY AUTHORITY

- a. Cynthia A. Cox is the duly appointed County Elections Administrator (“Elections Administrator”) of Brewster County, Texas, and the Department Head of the Brewster County Elections Department. As such, Cynthia A. Cox is the Election Administrator of Brewster County, Texas and is authorized by Subchapter D of Chapter 31 of Title 3 of the Texas Election Code to enter into this Election Services Contract with the contracting authority of the Participating Political Subdivision.
- b. The contracting authority of the Participating Political Subdivision is hereby participating in the Joint Election to be held in Brewster County, Texas on Tuesday, November 3, 2026. The Participating Political Subdivision is hereby contracting with the Elections Administrator of Brewster County, Texas, and all other joining jurisdictions to perform the election services set forth in this Election Services Contract under Subchapter D of Chapter 31 of Title 3 of the Texas Election Code.

2. DUTIES AND SERVICES OF THE CONTRACTING ELECTION OFFICER

- a. The Contracting Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
 - i. The Contracting Election Officer will prepare and publish the required Notice of Election and post the required election orders, ordinances, and resolutions to the Brewster County Elections Department website.
 - ii. The Contracting Election Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Count Station, and judge of the Early Voting Ballot Board.
 - iii. The Contracting Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his/her appointment.
 - iv. The Contracting Election Officer will determine the number of clerks to work in the Central Count Station and the number of clerks to work on the Ballot Board.
 - v. The Contracting Election Officer shall compensate each election judge and worker and shall invoice the Participating Political Subdivision their portion of labor charges, divided between all entities participating in the joint election.
- b. The Contracting Election Officer shall procure, prepare, and distribute voting machines, election kits, and election supplies.
 - i. The Contracting Election Officer shall secure election kits, which include the legal documentation required to hold an election and all supplies.
 - ii. The Contracting Election Officer shall secure the tables, chairs, and legal documentation required to run the Central Count Station.
 - iii. The Contracting Election Officer shall provide all lists of registered voters required for use on Election Day and for the Early Voting period required by law.
 - iv. The Contracting Election Officer shall procure and arrange for the distribution as needed of all election equipment and supplies required to hold an election.
 1. The voting equipment used in this election is ES&S Express Vote & DS200 Ballot Scanners.
 2. Supplies include paper ballot cards, Early Voting and Election Day supply kits, provisional ballot kits, security seals, pens, tape, markers, etc.

- c. The Contracting Election Officer, Cynthia A. Cox, shall be appointed the Early Voting Clerk.
 - i. The Contracting Election Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Deputy Early Voting Clerk(s).
 - ii. The Contracting Election Officer shall select the Early Voting polling locations and arrange for the use of each.
 - iii. Early Voting by personal appearance for the Participating Political Subdivision shall be conducted during the Early Voting dates and times and at the locations listed in Exhibit “A” attached and incorporated by reference into this Election Services Contract.
 - iv. All applications for an Early Voting mail ballot shall be received and processed by the Brewster County Elections Administration Office located at 203 N. 7th Street, Alpine, Texas, 79830.
 - 1. Applications for mail ballots erroneously mailed to the Participating Political Subdivision shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Election Officer for proper retention.
 - 2. All Federal Post Card Applications (FPCA) will be sent a mail ballot. No postage is required.
 - v. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for counting by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The Contracting Election Officer shall appoint the presiding judge of this Board.
- d. The Contracting Election Officer shall select the Election Day polling locations and arrange for the use of each.
 - i. The Election Day polling locations are listed in Exhibit “B,” attached and incorporated by reference into this Election Services Contract.
- e. The Contracting Election Officer shall be responsible for establishing and operating the Central Count Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. The Central Count Station Manager shall be Cynthia A. Cox. The Central Count Station Judge and the Tabulation Supervisor shall be appointed by the Contracting Election Officer.
 - i. The Tabulation Supervisor shall prepare, test and run the County’s tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Election Officer.
 - ii. The Public Logic and Accuracy Test and Hash Validation of the electronic voting system shall be conducted in accordance with Texas Election Code. The Contracting Election Officer will post the required Notice of Logic and Accuracy Testing and Hash Validation.
 - iii. Election night reports will be available to the Participating Political Subdivision at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with State law.
 - iv. The Contracting Election Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide canvassing documents to the Participating Political Subdivision as soon as possible after all returns have been tallied.

- v. The Contracting Election Officer shall be appointed as the custodian of the voted ballots and shall retain all election materials for a period of 22 months.

- 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.

- f. The Contracting Election Officer shall conduct a partial manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivision in a timely manner. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201 of the aforementioned code.

3. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISION

- a. The Participating Political Subdivision shall assume the following duties:

- i. The Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, and other documents required by, or of, their governing bodies. The Participating Political Subdivision are required to send Brewster County Elections Department a copy of any election order or resolution related to this Joint Election within three business days of publishing, adopting or ordering it.

- ii. The Participating Political Subdivision shall procure and provide the Contracting Election Officer with the ballot layout and Spanish translation in an electronic format.

- 1. The names of candidates for the General Election and the ballot language for the Special Election for the Participating Political Subdivision is hereto attached as Exhibit "C."

- 2. The Participating Political Subdivision shall approve the ballot proofs format within 24 hours of receiving the ballot proof and prior to the final printing.

- 3. The charges incurred during a manual recount, if any, will be assessed as outlined in Sec. 212 of the Texas Election Code.

- b. The Participating Political Subdivision shall pay its portion of the cost of conducting said election, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing. Additionally, all payments in excess of the final cost to perform the election will be refunded to the Participating Political Subdivision.

4. COST OF SERVICES.

- a. The Participating Political Subdivision shall assume the responsibility of remitting their portion of cost of all employee services required for the conduct of the election.

5. GENERAL PROVISIONS

- a. Nothing contained in this Election Services Contract shall authorize or permit a change in the officer with whom, or the place at which any document or record relating to the Participating Political Subdivision's November 3, 2026 Joint Election are to be filed, or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

- b. Upon request, the Contracting Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivision.

- c. The Contracting Officer shall file copies of this contract with the County Treasurer and the County Auditor of Brewster County, Texas, as required by Section 31.099 of the Texas Election Code.

WITNESS BY MY HAND THIS _____ DAY OF _____, 2026.

Greg Henington, Brewster County Judge

WITNESS BY MY HAND THIS _____ DAY OF _____, 2026.

Cynthia A. Cox, Brewster County Elections Administrator

WITNESS BY MY HAND THIS _____ DAY OF _____, 2026.

Catherine Eaves, Mayor

WITNESS BY MY HAND THIS _____ DAY OF _____, 2026.

Clarinda Espinoza, Interim City Secretary

November 3, 2026 Joint General and Special Election - Early Voting Locations, Dates and Hours
(3 de noviembre del 2026 Elección general y especial conjunta - Lugares de Votación Temprana, Fechas y Horas)

Important Note: Eligible Brewster County registered voters (with an effective date of registration on or before November 3, 2026) may vote at any Early Voting location.

(Nota importante: Los votantes registrados elegibles del Condado de Brewster (con una fecha efectiva de registro en o antes del 3 de noviembre del 2026 pueden votar en cualquier lugar de votación anticipada.)

Sunday (Domingo)	Monday (Lunes)	Tuesday (Martes)	Wednesday (Miércoles)	Thursday (Jueves)	Friday (Viernes)	Saturday (Sábado)
October 18 No Voting (18 de octubre) (Sin votar)	October 19 Early Voting (19 de octubre) (Votación adelantada)	October 20 Early Voting (20 de octubre) (Votación adelantada)	October 21 Early Voting (21 de octubre) (Votación adelantada)	October 22 Early Voting (22 de octubre) (Votación adelantada)	October 23 Early Voting (23 de octubre) (Votación adelantada)	October 24 Early Voting (24 de octubre) (Votación adelantada)
	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	7 am – 7 pm
October 25 Early Voting (25 de octubre) (Votación adelantada)	October 26 Early Voting (26 de octubre) (Votación adelantada)	October 27 Early Voting (27 de octubre) (Votación adelantada)	October 28 Early Voting (28 de octubre) (Votación adelantada)	October 29 Early Voting (29 de octubre) (Votación adelantada)	October 30 Early Voting (30 de octubre) (Votación adelantada)	
1 pm – 7p m	7 am – 7 pm	7 am – 7 pm	7 am – 7 pm	7 am – 7 pm	7 am – 7 pm	

Polling Location (Lugar de Votación)	Room Name (Nombre de la habitación)	Address (Dirección)	City (Ciudad)	Zip Code (Código postal)
Brewster County Elections (Main Early Voting Location)	Val Clark Beard Office Complex	203 N. 7 th Street	Alpine, TX	79830

***Polling locations are subject to change. For the most current list of locations, please visit the Elections webpage at <https://www.brewstercounty.gov/page/elections.information>**

*(*Los lugares de votación están sujetos a cambios. Para obtener la lista más actualizada de ubicaciones, visite la página web de Elecciones en <https://www.brewstercounty.gov/page/elections.information>)*

Applications for ballot by mail may be mailed and must be received no later than the close of business on October 23, 2026, to: *(Las solicitudes de boleta por correo pueden enviarse por correo y deben recibirse a más tardar el 23 de octubre del 2026 para:)*

Cynthia A. Cox, Early Voting Clerk

107 W. Ave E #3
Alpine, Texas 79830
432-837-6230

<https://www.brewstercounty.gov/page/elections.administrator>

Applications for ballot by mail may also be faxed or emailed and must be received no later than the close of business on October 23, 2026. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received. (Texas Election Code 84.007)

(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 23 de octubre del 2026. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)

Fax (Fax) – 432-837-4430

Email (Correo electrónico) – election.admin@co.brewster.tx.us

Election Day Polling Locations for the November 3, 2026 Joint General and Special Election – 7 am - 7 pm*
(Centros de votación del día de las elecciones para las Elección general y especial conjunta del 3 de noviembre de 2026 – 7 am – 7pm)*

Important Note: Eligible Brewster County registered voters (with an effective date of registration on or before November 3, 2026) may only vote at their registered Precinct Election Day location.

(Nota importante: Los votantes registrados elegibles del Condado de Collin (con una fecha efectiva de registro en o antes del 3 de noviembre de 2026 puede votar en cualquier lugar el día de las elecciones.)

Polling Location <i>(Lugar de Votación)</i>	Precinct <i>(Distrito)</i>	Address <i>(Dirección)</i>	City <i>(Ciudad)</i>	City Wards <i>(Distritos del Ciudad)</i>
Assembly of God	Precinct 1	1802 N Hwy 118, Alpine, TX 79830	Alpine	1, 3, 4, 5
Judge Val Beard Office Complex	Precinct 2	203 N 7th, Alpine, TX 79830	Alpine	1, 2, 4, 5
Alpine Civic Center	Precinct 4	801 W. Holland Ave, Alpine, TX 79830	Alpine	1, 2, 3, 4
Food Pantry of Alpine	Precinct 8	933 East Gallego Ave, Alpine, TX 79830	Alpine	1, 2, 4, 5

***Polling locations are subject to change. For the most current list of locations, please visit the Elections webpage at www.brewstercounty.gov.**

*(*Los lugares de votación están sujetos a cambios. Para obtener la lista más actualizada de ubicaciones, visite la página web de Elecciones en www.brewstercounty.gov.)*

Applications for ballot by mail may be mailed and must be received no later than the close of business on October 23, 2026, to: *(Las solicitudes de boleta por correo pueden enviarse por correo y deben recibirse a más tardar el 23 de octubre del 2026 para:)*

Cynthia A. Cox, Early Voting Clerk

107 W. Ave E #3
Alpine, Texas 79830
432-837-6230

<https://www.brewstercounty.gov/page/elections.administrator>

Applications for ballot by mail may also be faxed or emailed and must be received no later than the close of business on October 23, 2026. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received. (Texas Election Code 84.007)

(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 23 de octubre del 2026. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)

Fax (Fax) – 432-837-4430

Email (Correo electrónico) – election.admin@co.brewster.tx.us

OFFICIAL BALLOT

Mayor
(Alcalde)

City Council Member Ward 5
(Miembro del Consejo Distrito 5)

OFFICIAL BALLOT**CITY OF ALPINE - PROPOSITION A**

SHALL ARTICLE II, SECTION 2.01 GENERAL POWERS, SUBSECTION (B)(5), OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO AUTHORIZE THE CITY COUNCIL TO ESTABLISH CHARGES FOR PUBLIC WATER SERVICE BY RESOLUTION?

(CIUDAD DE ALPINE - PROPOSICIÓN A)

¿DEBERÍA ENMENDARSE EL ARTÍCULO II, SECCIÓN 2.01 PODERES GENERALES, SUBSECCIÓN (B)(5), DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA AUTORIZAR AL CONCEJO MUNICIPAL A ESTABLECER TARIFAS POR EL SERVICIO PÚBLICO DE AGUA MEDIANTE RESOLUCIÓN?)

YES (SI) _____
NO (NO) _____

CITY OF ALPINE - PROPOSITION B

SHALL ARTICLE III, SECTION 3.01 NUMBER, SELECTION, AND TERMS OF OFFICE, SUBSECTION (E), OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO ALIGN THE TERM-LIMIT AND ‘SIT-OUT’ REQUIREMENTS WITH THE VOTER-APPROVED THREE-YEAR TERMS BY LIMITING SERVICE TO TWO CONSECUTIVE TERMS FOLLOWED BY A ONE-YEAR PERIOD OF INELIGIBILITY?

(CIUDAD DE ALPINE - PROPOSICIÓN B)

¿DEBERÍA ENMENDARSE EL ARTÍCULO III, SECCIÓN 3.01 NÚMERO, SELECCIÓN Y DURACIÓN DEL MANDATO, SUBSECCIÓN (E), DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA ARMONIZAR LOS REQUISITOS DE LÍMITE DE MANDATOS Y DE PERIODO DE INACTIVIDAD OBLIGATORIA CON LOS MANDATOS DE TRES AÑOS APROBADOS POR LOS VOTANTES, LIMITANDO EL SERVICIO A DOS MANDATOS CONSECUTIVOS SEGUIDOS DE UN PERIODO DE UN AÑO DE INELEGIBILIDAD?)

YES (SI) _____
NO (NO) _____

CITY OF ALPINE - PROPOSITION C

SHALL ARTICLE IV, SECTION 4.01 CITY MANAGER, SUBSECTION (A), OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO REMOVE THE REFERENCE TO THE CITY MANAGER AS THE ‘CHIEF ADMINISTRATIVE’ OFFICER WHILE RETAINING THE CITY MANAGER’S ROLE AS CHIEF EXECUTIVE OFFICER RESPONSIBLE TO THE CITY COUNCIL FOR ADMINISTRATION OF CITY AFFAIRS?

(CIUDAD DE ALPINE - PROPOSICIÓN C)

¿DEBERÍA ENMENDARSE EL ARTÍCULO IV, SECCIÓN 4.01 ADMINISTRADOR MUNICIPAL,

SUBSECCIÓN (A), DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA ELIMINAR LA REFERENCIA AL ADMINISTRADOR MUNICIPAL COMO EL FUNCIONARIO «ADMINISTRATIVO PRINCIPAL», MANTENIENDO AL MISMO TIEMPO SU FUNCIÓN COMO DIRECTOR EJECUTIVO RESPONSABLE ANTE EL CONCEJO MUNICIPAL DE LA ADMINISTRACIÓN DE LOS ASUNTOS DE LA CIUDAD?)

YES (SI) _____
NO (NO) _____

CITY OF ALPINE - PROPOSITION D

SHALL ARTICLE IV, SECTION 4.01 CITY MANAGER, SUBSECTION (C), OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO AUTHORIZE THE CITY COUNCIL TO APPOINT A CITY MANAGER FOR AN INDEFINITE TERM OR FOR A DEFINITE TERM AS DETERMINED BY THE CITY COUNCIL?

(CIUDAD DE ALPINE - PROPOSICIÓN D)

(¿DEBERÍA ENMENDARSE EL ARTÍCULO IV, SECCIÓN 4.01 ADMINISTRADOR MUNICIPAL, SUBSECCIÓN (C), DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA AUTORIZAR AL CONCEJO MUNICIPAL A NOMBRAR A UN ADMINISTRADOR MUNICIPAL POR UN PERIODO INDEFINIDO O POR UN PERIODO DEFINIDO, SEGÚN LO DETERMINE EL PROPIO CONCEJO MUNICIPAL?)

YES (SI) _____
NO (NO) _____

CITY OF ALPINE - PROPOSITION E

SHALL ARTICLE IV, SECTION 4.03 CITY SECRETARY, SUBSECTION (A), OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO PROVIDE THAT THE CITY SECRETARY REPORTS DIRECTLY TO THE CITY COUNCIL?

(CIUDAD DE ALPINE - PROPOSICIÓN E)

(¿DEBERÍA ENMENDARSE EL ARTÍCULO IV, SECCIÓN 4.03 SECRETARIO MUNICIPAL, SUBSECCIÓN (A), DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA ESTABLECER QUE EL SECRETARIO MUNICIPAL RINDA CUENTAS DIRECTAMENTE AL CONCEJO MUNICIPAL?)

YES (SI) _____
NO (NO) _____

CITY OF ALPINE - PROPOSITION F

SHALL ARTICLE VI, SECTION 6.01, OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO PROVIDE THAT REGULAR CITY ELECTIONS SHALL BE HELD ON THE NOVEMBER UNIFORM ELECTION DATE, AS PERMITTED BY STATE LAW?

(CIUDAD DE ALPINE - PROPOSICIÓN F)

(¿DEBERÍA ENMENDARSE EL ARTÍCULO VI, SECCIÓN 6.01, DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA ESTABLECER QUE LAS ELECCIONES MUNICIPALES ORDINARIAS SE CELEBREN EN LA FECHA UNIFORME DE ELECCIONES DE NOVIEMBRE, SEGÚN LO PERMITE LA LEY ESTATAL?)

YES *(SI)* _____
NO *(NO)* _____

CITY OF ALPINE - PROPOSITION G

SHALL ARTICLE VI, SECTION 6.05, OF THE CITY OF ALPINE, TEXAS CITY CHARTER BE AMENDED TO REQUIRE THAT CITY COUNCIL AND MAYORAL ELECTIONS BE DECIDED BY MAJORITY VOTE, WITH A RUNOFF ELECTION IF NECESSARY, IN ACCORDANCE WITH STATE LAW?

(CIUDAD DE ALPINE - PROPOSICIÓN G)

(¿DEBERÍA ENMENDARSE EL ARTÍCULO VI, SECCIÓN 6.05, DE LA CARTA CONSTITUTIVA DE LA CIUDAD DE ALPINE, TEXAS, PARA EXIGIR QUE LAS ELECCIONES DEL CONCEJO MUNICIPAL Y DE LA ALCALDÍA SE DECIDAN POR MAYORÍA DE VOTOS—CON UNA SEGUNDA VUELTA ELECTORAL SI FUERA NECESARIO—, DE CONFORMIDAD CON LA LEY ESTATAL?)

YES *(SI)* _____
NO *(NO)* _____

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 10A

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Alpine Volunteer Fire Department Update from Chief James Etchison. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 10B

Department: Administration

Sponsor: Clarinda Espinoza, Interim City Secretary

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Emergency Services Board update by Rusty Moore. (C. Espinoza, Interim City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 10C

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Alpine Country Club Update. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 10D

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Nine Month Check In by Jacob & Martin for AMPSS. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 7-21-26 AMPS Presentation
2. ALPINE AMPSS 9 MONTH ASSESSMENT REPORT-2026-07-09-COMPRESSED

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

City of Alpine City Council Meeting – July 21, 2026
TWDB – Asset Management Program for Small Systems
AMPSS Nine-Month Assessment

Andy Vecellio, PE
Jacob & Martin

Mike Maciaz
City of Alpine
Director of Utilities



City of Alpine City Council Meeting – July 21, 2026
AMPSS – Nine-Month Assessment

- Eligible Applicants: Water or Wastewater Systems that
 - serve 5,000 service connections or less and are eligible for funding through the Clean Water State Revolving Fund or Drinking Water State Revolving Fund; or
 - serve 10,000 people or less, are not located within the boundaries or extra-territorial jurisdiction of any municipality with a population over 10,000 people, and are eligible for funding through the Clean Water State Revolving Fund or Drinking Water State Revolving Fund.



City of Alpine City Council Meeting – July 21, 2026 AMPSS – Nine-Month Assessment

- AMPSS Project: City of Alpine Wastewater System
 - Wastewater Treatment Plant
 - Wastewater Collection System: Pipes, Manholes, Lift Stations



City of Alpine City Council Meeting – July 21, 2026 AMPSS – Nine-Month Assessment

- Program Benefits (1 of 2):
 - Up to \$100,000 Worth of Data Collection, System Analysis, and Planning Activities
 - Asset Management Plan
 - System Operations and Maintenance Manual
 - Compliance Manuals



City of Alpine City Council Meeting – July 21, 2026 AMPSS – Nine-Month Assessment

- Program Benefits (2 of 2):
 - Training on System Management for Staff
 - Presentation to System Management and Governing Bodies
 - Follow up Visit and Review of Project One Year after Completion
(Nine-Month Assessment)



City of Alpine City Council Meeting – July 21, 2026 AMPSS – Nine-Month Assessment

- Program Requirements (City)
 - Minimum of 80 Hours of System Staff Time on the Project
 - Executed Contract between Contractor and TWDB, and a Memorandum of Understanding Executed between the Participating System and TWDB
 - No Financial Match Required

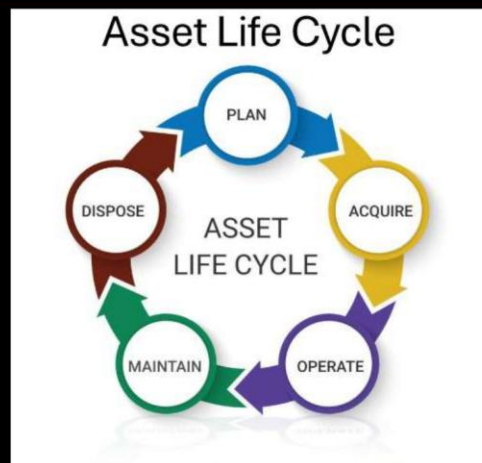


City of Alpine City Council Meeting – July 21, 2026 AMPSS – Nine-Month Assessment

- AMPSS Reports
 - Asset Management
 - Emergency Response Plan (ERP)
 - Sustainable Systems
 - Operation and Maintenance (O&M)
 - Compliance



City of Alpine City Council Meeting – July 21, 2026 Asset Management



City of Alpine City Council Meeting – July 21, 2026

Asset Management

SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$15,503	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$124,024	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$40,308	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$10,852	1
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$73,026	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$23,155	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	27	23	23	\$7,852	5
SEWER LINE MANHOLE(S)	No	50	25	25	25	\$7,317	5
SEWER PIPES	No	50	115	-65	-65	\$9,727	1
SEWER PIPES	No	50	87	-37	-37	\$68,534	1
SEWER PIPES	No	50	87	-37	-37	\$903,218	1
SEWER PIPES	No	50	82	-32	-32	\$325,212	1
SEWER PIPES	No	50	82	-32	-32	\$61,469	1
SEWER PIPES	No	50	82	-32	-32	\$810,099	1
SEWER PIPES	No	50	72	-22	-22	\$65,930	1
SEWER PIPES	No	50	72	-22	-22	\$868,848	1
SEWER PIPES	No	50	72	-22	-22	\$261,612	1



City of Alpine City Council Meeting – July 21, 2026

Asset Management

Worksheet 2. Comprehensive Planning				
Date (Month and Day):		Year: ☐ Initial ☒ 6/18/2026 ☐ Update		
1. Asset	2. Activity	3. Year until Action is Needed	4. Cost of Activity	5. Reserve Required per Year
Example: Totalizing flow meter, 2003	Replace	3	\$5,000	\$1,667
WWTP ASSIST PUMP	Replace	12	\$10,779.20	\$898
WWTP ATTEND BUILDING	Replace	1	\$2,937.49	\$2,937
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	Replace	1	\$28,784.82	\$28,785
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Replace	8	\$1,318,037.48	\$164,755
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Replace	20	\$590,602.50	\$29,530
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	Purchase New	8	\$5,574.74	\$697
WWTP CLARIFIER #1	Replace	49	\$3,002,913.88	\$61,284
WWTP CLARIFIER #2	Replace	23	\$2,783,365.65	\$121,016
WWTP COMMUNICATION TOWER SECTIONS	Replace	24	\$6,317.72	\$263
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	Repair Concrete	1	\$25,000.00	\$25,000



City of Alpine City Council Meeting – July 21, 2026

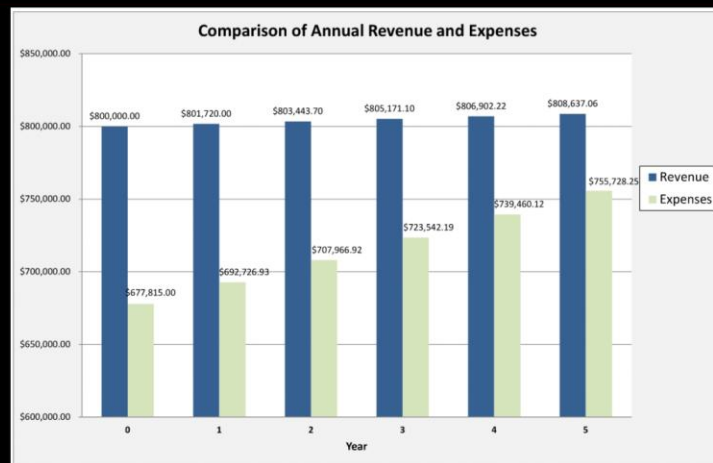
Asset Management

Projected Capital Expenses									
Asset	Cost	Year Needed	No. of Years Until Action Needed	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	
				1	2	3	4	5	Total
WWTP ASSIST PUMP	\$10,779.20	12	12	\$898.27	\$898.00	\$898.00	\$898.00	\$898.00	\$4,490.27
WWTP ATTEND BUILDING	\$2,937.49	1	1	\$2,937.49	\$0.00	\$0.00	\$0.00	\$0.00	\$2,937.49
WWTP CHLORINATOR	\$28,784.82	1	1	\$28,784.82	\$0.00	\$0.00	\$0.00	\$0.00	\$28,784.82
WWTP CHLORINE AND	#####	8	8	\$164,754.68	\$164,755.00	\$164,755.00	\$164,755.00	\$164,755.00	\$823,774.68
WWTP CHLORINE AND	\$590,602.50	20	20	\$29,530.13	\$29,530.00	\$29,530.00	\$29,530.00	\$29,530.00	\$147,650.13
WWTP CHLORINE AND	\$5,574.74	8	8	\$696.84	\$697.00	\$697.00	\$697.00	\$697.00	\$3,484.84
WWTP CLARIFIER #1	#####	49	49	\$61,283.96	\$61,284.00	\$61,284.00	\$61,284.00	\$61,284.00	\$306,419.96
WWTP CLARIFIER #2	#####	23	23	\$121,015.90	\$121,016.00	\$121,016.00	\$121,016.00	\$121,016.00	\$605,079.90
WWTP COMMUNICATION	\$6,317.72	24	24	\$263.24	\$263.00	\$263.00	\$263.00	\$263.00	\$1,315.24
WWTP DECOMMISSIONED	\$25,000.00	1	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00

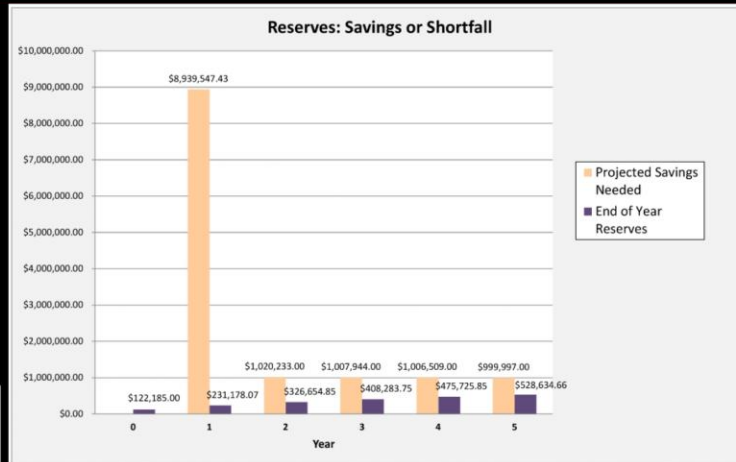


City of Alpine City Council Meeting – July 21, 2026

Asset Management



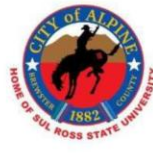
City of Alpine City Council Meeting – July 21, 2026 Asset Management



City of Alpine City Council Meeting – July 21, 2026 Asset Management



TECHNICAL PROPOSAL Manhole and Mainline Condition Assessment



Prepared by:



City of Alpine City Council Meeting – July 21, 2026

Asset Management

- Asset Management Recommendations (1 of 2)
 - Annual Presentation to City Council (Wastewater Workshop)
 - GIS Asset Management
 - RG-530 Spreadsheet Asset Management (Annually)
 - Budgeting (Annually)
 - Pipe and Manhole Condition Assessment (FY 2027)



City of Alpine City Council Meeting – July 21, 2026

Asset Management

- Asset Management Recommendations (2 of 2)
 - Grant and Low Interest Loan Application (Ongoing)
 - Rate Study (After Pipe and Manhole Condition Assessment)
 - Maintain and Update Asset Management Plan (Ongoing)
 - Implement a Fiscal Sustainability Plan (Future)



City of Alpine City Council Meeting – July 21, 2026 Emergency Response Plan

City of Alpine Wastewater Utility Emergency Response Plan Template

UPDATE

JUNE 2026



City of Alpine City Council Meeting – July 21, 2026 Emergency Response Plan

2.3.1 Internal Communication

List all utility emergency response team members, their response role, title, and contact information.

Contact List

Name	Role/Title	Phone	Alternate Phone	Email
James Ethchison	Fire Department Chief	432-538-2106		emc@co.brewster.tx.us
Kirk Caughman	Police Chief	432-386-8284		Caughman.police@cityofalpine.com
Michael Maciaz	Utilities Director	432-294-2160		Utilities.director@cityofalpine
Richard Wylie	Waste Water Treatment Plant Operator	432-294-0526		r.wylie@cityofalpine.com
Eddie Molinar	Director of Public Works	432-294-0505		Eddie.molinar@cityofalpine
Adriana Holguin	Director of Public Works Administrative Assistant	432-294-2073		Public.works@cityofalpine.com



City of Alpine City Council Meeting – July 21, 2026 Sustainable Systems

- Sustainable Systems
- Energy Assessment
- Energy Efficiency Improvements
 - VFD/Soft Start Implementation, Pump Efficiency Improvements, HVAC and Lighting Upgrades
- Public Participation Programs
 - FOG Resources
 - Flushable Resources



City of Alpine City Council Meeting – July 21, 2026 Sustainable Systems

City of Alpine Energy Usage Summary Table								
Year	WWTP		Old Marathon Lift Station		Holiday Inn Lift Station		Mobile Home Park Lift Station	
	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)
2024	53,190	112	5,060	26	700	14	800	19
2025								
2026								

City of Alpine Motor Load Summary Table - 2026					
Equipment	Quantity	Horsepower	Operations	Controls	Efficiency
Aerators	3	60	Continuous	Variable Frequency Drive (VFD), speed based on Dissolved Oxygen content	95% (High Efficiency)
Assist Pump	2	25	Intermittent, once every 2 weeks	ATL Starters	92.6% (High Efficiency)
RAS Pumps	2	10	Continuous	ATL Starters	91.7% (High Efficiency)
Ball Press	2	5, 1.5	Intermittent, once every 2 weeks	ATL Starters	89.5% (84%)
Bar Screen	1	0.75	Continuous	ATL Starters	79.60%
Clarifiers	2	0.75, 0.5	Continuous	ATL Starters	82.5% (76.5%)
WWTP Lift Station Pumps	3	10	Continuous, Alternate where 2 pumps are always running	ATL Starters	91%
Holiday Inn Lift Station Pumps	2	5	Continuous, Alternate where 1 pump is always running	ATL Starters	91%
Mobile Home Park Lift Station Pumps	2	7.5	Continuous, Alternate where 1 pump is always running	ATL Starters	88.5%
Old Marathon Lift Station Pumps	2	25, 20	Continuous, Alternate where 1 pump is always running	ATL Starters	93.6% (High Efficiency), 93.7%



City of Alpine City Council Meeting – July 21, 2026

Sustainable Systems



Let's Tackle the Grease in This Kitchen!

Why should I help?

- Prevent grease buildups from blocking sewer lines.
- Stop sewer overflows into streets and storm drains.
- Save money spent on costly cleanups of sewage spills.
- Reduce the number of times you have to clean your grease trap (food service).
- Protect the quality of our water.



DO FLUSH
The following can be flushed down the toilet.

Toilet paper

DO NOT FLUSH
The following cannot go in the toilet as they can clog pipes and septic systems.

Paper towels	Cigarette butts	Disposable diapers	Wipes (Baby or flushable)	Feminine hygiene products
Plastics	Medications	Cotton (Cotton swabs or balls)	Dental floss	Toxic Substances

Dispose these items in the trash.

EPA

City of Alpine City Council Meeting – July 21, 2026

Operations and Maintenance

- National Pollutant Elimination System (NPDES) Permit Overview
- Description of Wastewater Treatment and Associated Process Equipment



City of Alpine City Council Meeting – July 21, 2026 Operations and Maintenance



City of Alpine		
Equipment Description - 2026		
Unit	Year	Units
Mechanical Bar Screen	2022	1
Influent Lift Station	Unknown	3
Oxidation Ditch	1997	1
Secondary Clarifier #1	2025	1
Secondary Clarifier #2	1997	1
Sludge Pumps	Unknown	2
Drying Beds	2025	6
Mobile Belt Press	2002/2016	1
Chlorine Contact Basin	1980/1997	1

City of Alpine City Council Meeting – July 21, 2026 Operations and Maintenance

City of Alpine WWTP Daily Worksheet

Date: May 1, 2026 Day: Friday Operator: Pam Wylie

Morning Weather: Cloudy, light rain, cool Evening Weather: Cloudy, windy, warm

LIFT STATION:

Yesterday Pump Run Time- #1:	9761	#2:	4773	#3:	10455
Today Pump Run Time- #1:	9761	#2:	4773	#3:	10465
Difference- #1:	0	#2:	0	#3:	10
Front Meter- Time:	9:51	MGD:	.50	Totalizer:	35605

AERATION:

#1: ☒ ON	OFF	#2: ☒ ON	OFF
Oil Changed Runtime:	26090	Oil Changed Runtime:	26199
Current Runtime:	27594	Current Runtime:	27703
Difference:	1504	Difference:	1504



Checklist : WWTP Operation and Maintenance May 2026

Reference	Plant Operation and Maintenance	Yes	No	NA
217.330 (a) and (b)	If the facility is connected to a public drinking water supply, are backflow-prevention devices installed and tested as required?			✓
217.327 317.7(d) and (g)	Are "non-potable water" signs posted at all hydrants and outlets?	✓		
See permit: Operational Requirement No. 1, Monitoring Requirement No. 5, and 319.11(d)	Are all chart recorders and flow meters calibrated properly?	✓		
305.125(5)	Are the chlorine scales functioning properly?	✓		
See permit: Operational Requirement No. 1, 217.291-300, and 317.6(c)(2)	Is the ultraviolet system operating properly?			✓
See permit:	Is there vector control for all screening receptacles?			

City of Alpine City Council Meeting – July 21, 2026

Operations and Maintenance

MONTH: *May 2026*

City of Alpine WWTP Maintenance Log

Date	Location/Unit	Maintenance Performed	Notes	Initials
5-1-26	Classifier #1	Sprayed down weirs		CD
5-1-26	Junction Box A	Sprayed down solids in box		CD
5-4-26	Classifier #1	Sprayed down weirs		CD
5-4-26	Classifier #2	brushed weirs & channel		RW
5-6-26	V-Notch	Sprayed & brushed algae from walls		RW
5-6-26	Junction Box A	Sprayed down solids in box		CD



City of Alpine City Council Meeting – July 21, 2026

Compliance

- National Pollutant Elimination System (NPDES) Permit Overview
- Description of Specific Permit Requirements
- Laboratory Requirements
- Recordkeeping Requirements



City of Alpine City Council Meeting – July 21, 2026
Compliance

DATE: May 1, 2026

City of Alpine Lab Analysis Data

Sample	Chlorine Result	DO Result	pH Result	E.coli Result	Temperature
Blank	x	X	X		X
Control	See Cal Check	x	x	X	X
V-Notch	<u>1.03</u>				
V-Notch Dup	<u>1.08</u>				
Contact 1	X	X	X	X	X
Contact 2	X	X	X	X	X
Initials:	<u>BW</u>				
Sample Time:	<u>2:09</u>				
Analysis Time:	X	X	X		X
Contact AVG:	#DIV/0!				



May 2026
Remond, Wylie

Checklist Texas Pollutant Discharge Elimination System Permits

Reference ¹	Monitoring and Reporting Requirements	Yes	No	NA
319.4-12	Are effluent sampling and reporting conducted as specified in the permit or in accordance with 30 TAC 319.4-12?	✓		
See permit: Monitoring and Reporting Requirement No. 1	Are monthly effluent reports (discharge monitoring reports) submitted electronically using NetDMR by the 20th day of the following month for each discharge whether or not a discharge is made for that month?	✓		
305.128 and 305.44(a)	Are all monitoring reports signed and certified as required by 30 TAC 305.128 (relating to Signatories to Reports)?	✓		
319.11-12	Are test procedures for the analysis of pollutants in compliance with procedures specified in 30 TAC 319.11-319.12 or the permit?	✓		

Month: <u>April</u> , 20 <u>26</u>								
Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD ₅ (mg/L)	Cl ₂ (mg/L)	NH ₃ (mg/L)	Fecal / E. coli (CFUs/100) (mL)mpa
1	.579	5.77	7.04			1.56		
2	.360					1.39		
3	.400					1.05		
4	.381					2.25		
5	.549					2.41		

City of Alpine City Council Meeting – July 21, 2026
Compliance

Texas Commission on Environmental Quality					
P.O. Box 14010 • Austin, TX 78714-0100					
MONTHLY EXPLORATORY REPORT					
PROJECT NAME: <u>WATER TREATMENT</u>		COUNTY: <u>TRAVIS</u>		DATE: <u>01/01/02</u>	
THIS REPORT IS TO BE USED FOR <u>WATER TREATMENT</u>					
Please attach a photograph for your results.					
Parameter Code	Parameter	Result	Unit	Frequency of Analysis	Sample Type
001	Acidity	Aggregated	mg/L	1 month	Grab
002	Alkalinity	Aggregated	mg/L	1 month	Grab
003	Ammonia	Aggregated	mg/L	1 month	Grab
004	Chloride	Aggregated	mg/L	1 month	Grab
005	Fluoride	Aggregated	mg/L	1 month	Grab
006	Hardness	Aggregated	mg/L	1 month	Grab
007	Iron	Aggregated	mg/L	1 month	Grab
008	Lead	Aggregated	mg/L	1 month	Grab
009	Mercury	Aggregated	mg/L	1 month	Grab
010	Nitrate	Aggregated	mg/L	1 month	Grab
011	Nitrite	Aggregated	mg/L	1 month	Grab
012	Phosphate	Aggregated	mg/L	1 month	Grab
013	Sulfate	Aggregated	mg/L	1 month	Grab
014	Total Solids	Aggregated	mg/L	1 month	Grab
015	Urea Nitrogen	Aggregated	mg/L	1 month	Grab
016	Zinc	Aggregated	mg/L	1 month	Grab
017	Barium	Aggregated	mg/L	1 month	Grab
018	Boron	Aggregated	mg/L	1 month	Grab
019	Cadmium	Aggregated	mg/L	1 month	Grab
020	Copper	Aggregated	mg/L	1 month	Grab
021	Cyanide	Aggregated	mg/L	1 month	Grab
022	Fluoride	Aggregated	mg/L	1 month	Grab
023	Iron	Aggregated	mg/L	1 month	Grab
024	Lead	Aggregated	mg/L	1 month	Grab
025	Mercury	Aggregated	mg/L	1 month	Grab
026	Nitrate	Aggregated	mg/L	1 month	Grab
027	Nitrite	Aggregated	mg/L	1 month	Grab
028	Phosphate	Aggregated	mg/L	1 month	Grab
029	Sulfate	Aggregated	mg/L	1 month	Grab
030	Total Solids	Aggregated	mg/L	1 month	Grab
031	Urea Nitrogen	Aggregated	mg/L	1 month	Grab
032	Zinc	Aggregated	mg/L	1 month	Grab
033	Barium	Aggregated	mg/L	1 month	Grab
034	Boron	Aggregated	mg/L	1 month	Grab
035	Cadmium	Aggregated	mg/L	1 month	Grab
036	Copper	Aggregated	mg/L	1 month	Grab
037	Cyanide	Aggregated	mg/L	1 month	Grab
038	Fluoride	Aggregated	mg/L	1 month	Grab
039	Iron	Aggregated	mg/L	1 month	Grab
040	Lead	Aggregated	mg/L	1 month	Grab
041	Mercury	Aggregated	mg/L	1 month	Grab
042	Nitrate	Aggregated	mg/L	1 month	Grab
043	Nitrite	Aggregated	mg/L	1 month	Grab
044	Phosphate	Aggregated	mg/L	1 month	Grab
045	Sulfate	Aggregated	mg/L	1 month	Grab
046	Total Solids	Aggregated	mg/L	1 month	Grab
047	Urea Nitrogen	Aggregated	mg/L	1 month	Grab
048	Zinc	Aggregated	mg/L	1 month	Grab
049	Barium	Aggregated	mg/L	1 month	Grab
050	Boron	Aggregated	mg/L	1 month	Grab
051	Cadmium	Aggregated	mg/L	1 month	Grab
052	Copper	Aggregated	mg/L	1 month	Grab
053	Cyanide	Aggregated	mg/L	1 month	Grab
054	Fluoride	Aggregated	mg/L	1 month	Grab
055	Iron	Aggregated	mg/L	1 month	Grab
056	Lead	Aggregated	mg/L	1 month	Grab
057	Mercury	Aggregated	mg/L	1 month	Grab
058	Nitrate	Aggregated	mg/L	1 month	Grab
059	Nitrite	Aggregated	mg/L	1 month	Grab
060	Phosphate	Aggregated	mg/L	1 month	Grab
061	Sulfate	Aggregated	mg/L	1 month	Grab
062	Total Solids	Aggregated	mg/L	1 month	Grab
063	Urea Nitrogen	Aggregated	mg/L	1 month	Grab
064	Zinc	Aggregated	mg/L	1 month	Grab
065	Barium	Aggregated	mg/L	1 month	Grab
066	Boron	Aggregated	mg/L	1 month	Grab
067	Cadmium	Aggregated	mg/L	1 month	Grab
068	Copper	Aggregated	mg/L	1 month	Grab
069	Cyanide	Aggregated	mg/L	1 month	Grab</



City of Alpine City Council Meeting – July 21, 2026 Conclusion

CITY OF ALPINE AMPSS ANNUAL/MONTHLY/DAILY/ONGOING UPDATE CHECKLIST

1. **ASSET MANAGEMENT**
 - a. Update RG-530 Asset Management Spreadsheet
 - b. Present Findings to City Council
 - c. Consider RG-530 Results as Part of Annual Rate Evaluation
 - d. Submit for Pertinent Grant and Low Interest Loan Programs
 - e. GIS Updates (Ongoing)
2. **EMERGENCY RESPONSE PLAN (ERP)**
 - a. Review and update the ERP Information. Update the date on the cover sheet.
3. **SUSTAINABLE SYSTEMS**
 - a. Table 1 – Energy Usage Summary Table – Annual Updates and Tracking (p. 3)
 - b. Table 2 – Motor Load Summary Table – Annual Updates (p. 4)
 - c. Annual Public Notification for FOGs and Flushable. Consider and Implement Public Participation and Education Activities.
4. **OPERATION AND MAINTENANCE (O&M)**
 - a. Review and update annually the following tables from the O&M Manual.
 - i. Equipment Description (p. 4)
 - ii. Operating Procedures (p. 4)
 - iii. Preventative Maintenance Program (p. 4-5)
 - iv. Key Equipment Calibration (p. 5)
 - v. Flow Meter Calibration Schedule (p. 9)
 - b. Continue to complete and document the monthly and daily checklists.
Maintain proper records.
5. **COMPLIANCE**
 - a. Submit Monthly Effluent Report to TCEQ on a monthly basis.
 - b. Continue to complete and document the monthly and daily checklists.
Maintain proper records.



Wastewater-permit due dates Table

Month	Due Date
January	- Complete sampling by January 11. - Submit December DMR by January 20. - Submit biomonstering DMR by January 20, if applicable.
February	- Complete sampling by February 11. - Submit January DMR by February 20.
March	- Complete sampling by March 11. - Submit February DMR by March 20.
April	- Complete sampling by April 11. - Submit March DMR by April 20. - Submit biomonstering DMR by April 20, if applicable.
May	- Complete sampling by May 11. - Submit April DMR by May 20.
June	- Complete sampling by June 11. - Submit May DMR by June 20.
July	- Complete sampling by July 11. - Submit June DMR by July 20. - Submit biomonstering DMR by June 20, if applicable.
August	- Complete sampling by August 11. - Submit July DMR by August 20.
September	- Complete sampling by September 11. - Submit August DMR by September 20. - Submit annual change report by September 30 including addendums.
October	- Complete sampling by October 11. - Submit September DMR by October 20. - Submit biomonstering DMR by October 20, if applicable.
November	- Complete sampling by November 11. - Submit October DMR by November 20.
December	- Complete sampling by December 11. - Submit November DMR by December 20.

6. RESOURCES OR OTHER RECOMMENDATIONS

- a. City currently has a paper record system using file folders. Develop and implement an electronic backup system. Include on server or backup system where the electronic copies are stored in more than one location.



INTEGRITY
EXCELLENCE
TRUST

Asset Management Program for Small Systems (AMPSS)

Nine-Month Assessment

Funded by TWDB - AMPSS

City of Alpine Wastewater System

July 2026

Prepared For:
City of Alpine



Project #: 24331



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Abilene, TX 79606
325.695.1070

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Table of Contents

1.	INTRODUCTION	2
2.	ASSET MANAGEMENT	2
3.	EMERGENCY RESPONSE PLAN.....	4
4.	SUSTAINABLE SYSTEMS	4
5.	OPERATION AND MAINTENANCE.....	5
6.	COMPLIANCE	5
7.	CONCLUSION	5

Appendix

Appendix A. RG-530, 2026 Update	6
Appendix B. Insituform Manhole and Pipe Condition Assessment Proposal	7
Appendix C. GIS Training Sign-In Sheets	8
Appendix D. Water Conservation and Drought Contingency Plan	9
Appendix E. 2026 Emergency Response Plan (ERP) Update	10
Appendix F. Sustainable Systems Table 1 – Energy Usage Summary Table	11
Appendix G. Sustainable Systems Table 2 – Motor Load Summary Table	12
Appendix H. Operation and Maintenance Tables Updates	13
Appendix I. Operation and Maintenance Logs	14
Appendix J. Compliance Reports and Logs	15
Appendix K. Alpine AMPSS Checklist	16

1. INTRODUCTION

The City of Alpine (City) utilized the professional services of Jacob & Martin (JM) for an AMPSS (Asset Management Program for Small Systems) Report under the direction and funding of the Texas Water Development Board (TWDB). The report was completed in September 2025 and consisted of the following sections: Asset Management Plan, Emergency Response Plan, Sustainable System Manual, Operation and Maintenance (O&M) Manual and Preventative Maintenance Program Plan, and Compliance Manual.

Following the completion of the report, JM has presented to City Council, completed All Hands Training, provided additional training to City staff for GIS and RG-530, assisted in soliciting a proposal for manhole and pipe cleaning and video inspection, provided other technical assistance consistent with the goals of the AMPSS program, and completed the Nine-Month Assessment, which occurred over multiple meetings to assist the City in implementing many of the recommendations contained in the September 2025 report. Additional guidance and assistance were provided to assist the City in implementing the recommendations of the report, consistent with the objectives of the AMPSS program.

A significant challenge encountered during the project was turnover among City staff. Due to the turnover, the staff was commonly unavailable to devote the necessary time due to having other priorities, including dealing with utility emergencies and critical operational responsibilities. The staff shortage resulting from turnover increased the need for additional technical assistance and guidance, as well as reducing the City's ability to fully implement all the recommendations as initially anticipated. However, City staff made a concerted effort and implemented many of the recommendations to help improve the operations and maintenance of the City's wastewater system.

2. ASSET MANAGEMENT

The primary tool from the Asset Management assessment and report to be used for future planning was RG-530, which is a publicly available asset management spreadsheet from the Texas Commission on Environmental Quality (TCEQ). The spreadsheet allows the public utility system to track and manage assets, as well as providing budgeting assistance for funding future capital improvements.

RG-530 was updated by City staff on June 18, 2026. Moving forward, the City intends to update the RG-530 annually at the beginning of either the fiscal year (October 1) or the calendar year to maintain current asset and financial information. Due to staff turnover and competing operational priorities, the 2026 update could not be completed earlier in the year. The 2026 update primarily consisted of adjusting the age of the City's assets, with few other modifications required. The revisions were completed by City staff with assistance from JM through a remote video conference to ensure the RG-530 spreadsheet was updated correctly and consistently. The results of the updated RG-530 are provided in Appendix A. The results continue to indicate a significant funding deficit for future capital improvement projects.

A recommendation in the September 2025 Asset Management Manual, which was part one of the AMPSS Report, was to pursue the cleaning and videoing of the gravity sewer collection system. Because the City has many manhole and sewer pipe assets exceeding the useful life of 50 years, this recommendation was included to reduce the financial burden of the City, particularly since the

condition of the assets is unknown and the assessment may demonstrate that some infrastructure has additional service life remaining. Additionally, the condition assessment may identify opportunities for in-situ rehabilitation methods that can extend the service life of existing assets, providing a cost-effective alternative to full replacement where appropriate. A proposal was received from Insituform for the scope of work, which is included as Appendix B. The City intends to implement the manhole and pipe condition assessment in the next fiscal year, subject to the availability of funding.

Nine recommendations were included in the AMPSS report. Below is a list and status update regarding the nine recommendations.

- Annual Presentation to City Council
 - City staff and JM will present the nine-month assessment to the Alpine City Council on July 21, 2026.
 - It is expected that City staff will provide an update to the City Council annually. The City Council typically has a wastewater workshop on an annual basis, commonly in fall or winter, which would be the appropriate time to incorporate the findings of the asset management program.
- GIS Asset Management
 - Due to the staffing challenges discussed previously, the City has experienced difficulty maintaining its GIS program, including staff training and routine updates to the GIS. The City is currently evaluating several options to strengthen this effort, including hiring a dedicated staff member with GIS responsibilities in addition to other utility-related duties. This approach is intended to reestablish a sustained focus on GIS maintenance, asset management, and regulatory compliance, while supporting the continued implementation of the City's Asset Management Program.
 - Two formal GIS training sessions were held over the course of this project. Sign-in sheets for the formal training sessions are included in Appendix C.
- RG-530 Spreadsheet Asset Management
 - The RG-530 Spreadsheet was updated on June 18, 2026. The results are included in Appendix A.
 - During discussions with City staff, it was recommended that the RG-530 be updated annually at the beginning of either the City's fiscal year or the calendar year to ensure that asset and financial information remains current. Due to staffing changes and resulting operational priorities, the City was unable to complete the RG-530 according to this schedule in 2026. The City intends to follow this recommended update schedule in future years as staffing and resources allow.
- Budgeting
 - Due to the delay in completing the update for the RG-530, the results have not been included in the budgeting process for the upcoming fiscal year (FY 2027). However, the City Council was presented with the results in October 2025 and will be updated in July 2026. Therefore, the City Council is aware of the financial constraints on the City's wastewater treatment and collection system.
- Pipe and Manhole Condition Assessment
 - A pipe and manhole condition assessment proposal was submitted to the City by Insituform, a construction company that performs both assessments and in-situ

construction solutions. The proposal is under consideration by the City, with the proposal being used to budget for fiscal year (FY) 2027.

- Grant and Low Interest Loan Application
 - The City submitted a Project Information Form (PIF) to the TWDB for wastewater treatment plant improvements for the FY 2027 funding cycle.
 - The City held preliminary discussions with the United States Department of Agriculture (USDA) regarding potential funding options for the collection system improvements. At the current time, the scope and project cost of collection system improvements is unknown and will be considered as part of the pipe and manhole condition assessment.
- Rate Study
 - A rate study is expected to occur following the completion of the pipe and manhole condition assessment.
- Maintain and Update the Asset Management Plan
 - City staff have made implementation and maintenance of the Asset Management Plan a priority despite staff turnover and ongoing staffing shortages. The City should continue this commitment in future years by regularly updating the plan, implementing its recommendations, and incorporating asset management practices into daily operations and long-term capital planning.
- Implement a Fiscal Sustainability Plan
 - The City, due to staff turnover, has been unable to develop the time and resources necessary to complete a Fiscal Sustainability Plan and an Energy Conservation Plan.
 - The City has a Water Conservation and Drought Contingency Plan that was completed in January of 2025. The Water Conservation and Drought Contingency Plan is included as Appendix D. The City has also completed the annual reporting requirements for TWDB.

3. EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) was completed and submitted to the City and the TWDB as part of the September 2025 AMPSS Report. City staff reviewed the 2025 ERP and updated pertinent information to reflect current personnel, contacts, and operational information. The updated 2026 ERP is included in Appendix E.

4. SUSTAINABLE SYSTEMS

The Sustainable Systems section of the report includes three components to be evaluated and updated. The first component is Table 1 of the original report, the Energy Usage Summary Table. JM assisted the City by producing a spreadsheet for future use to help the City record and monitor energy consumption over time. Due to staff shortages, the City has been unable to accumulate and input the needed data. A copy of the updated table is included in Appendix F.

The second component is the Motor Load Summary Table (Table 2 in the September 2025 report). JM also developed an Excel spreadsheet for use by the City to record and monitor motor load data over time. Separate tabs were created in the spreadsheet to allow City staff to track the data over subsequent years. There were no updates to the motor load summary. The 2026 version of the table

is provided in Appendix G.

The third component evaluated during the nine-month assessment is public participation and outreach, with particular emphasis on educating the public about fats, oils, and grease (FOGs) and non-flushable materials. Both FOGs and non-flushable items can adversely affect the operation and maintenance of wastewater collection and treatment systems by contributing to blockages, sanitary sewer overflows, and increased maintenance requirements. Due to staff turnover and limited resources, the City has not yet implemented the recommended public outreach activities. However, City staff intend to initiate these efforts during FY 2027.

5. OPERATION AND MAINTENANCE

The September 2025 Operation and Maintenance Manual contained multiple tables for tracking equipment and operation and maintenance activities. Each of these tables in the report were created in an Excel spreadsheet by JM for the City to assist with tracking these items over time, with tabs in the spreadsheets for each year. These updated tables for 2026 are included in Appendix H. The updated tables include Equipment Description, Operating Procedure(s), Preventative Maintenance Program, Key Equipment Calibration, and Flow Meter Calibration Schedule.

The only modifications to the tables from the initial report are to the Equipment Description table. The City had a Contractor complete improvements to the wastewater plant in 2025, so the dates of the Secondary Clarifier #1 and Sludge Drying Beds were updated to 2025. Electrical and mechanical replacements, as well as concrete repairs and coating application were completed for Secondary Clarifier #1. Drying bed media replacement and concrete repairs were completed for the Sludge Drying Beds.

City staff provided examples of daily and monthly logs for various operation and maintenance activities. The forms used are either example reports contained in the appendices of the initial report or forms previously used by City staff. These operation and maintenance logs are contained in Appendix I.

6. COMPLIANCE

City staff have utilized daily and monthly reports and logs to help maintain compliance with their wastewater permits. Some of the reports and logs were previously used and some were implemented because of this project. Compliance reports and logs are provided in Appendix J. One notable improvement to the City's reporting is the completion and submittal of the Monthly Effluent Report to the TCEQ.

7. CONCLUSION

The Asset Management Program for Small Systems (AMPSS) program through the TWDB has been a significant benefit to the City of Alpine and its staff. Cataloging and analyzing assets, as well as the various plans and documents, will allow the City to maintain the wastewater treatment plant and wastewater collection system for the future. Appendix K contains a summary checklist for the City staff for future use.

Appendix A. RG-530, 2026 Update

Worksheet 1. System Inventory and Prioritization

Worksheet 1. System Inventory and Prioritization							
Date (Month and Day):		Year: 6/18/2026					
		☐ Initial Inventory ☒ Update					
1. Asset	2. Redundancy	3. Expected Useful Life (Years)	4. Age (Years)	5. Remaining Useful Life (Years)	6. Expected Replacement or Refurbishment Year	7. Cost to Replace	8. Priority (Rank 1 to 5)
<i>Example : Totalizing flow meter, 2003</i>	None	15	12	3	3	\$5,000	2
WWTP ASSIST PUMP	No	15	3	12	12	\$10,779	4
WWTP ATTEND BUILDING	No	30	32	-2	-2	\$2,937	1
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	No	7	7	0	0	\$28,785	1
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Yes	50	42	8	8	\$1,318,037	3
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Yes	50	30	20	20	\$590,603	5
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	No	7	-1	8	8	\$5,575	3
WWTP Clarifier #1	Yes	50	1	49	49	\$3,002,914	5
WWTP CLARIFIER #2	Yes	50	27	23	23	\$2,783,366	5
WWTP COMMUNICATION TOWER SECTIONS	No	30	6	24	24	\$6,318	5
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	No	50	54	-4	-4	\$1,026,573	2
WWTP EFFLUENT FLOW METER & SENSOR	No	10	6	4	4	\$7,452	3
WWTP EFFLUENT PUMP (GORMAN RUPP)	No	15	7	8	8	\$15,226	3
WWTP FENCE GATE (AUTOMATIC)	No	10	5	5	5	\$5,905	3
WWTP GENERATOR	No	20	13	7	7	\$63,049	3
WWTP INFLUENT FLOW METER & SENSOR	No	10	6	4	4	\$7,452	3
WWTP LAB - PH METER	No	10	3	7	7	\$3,615	3
WWTP LAB - QUANTI TRAY SEALER PLUS	No	10	4	6	6	\$5,497	3
WWTP LIFT STATION - CHECK VALVE #1	Yes	50	58	-8	-8	\$5,110	1
WWTP LIFT STATION - CHECK VALVE #2	Yes	50	58	-8	-8	\$5,110	1
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	6	6	6	\$11,645	3
WWTP LIFT STATION - FLOATS	No	10	8	2	2	\$534	2
WWTP LIFT STATION - PUMP #1 (REPLACED)	Yes	15	0	15	15	\$30,000	4
WWTP LIFT STATION - PUMP #2	Yes	15	5	10	10	\$30,000	4
WWTP LIFT STATION - PUMP #3	Yes	15	5	10	10	\$30,000	4
WWTP LIFT STATION - PUMP SPARE (NOT ACTIVE)	Yes	15	-1	16	16	\$30,000	1
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	No	30	6	24	24	\$103,734	5
WWTP MOBILE BELT PRESS (REFURBISHED)	No	15	7	8	8	\$230,977	3
WWTP MODULAR OFFICE BUILDING	No	30	8	22	22	\$101,778	5
WWTP OUTFALL LINE	No	50	56	-6	-6	\$481,411	1
WWTP OXIDATION DITCH	No	50	28	22	22	\$3,944,613	5
WWTP OXIDATION DITCH - AERATOR #1	Yes	20	4	16	16	\$59,342	5

WWTP OXIDATION DITCH - AERATOR #2	Yes	20	3	17	17	\$60,648	5
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Yes	20	8	12	12	\$30,906	4
WWTP OXIDATION DITCH AERATION SYSTEM	No	50	3	47	47	\$2,328,161	5
WWTP PORTABLE BUILDING (8' X 12')	No	30	5	25	25	\$5,532	5
WWTP RAS/WAS PUMP #1	Yes	10	5	5	5	\$15,831	3
WWTP RAS/WAS PUMP #2	Yes	10	3	7	7	\$16,535	3
WWTP SCADA SYSTEM	No	10	1	9	9	\$8,080	4
WWTP SEWER INFLUENT CONTROL PANEL	No	12	6	6	6	\$23,895	3
WWTP SLUDGE DEWATERING BOX #1	No	20	11	9	9	\$46,591	4
WWTP SLUDGE DEWATERING BOX #2	No	20	10	10	10	\$44,042	4
WWTP SLUDGE DRYING BEDS 4 & 5	Yes	20	1	19	19	\$341,495	5
WWTP SLUDGE DRYING BEDS 6-9	Yes	20	1	19	19	\$682,990	5
LANDFILL	Yes	50	34	16	16	\$1,088,093	5
LANDFILL	Yes	50	33	17	17	\$536,429	5
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Yes	50	5	45	45	\$13,605	5
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Yes	50	5	45	45	\$13,605	5
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1 (REPLACED)	Yes	15	0	15	15	\$27,731	3
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Yes	15	5	10	10	\$29,602	4
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$23,813	1
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	14	-2	-2	\$10,220	1
HOLIDAY INN LIFT STATION - FLOATS	No	10	5	5	5	\$570	3
HOLIDAY INN LIFT STATION - SCADA	No	10	3	7	7	\$5,951	3
MURPHY LIFT STATION - CHECK VALVE #1	Yes	50	46	4	4	\$5,575	3
MURPHY LIFT STATION - CHECK VALVE #2	Yes	50	46	4	4	\$5,575	3
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	46	-34	-34	\$10,220	1
MURPHY LIFT STATION - FLOATS	No	10	46	-36	-36	\$511	1
MURPHY LIFT STATION - PUMP #1 (5 HP)	Yes	15	41	-26	-26	\$8,176	1
MURPHY LIFT STATION - PUMP #2 (5 HP)	Yes	15	41	-26	-26	\$8,176	1
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$8,176	1
MURPHY LIFT STATION - SCADA	No	10	3	7	7	\$5,951	3
OLD MARATHON LIFT STATION - CHECK VALVE #1	Yes	50	7	43	43	\$13,026	5
OLD MARATHON LIFT STATION - CHECK VALVE #2	Yes	50	7	43	43	\$13,026	5

OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	14	-2	-2	\$10,220	1
OLD MARATHON LIFT STATION - FLOATS	No	10	2	8	8	\$608	3
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	9	6	6	\$10,499	3
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	Yes	15	8	7	7	\$10,730	3
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$9,214	1
OLD MARATHON LIFT STATION - SCADA	No	10	3	7	7	\$5,951	3
STUECKES LIFT STATION - CHECK VALVE #1	Yes	50	3	47	47	\$14,211	5
STUECKES LIFT STATION - CHECK VALVE #2	Yes	50	3	47	47	\$14,211	5
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	No	12	14	-2	-2	\$10,220	1
STUECKES LIFT STATION - FLOATS	No	10	13	-3	-3	\$511	1
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Yes	15	14	1	1	\$8,356	2
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	Yes	15	14	1	1	\$10,445	2
STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	Yes	15	-1	16	16	\$10,220	1
STUECKES LIFT STATION - SCADA	No	10	3	7	7	\$5,951	3
SEWER LINE MANHOLE(S)	No	50	87	-37	-37	\$9,297	1
SEWER LINE MANHOLE(S)	No	50	87	-37	-37	\$79,691	1
SEWER LINE MANHOLE(S)	No	50	87	-37	-37	\$25,235	1
SEWER LINE MANHOLE(S)	No	50	87	-37	-37	\$7,969	1
SEWER LINE MANHOLE(S)	No	50	82	-32	-32	\$12,508	1
SEWER LINE MANHOLE(S)	No	50	82	-32	-32	\$107,213	1
SEWER LINE MANHOLE(S)	No	50	82	-32	-32	\$33,951	1
SEWER LINE MANHOLE(S)	No	50	82	-32	-32	\$10,721	1
SEWER LINE MANHOLE(S)	No	50	72	-22	-22	\$16,770	1
SEWER LINE MANHOLE(S)	No	50	72	-22	-22	\$134,160	1
SEWER LINE MANHOLE(S)	No	50	72	-22	-22	\$45,279	1
SEWER LINE MANHOLE(S)	No	50	72	-22	-22	\$11,739	1
SEWER LINE MANHOLE(S)	No	50	62	-12	-12	\$123,340	1
SEWER LINE MANHOLE(S)	No	50	62	-12	-12	\$15,418	1
SEWER LINE MANHOLE(S)	No	50	62	-12	-12	\$40,086	1
SEWER LINE MANHOLE(S)	No	50	62	-12	-12	\$10,792	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$15,503	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$124,024	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$40,308	1
SEWER LINE MANHOLE(S)	No	50	52	-2	-2	\$10,852	1
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$73,026	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$23,155	3
SEWER LINE MANHOLE(S)	No	50	42	8	8	\$8,906	3
SEWER LINE MANHOLE(S)	No	50	27	23	23	\$7,852	5
SEWER LINE MANHOLE(S)	No	50	25	25	25	\$7,317	5
SEWER PIPES	No	50	115	-65	-65	\$9,727	1
SEWER PIPES	No	50	87	-37	-37	\$68,534	1
SEWER PIPES	No	50	87	-37	-37	\$903,218	1
SEWER PIPES	No	50	82	-32	-32	\$325,212	1
SEWER PIPES	No	50	82	-32	-32	\$61,469	1
SEWER PIPES	No	50	82	-32	-32	\$810,099	1
SEWER PIPES	No	50	72	-22	-22	\$65,930	1
SEWER PIPES	No	50	72	-22	-22	\$868,848	1
SEWER PIPES	No	50	72	-22	-22	\$261,612	1

SEWER PIPES	No	50	62	-12	-12	\$698,932	1
SEWER PIPES	No	50	62	-12	-12	\$280,600	1
SEWER PIPES	No	50	52	-2	-2	\$42,664	1
SEWER PIPES	No	50	52	-2	-2	\$562,245	1
SEWER PIPES	No	50	52	-2	-2	\$225,724	1
SEWER PIPES	No	50	52	-2	-2	\$406,303	1
SEWER PIPES	No	50	47	3	3	\$4,298	2
SEWER PIPES	No	50	42	8	8	\$20,424	3
SEWER PIPES	No	50	42	8	8	\$269,165	3
SEWER PIPES	No	50	42	8	8	\$216,111	3
SEWER PIPES	No	50	34	16	16	\$1,514	5
SEWER PIPES	No	50	34	16	16	\$2,672	5
SEWER PIPES	No	50	32	18	18	\$3,933	5
SEWER PIPES	No	20	32	-12	-12	\$4,214	1
SEWER PIPES	No	50	31	19	19	\$14,101	5
SEWER PIPES	No	50	30	20	20	\$18,055	5
SEWER PIPES	No	50	26	24	24	\$1,173	5
SEWER PIPES	No	50	26	24	24	\$5,153	5
SEWER PIPES	No	50	26	24	24	\$5,320	5
SEWER PIPES	No	50	32	18	18	\$7,303	5
SEWER PIPES AND MANHOLE(S)	No	50	106	-56	-56	\$162,831	1
SEWER PIPES AND MANHOLE(S)	No	50	53	-3	-3	\$12,200	1
SEWER PIPES AND MANHOLE(S)	No	50	41	9	9	\$48,488	4
SEWER PIPES AND MANHOLE(S) - COVEY LANE	No	50	25	25	25	\$18,439	5
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	No	50	22	28	28	\$41,560	5
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	No	50	30	20	20	\$40,360	5
BACKHOE	Yes	40	32	8	8	\$104,585	3
BOBCAT	Yes	40	14	26	26	\$45,381	5
FLATBED W/ RECEIVER & TOOL BOXES	Yes	15	6	9	9	\$5,167	4
PRESSURE WASHER - GAS POWERED	No	10	5	5	5	\$3,647	3
PUSH CAMERA - 10" LCD MONITOR	No	20	9	11	11	\$7,059	4
RODDER	No	10	1	9	9	\$60,055	4
SEWER JETTER/TRAILER	No	10	16	-6	-6	\$60,828	1
TRACTOR LAWN MOWER	No	10	9	1	1	\$3,232	2
TRASH PUMP 3"	Yes	15	5	10	10	\$4,158	4
TRASH PUMP 4"	Yes	15	8	7	7	\$4,394	3
VEHICLE - 2018 FORD F-250	Yes	10	8	2	2	\$24,044	2
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Yes	10	2	8	8	\$51,608	3
VEHICLE - 2024 FORD F-250	Yes	10	2	8	8	\$61,062	3
WELL & WATER PIPES, NON-POTABLE	No	50	72	-22	-22	\$584,630	1

ADD A ROW

Worksheet 2. Comprehensive Planning

Date (Month and Day):

Year:

6/18/2026

☐ Initial

☒ Update

1. Asset	2. Activity	3. Year until Action is Needed	4. Cost of Activity	5. Reserve Required per Year
<i>Example: Totalizing flow meter, 2003</i>	<i>Replace</i>	<i>3</i>	<i>\$5,000</i>	<i>\$1,667</i>
WWTP ASSIST PUMP	Replace	12	\$10,779.20	\$898
WWTP ATTEND BUILDING	Replace	1	\$2,937.49	\$2,937
WWTP CHLORINATOR AND SULFUR DIOXIDE EQUIPMENT	Replace	1	\$28,784.82	\$28,785
WWTP CHLORINE AND SO2 CONTACT BASIN #1	Replace	8	\$1,318,037.48	\$164,755
WWTP CHLORINE AND SO2 CONTACT BASIN #2	Replace	20	\$590,602.50	\$29,530
WWTP CHLORINE AND SO2 EQUIPMENT FLOW PACING (PROPOSED)	Purchase New	8	\$5,574.74	\$697
WWTP CLARIFIER #1	Replace	49	\$3,002,913.88	\$61,284
WWTP CLARIFIER #2	Replace	23	\$2,783,365.65	\$121,016
WWTP COMMUNICATION TOWER SECTIONS	Replace	24	\$6,317.72	\$263
WWTP DECOMMISSIONED OXIDATION DITCH (OVERFLOW)	Repair Concrete	1	\$25,000.00	\$25,000
WWTP EFFLUENT FLOW METER & SENSOR	Replace	4	\$7,452.43	\$1,863
WWTP EFFLUENT PUMP (GORMAN RUPP)	Replace	8	\$15,225.58	\$1,903
WWTP FENCE GATE (AUTOMATIC)	Replace	5	\$5,904.76	\$1,181
WWTP GENERATOR	Replace	7	\$63,048.98	\$9,007
WWTP INFLUENT FLOW METER & SENSOR	Replace	4	\$7,452.43	\$1,863
WWTP LAB - PH METER	Replace	7	\$3,615.21	\$516
WWTP LAB - QUANTI TRAY SEALER PLUS	Replace	6	\$5,497.01	\$916
WWTP LIFT STATION - CHECK VALVE #1	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - CHECK VALVE #2	Replace	1	\$5,110.00	\$5,110
WWTP LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	6	\$11,645.45	\$1,941
WWTP LIFT STATION - FLOATS	Replace	2	\$533.73	\$267
WWTP LIFT STATION - PUMP #1	Replace	15	\$30,000.00	\$2,000
WWTP LIFT STATION - PUMP #2	Replace	10	\$30,000.00	\$3,000
WWTP LIFT STATION - PUMP #3	Replace	10	\$30,000.00	\$3,000
WWTP LIFT STATION - PUMP SPARE	Purchase New	16	\$30,000.00	\$1,875
WWTP MECHANICAL BAR SCREEN/MULTIRAKE	Replace	24	\$103,733.88	\$4,322
WWTP MOBILE BELT PRESS (REFURBISHED)	Replace	8	\$230,977.01	\$28,872
WWTP MODULAR OFFICE BUILDING	Replace	22	\$101,778.31	\$4,626
WWTP OUTFALL LINE	Replace	1	\$481,411.10	\$481,411

WWTP OXIDATION DITCH	Replace	22	\$3,944,613.07	\$179,301
WWTP OXIDATION DITCH - AERATOR #1	Replace	16	\$59,342.18	\$3,709
WWTP OXIDATION DITCH - AERATOR #2	Replace	17	\$60,647.71	\$3,568
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	Replace	12	\$30,906.36	\$2,576
WWTP OXIDATION DITCH AERATION SYSTEM	Replace	47	\$2,328,161.04	\$49,535
WWTP PORTABLE BUILDING (8' X 12')	Replace	25	\$5,532.47	\$221
WWTP RAS/WAS PUMP #1	Replace	5	\$15,831.12	\$3,166
WWTP RAS/WAS PUMP #2	Replace	7	\$16,535.35	\$2,362
WWTP SCADA SYSTEM	Replace	9	\$8,080.20	\$898
WWTP SEWER INFLUENT CONTROL PANEL	Replace	6	\$23,894.84	\$3,982
WWTP SLUDGE DEWATERING BOX #1	Replace	9	\$46,591.34	\$5,177
WWTP SLUDGE DEWATERING BOX #2	Replace	10	\$44,041.57	\$4,404
WWTP SLUDGE DRYING BEDS 4 & 5	Replace	19	\$341,495.23	\$17,973
WWTP SLUDGE DRYING BEDS 6-9	Replace	19	\$682,990.46	\$35,947
LANDFILL	Replace	16	\$1,088,093.37	\$68,006
LANDFILL	Replace	17	\$536,429.38	\$31,555
HOLIDAY INN LIFT STATION - CHECK VALVE #1	Replace	45	\$13,605.40	\$302
HOLIDAY INN LIFT STATION - CHECK VALVE #2	Replace	45	\$13,605.40	\$302
HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	Replace	15	\$27,731.10	\$1,849
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	Replace	10	\$29,601.91	\$2,960
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	Purchase New	16	\$23,812.82	\$1,488
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
HOLIDAY INN LIFT STATION - FLOATS	Replace	5	\$569.74	\$114
HOLIDAY INN LIFT STATION - SCADA	Replace	7	\$5,950.82	\$850
MURPHY LIFT STATION - CHECK VALVE #1	Replace	4	\$5,574.74	\$1,394
MURPHY LIFT STATION - CHECK VALVE #2	Replace	4	\$5,574.74	\$1,394
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
MURPHY LIFT STATION - FLOATS	Replace	1	\$511.00	\$511
MURPHY LIFT STATION - PUMP #1 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP #2 (5 HP)	Replace	1	\$8,176.00	\$8,176
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$8,176.00	\$511
MURPHY LIFT STATION - SCADA	Replace	7	\$5,950.82	\$850
OLD MARATHON LIFT STATION - CHECK VALVE #1	Replace	43	\$13,025.95	\$303

OLD MARATHON LIFT STATION - CHECK VALVE #2	Replace	43	\$13,025.95	\$303
OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
OLD MARATHON LIFT STATION - FLOATS	Replace	8	\$608.17	\$76
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Replace	6	\$10,498.81	\$1,750
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	Replace	7	\$10,729.78	\$1,533
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$9,213.71	\$576
OLD MARATHON LIFT STATION - SCADA	Replace	7	\$5,950.82	\$850
STUECKES LIFT STATION - CHECK VALVE #1	Replace	47	\$14,210.62	\$302
STUECKES LIFT STATION - CHECK VALVE #2	Replace	47	\$14,210.62	\$302
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	Replace	1	\$10,220.00	\$10,220
STUECKES LIFT STATION - FLOATS	Replace	1	\$511.00	\$511
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	Replace	1	\$8,355.87	\$8,356
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	Replace	1	\$10,444.84	\$10,445
STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	Purchase New	16	\$10,220.00	\$639
STUECKES LIFT STATION - SCADA	Replace	7	\$5,950.82	\$850
SEWER LINE MANHOLE(S)	Replace	1	\$9,297.28	\$9,297
SEWER LINE MANHOLE(S)	Replace	1	\$79,690.98	\$79,691
SEWER LINE MANHOLE(S)	Replace	1	\$25,235.48	\$25,235
SEWER LINE MANHOLE(S)	Replace	1	\$7,969.10	\$7,969
SEWER LINE MANHOLE(S)	Replace	1	\$12,508.14	\$12,508
SEWER LINE MANHOLE(S)	Replace	1	\$107,212.63	\$107,213
SEWER LINE MANHOLE(S)	Replace	1	\$33,950.67	\$33,951
SEWER LINE MANHOLE(S)	Replace	1	\$10,721.26	\$10,721
SEWER LINE MANHOLE(S)	Replace	1	\$16,769.98	\$16,770
SEWER LINE MANHOLE(S)	Replace	1	\$134,159.84	\$134,160
SEWER LINE MANHOLE(S)	Replace	1	\$45,278.95	\$45,279
SEWER LINE MANHOLE(S)	Replace	1	\$11,738.99	\$11,739
SEWER LINE MANHOLE(S)	Replace	1	\$123,340.45	\$123,340
SEWER LINE MANHOLE(S)	Replace	1	\$15,417.56	\$15,418
SEWER LINE MANHOLE(S)	Replace	1	\$40,085.65	\$40,086
SEWER LINE MANHOLE(S)	Replace	1	\$10,792.29	\$10,792
SEWER LINE MANHOLE(S)	Replace	1	\$15,503.03	\$15,503
SEWER LINE MANHOLE(S)	Replace	1	\$124,024.24	\$124,024
SEWER LINE MANHOLE(S)	Replace	1	\$40,307.88	\$40,308
SEWER LINE MANHOLE(S)	Replace	1	\$10,852.12	\$10,852
SEWER LINE MANHOLE(S)	Replace	8	\$8,905.66	\$1,113
SEWER LINE MANHOLE(S)	Replace	8	\$73,026.40	\$9,128
SEWER LINE MANHOLE(S)	Replace	8	\$23,154.71	\$2,894
SEWER LINE MANHOLE(S)	Replace	8	\$8,905.66	\$1,113
SEWER LINE MANHOLE(S)	Replace	23	\$7,851.82	\$341
SEWER LINE MANHOLE(S)	Replace	25	\$7,317.48	\$293

SEWER PIPES	Replace	1	\$9,726.67	\$9,727
SEWER PIPES	Replace	1	\$68,534.24	\$68,534
SEWER PIPES	Replace	1	\$903,217.59	\$903,218
SEWER PIPES	Replace	1	\$325,211.65	\$325,212
SEWER PIPES	Replace	1	\$61,468.58	\$61,469
SEWER PIPES	Replace	1	\$810,098.65	\$810,099
SEWER PIPES	Replace	1	\$65,929.98	\$65,930
SEWER PIPES	Replace	1	\$868,847.87	\$868,848
SEWER PIPES	Replace	1	\$261,611.69	\$261,612
SEWER PIPES	Replace	1	\$698,931.77	\$698,932
SEWER PIPES	Replace	1	\$280,599.52	\$280,600
SEWER PIPES	Replace	1	\$42,664.34	\$42,664
SEWER PIPES	Replace	1	\$562,245.29	\$562,245
SEWER PIPES	Replace	1	\$225,724.12	\$225,724
SEWER PIPES	Replace	1	\$406,303.41	\$406,303
SEWER PIPES	Replace	3	\$4,298.46	\$1,433
SEWER PIPES	Replace	8	\$20,423.64	\$2,553
SEWER PIPES	Replace	8	\$269,164.63	\$33,646
SEWER PIPES	Replace	8	\$216,110.65	\$27,014
SEWER PIPES	Replace	16	\$1,513.96	\$95
SEWER PIPES	Replace	16	\$2,671.70	\$167
SEWER PIPES	Replace	18	\$3,933.33	\$219
SEWER PIPES	Replace	1	\$4,213.55	\$4,214
SEWER PIPES	Replace	19	\$14,100.63	\$742
SEWER PIPES	Replace	20	\$18,054.74	\$903
SEWER PIPES	Replace	24	\$1,172.58	\$49
SEWER PIPES	Replace	24	\$5,153.41	\$215
SEWER PIPES	Replace	24	\$5,319.65	\$222
SEWER PIPES	Replace	18	\$7,302.64	\$406
SEWER PIPES AND MANHOLE(S)	Replace	1	\$162,830.78	\$162,831
SEWER PIPES AND MANHOLE(S)	Replace	1	\$12,199.95	\$12,200
SEWER PIPES AND MANHOLE(S)	Replace	9	\$48,488.34	\$5,388
SEWER PIPES AND MANHOLE(S) - COVEY LANE	Replace	25	\$18,439.02	\$738
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	Replace	28	\$41,559.74	\$1,484
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	Replace	20	\$40,360.44	\$2,018
BACKHOE	Replace	8	\$104,585.21	\$13,073
BOBCAT	Replace	26	\$45,380.78	\$1,745
FLATBED W/ RECEIVER & TOOL BOXES	Replace	9	\$5,167.01	\$574
PRESSURE WASHER - GAS POWERED	Replace	5	\$3,647.22	\$729
PUSH CAMERA - 10" LCD MONITOR	Replace	11	\$7,059.01	\$642
RODDER	Replace	9	\$60,055.11	\$6,673
SEWER JETTER/TRAILER	Replace	1	\$60,828.44	\$60,828
TRACTOR LAWN MOWER	Replace	1	\$3,232.07	\$3,232
TRASH PUMP 3"	Replace	10	\$4,158.00	\$416
TRASH PUMP 4"	Replace	7	\$4,393.55	\$628
VEHICLE - 2018 FORD F-250	Replace	2	\$24,044.36	\$12,022
VEHICLE - 2024 CHEVROLET DOUBLE CAB	Replace	8	\$51,608.32	\$6,451
VEHICLE - 2024 FORD F-250	Replace	8	\$61,062.41	\$7,633

WELL & WATER PIPES, NON-POTABLE	Replace	1	\$584,630.25	\$584,630
6. Total Reserve Required in Year (Enter Year in Column C)			TOTAL	\$8,939,547

ADD A ROW

BUDGET		
Worksheet for YEAR:		
Average Rate of Inflation	2.20%	Current U. S. inflation rate is averaged at 2.2%
Average Rate of Growth or Decline	0.215%	May be best estimate or based on 2010 census
Current Reserve Account	\$0.00	Funds carried over from previous year (cash on hand)
Item	Amount	Comments and notes
Sewer Charges	\$750,000.00	Revenue from sewer utility (all customers)
Usage Fees and Service Charges	\$50,000.00	Include late payments, forfeited deposits, surcharges, impact fees, tap fees, etc.
Current Revenue from Interest, and Other Income	\$0.00	Interest accrued from reserve account or other investments and other income
Total Revenue	\$800,000.00	
Regular Maintenance and Repair	\$219,500.00	Cost of performing regular or routine maintenance and repair on equipment. This includes vehicle maintenance and fuel.
Utilities, Rent, and Other Overhead	\$120,127.00	Other overhead may include billing, building maintenance, cleaning, etc.
Salaries and Benefits	\$189,949.00	Include administrative and operations staff
Operating Supplies	\$8,900.00	Operating supplies not classified elsewhere. This includes safety gear or equipment, uniforms, janitorial expenses, etc.
Equipment Leases, Purchases, and Repairs	\$44,916.00	Include all equipment leases
Chemicals	\$35,000.00	Chemicals expensed in prior years, but not used, should be included for initial budgets
Monitoring and Testing	\$25,000.00	Include laboratory fees for projected monthly and annual sampling requirements
Insurance and Bonds	\$5,423.00	Costs of insuring buildings, equipment, etc.
Professional Services	\$15,000.00	Accounting, legal, engineering, and other professional fees
Training Costs and Licenses	\$5,000.00	Cost of operator training courses and license renewal fees
Security	\$0.00	Cost of maintaining security related items (fencing, alarms, etc.)
Debt payments	\$0.00	Include interest paid on debt
Transfer to Reserved Funds for Capital Expenditures	\$0.00	Amounts transferred to capital expenditures
Other	\$9,000.00	List other expenses not classified elsewhere. This includes computers, public notices, postage, printing, etc.
Total Expenses	\$677,815.00	
Net Income Budgeted	\$122,185.00	

Projected Revenues and Expenses Spreadsheet						
Year	0	1	2	3	4	5
Inflation		2.20%	2.20%	2.20%	2.20%	2.20%
Growth (based on 2010 census or estimated projections)		0.22%	0.22%	0.22%	0.22%	0.22%
CAPITAL EXPENDITURES BUDGET:						
Total Revenues	\$800,000.00	\$801,720.00	\$803,443.70	\$805,171.10	\$806,902.22	\$808,637.06
Total Expenses (from Budget)	\$677,815.00	\$692,726.93	\$707,966.92	\$723,542.19	\$739,460.12	\$755,728.25
Current Year Net Income	\$122,185.00	\$108,993.07	\$95,476.78	\$81,628.91	\$67,442.10	\$52,908.81
Reserve Account (beginning of year carry over)	\$0.00	\$122,185.00	\$231,178.07	\$326,654.85	\$408,283.75	\$475,725.85
Secured Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
End of Year Reserves	\$122,185.00	\$231,178.07	\$326,654.85	\$408,283.75	\$475,725.85	\$528,634.66
Projected Savings Needed for Capital Expenses		\$8,939,547.43	\$1,020,233.00	\$1,007,944.00	\$1,006,509.00	\$999,997.00
Shortfall in Reserved Savings		(\$8,708,369.36)	(\$693,578.15)	(\$599,660.25)	(\$530,783.15)	(\$471,362.34)
PROJECTED RATE INCREASE NEEDED						
*Monthly Rate Increase per Connection	0					

* An independent rate study should be conducted for actual rate increases.

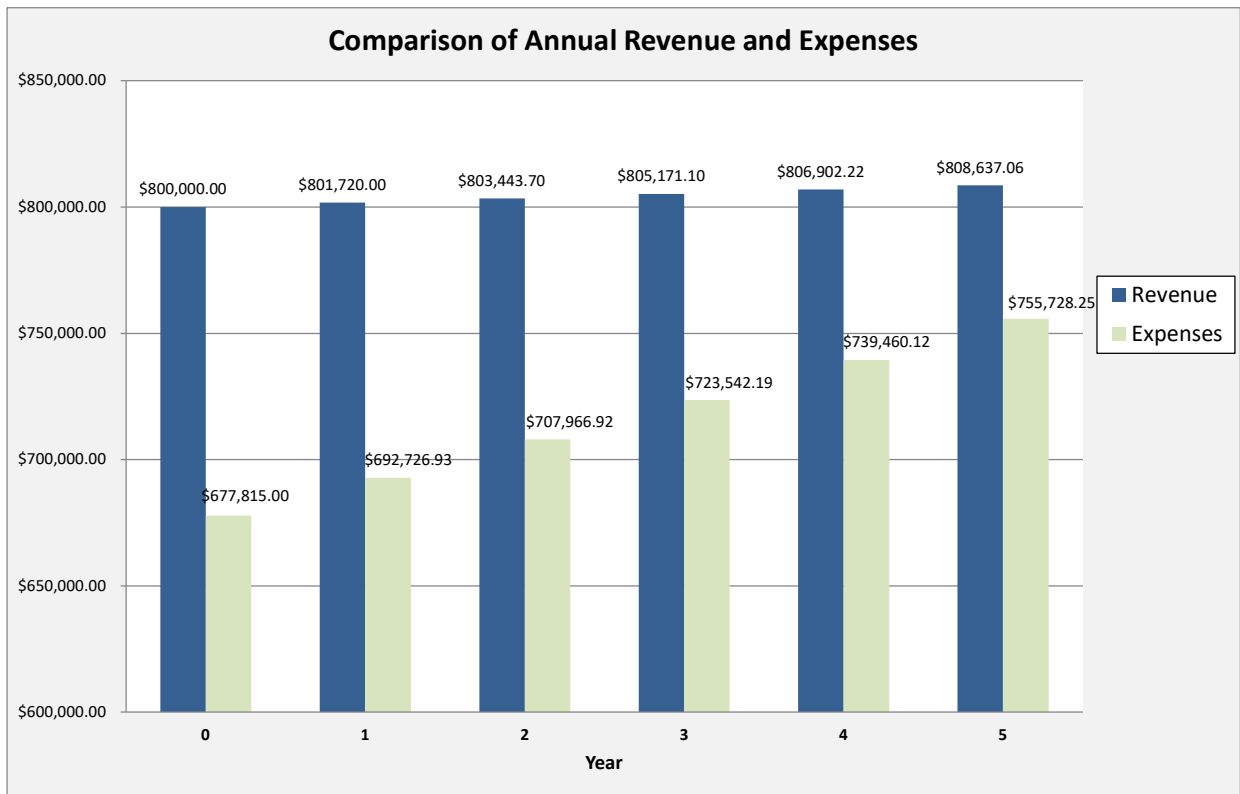
Projected Capital Expenses

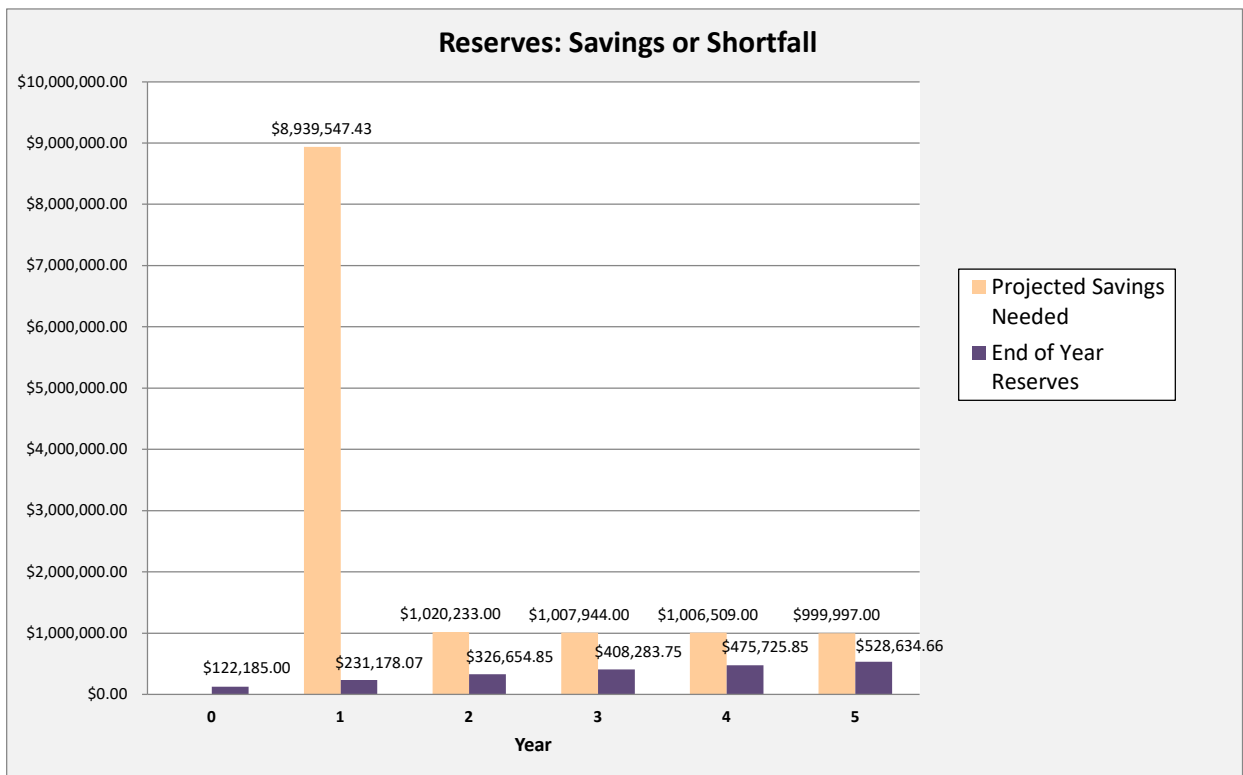
Asset	Cost	Year Needed	No. of Years Until Action Needed	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	Reserve per Year	
				1	2	3	4	5	Total
WWTP ASSIST PUMP	\$10,779.20	12	12	\$898.27	\$898.00	\$898.00	\$898.00	\$898.00	\$4,490.27
WWTP ATTEND BUILDING	\$2,937.49	1	1	\$2,937.49	\$0.00	\$0.00	\$0.00	\$0.00	\$2,937.49
WWTP CHLORINATOR	\$28,784.82	1	1	\$28,784.82	\$0.00	\$0.00	\$0.00	\$0.00	\$28,784.82
WWTP CHLORINE AND	#####	8	8	\$164,754.68	\$164,755.00	\$164,755.00	\$164,755.00	\$164,755.00	\$823,774.68
WWTP CHLORINE AND	\$590,602.50	20	20	\$29,530.13	\$29,530.00	\$29,530.00	\$29,530.00	\$29,530.00	\$147,650.13
WWTP CHLORINE AND	\$5,574.74	8	8	\$696.84	\$697.00	\$697.00	\$697.00	\$697.00	\$3,484.84
WWTP CLARIFIER #1	#####	49	49	\$61,283.96	\$61,284.00	\$61,284.00	\$61,284.00	\$61,284.00	\$306,419.96
WWTP CLARIFIER #2	#####	23	23	\$121,015.90	\$121,016.00	\$121,016.00	\$121,016.00	\$121,016.00	\$605,079.90
WWTP COMMUNICATION	\$6,317.72	24	24	\$263.24	\$263.00	\$263.00	\$263.00	\$263.00	\$1,315.24
WWTP DECOMMISSIONED	\$25,000.00	1	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
WWTP EFFLUENT FLOW	\$7,452.43	4	4	\$1,863.11	\$1,863.00	\$1,863.00	\$1,863.00	\$0.00	\$7,452.11
WWTP EFFLUENT PUMP	\$15,225.58	8	8	\$1,903.20	\$1,903.00	\$1,903.00	\$1,903.00	\$1,903.00	\$9,515.20
WWTP FENCE GATE	\$5,904.76	5	5	\$1,180.95	\$1,181.00	\$1,181.00	\$1,181.00	\$1,181.00	\$5,904.95
WWTP GENERATOR	\$63,048.98	7	7	\$9,007.00	\$9,007.00	\$9,007.00	\$9,007.00	\$9,007.00	\$45,035.00
WWTP INFLUENT FLOW	\$7,452.43	4	4	\$1,863.11	\$1,863.00	\$1,863.00	\$1,863.00	\$0.00	\$7,452.11
WWTP LAB - PH METER	\$3,615.21	7	7	\$516.46	\$516.00	\$516.00	\$516.00	\$516.00	\$2,580.46
WWTP LAB - QUANTI TRAY	\$5,497.01	6	6	\$916.17	\$916.00	\$916.00	\$916.00	\$916.00	\$4,580.17
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$5,110.00	1	1	\$5,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,110.00
WWTP LIFT STATION -	\$11,645.45	6	6	\$1,940.91	\$1,941.00	\$1,941.00	\$1,941.00	\$1,941.00	\$9,704.91
WWTP LIFT STATION -	\$533.73	2	2	\$266.87	\$267.00	\$0.00	\$0.00	\$0.00	\$533.87
WWTP LIFT STATION -	\$30,000.00	15	15	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
WWTP LIFT STATION -	\$30,000.00	10	10	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$15,000.00
WWTP LIFT STATION -	\$30,000.00	10	10	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$15,000.00
WWTP LIFT STATION -	\$30,000.00	16	16	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$9,375.00
WWTP MECHANICAL BAR	\$103,733.88	24	24	\$4,322.25	\$4,322.00	\$4,322.00	\$4,322.00	\$4,322.00	\$21,610.25
WWTP MOBILE BELT	\$230,977.01	8	8	\$28,872.13	\$28,872.00	\$28,872.00	\$28,872.00	\$28,872.00	\$144,360.13
WWTP MODULAR OFFICE	\$101,778.31	22	22	\$4,626.29	\$4,626.00	\$4,626.00	\$4,626.00	\$4,626.00	\$23,130.29
WWTP OUTFALL LINE	\$481,411.10	1	1	\$481,411.10	\$0.00	\$0.00	\$0.00	\$0.00	\$481,411.10
WWTP OXIDATION DITCH	#####	22	22	\$179,300.59	\$179,301.00	\$179,301.00	\$179,301.00	\$179,301.00	\$896,504.59
WWTP OXIDATION DITCH - AERATOR #1	\$59,342.18	16	16	\$3,708.89	\$3,709.00	\$3,709.00	\$3,709.00	\$3,709.00	\$18,544.89
WWTP OXIDATION DITCH - AERATOR #2	\$60,647.71	17	17	\$3,567.51	\$3,568.00	\$3,568.00	\$3,568.00	\$3,568.00	\$17,839.51
WWTP OXIDATION DITCH - FLOATING AERATOR (SPARE)	\$30,906.36	12	12	\$2,575.53	\$2,576.00	\$2,576.00	\$2,576.00	\$2,576.00	\$12,879.53
WWTP OXIDATION DITCH AERATION SYSTEM	#####	47	47	\$49,535.34	\$49,535.00	\$49,535.00	\$49,535.00	\$49,535.00	\$247,675.34
WWTP PORTABLE BUILDING (8' X 12')	\$5,532.47	25	25	\$221.30	\$221.00	\$221.00	\$221.00	\$221.00	\$1,105.30
WWTP RAS/WAS PUMP #1	\$15,831.12	5	5	\$3,166.22	\$3,166.00	\$3,166.00	\$3,166.00	\$3,166.00	\$15,830.22
WWTP RAS/WAS PUMP #2	\$16,535.35	7	7	\$2,362.19	\$2,362.00	\$2,362.00	\$2,362.00	\$2,362.00	\$11,810.19
WWTP SCADA SYSTEM	\$8,080.20	9	9	\$897.80	\$898.00	\$898.00	\$898.00	\$898.00	\$4,489.80
WWTP SEWER INFLUENT CONTROL PANEL	\$23,894.84	6	6	\$3,982.47	\$3,982.00	\$3,982.00	\$3,982.00	\$3,982.00	\$19,910.47
WWTP SLUDGE DEWATERING BOX #1	\$46,591.34	9	9	\$5,176.82	\$5,177.00	\$5,177.00	\$5,177.00	\$5,177.00	\$25,884.82
WWTP SLUDGE DEWATERING BOX #2	\$44,041.57	10	10	\$4,404.16	\$4,404.00	\$4,404.00	\$4,404.00	\$4,404.00	\$22,020.16
WWTP SLUDGE DRYING BEDS 4 & 5	\$341,495.23	19	19	\$17,973.43	\$17,973.00	\$17,973.00	\$17,973.00	\$17,973.00	\$89,865.43
WWTP SLUDGE DRYING BEDS 6-9	\$682,990.46	19	19	\$35,946.87	\$35,947.00	\$35,947.00	\$35,947.00	\$35,947.00	\$179,734.87
LANDFILL	#####	16	16	\$68,005.84	\$68,006.00	\$68,006.00	\$68,006.00	\$68,006.00	\$340,029.84
LANDFILL	\$536,429.38	17	17	\$31,554.67	\$31,555.00	\$31,555.00	\$31,555.00	\$31,555.00	\$157,774.67
HOLIDAY INN LIFT STATION - CHECK VALVE #1	\$13,605.40	45	45	\$302.34	\$302.00	\$302.00	\$302.00	\$302.00	\$1,510.34
HOLIDAY INN LIFT STATION - CHECK VALVE #2	\$13,605.40	45	45	\$302.34	\$302.00	\$302.00	\$302.00	\$302.00	\$1,510.34

HOLIDAY INN LIFT STATION - CHOPPER PUMP #1	\$27,731.10	15	15	\$1,848.74	\$1,849.00	\$1,849.00	\$1,849.00	\$1,849.00	\$9,244.74
HOLIDAY INN LIFT STATION - CHOPPER PUMP #2	\$29,601.91	10	10	\$2,960.19	\$2,960.00	\$2,960.00	\$2,960.00	\$2,960.00	\$14,800.19
HOLIDAY INN LIFT STATION - CHOPPER PUMP SPARE (PROPOSED)	\$23,812.82	16	16	\$1,488.30	\$1,488.00	\$1,488.00	\$1,488.00	\$1,488.00	\$7,440.30
HOLIDAY INN LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
HOLIDAY INN LIFT STATION - FLOATS	\$569.74	5	5	\$113.95	\$114.00	\$114.00	\$114.00	\$114.00	\$569.95
HOLIDAY INN LIFT STATION - SCADA	\$5,950.82	7	7	\$850.12	\$850.00	\$850.00	\$850.00	\$850.00	\$4,250.12
MURPHY LIFT STATION - CHECK VALVE #1	\$5,574.74	4	4	\$1,393.68	\$1,394.00	\$1,394.00	\$1,393.00	\$0.00	\$5,574.68
MURPHY LIFT STATION - CHECK VALVE #2	\$5,574.74	4	4	\$1,393.68	\$1,394.00	\$1,394.00	\$1,393.00	\$0.00	\$5,574.68
MURPHY LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
MURPHY LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
MURPHY LIFT STATION - PUMP #1 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP #2 (5 HP)	\$8,176.00	1	1	\$8,176.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,176.00
MURPHY LIFT STATION - PUMP SPARE (PROPOSED)	\$8,176.00	16	16	\$511.00	\$511.00	\$511.00	\$511.00	\$511.00	\$2,555.00
MURPHY LIFT STATION - SCADA	\$5,950.82	7	7	\$850.12	\$850.00	\$850.00	\$850.00	\$850.00	\$4,250.12
OLD MARATHON LIFT STATION - CHECK VALVE #1	\$13,025.95	43	43	\$302.93	\$303.00	\$303.00	\$303.00	\$303.00	\$1,514.93
OLD MARATHON LIFT STATION - CHECK VALVE #2	\$13,025.95	43	43	\$302.93	\$303.00	\$303.00	\$303.00	\$303.00	\$1,514.93
OLD MARATHON LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
OLD MARATHON LIFT STATION - FLOATS	\$608.17	8	8	\$76.02	\$76.00	\$76.00	\$76.00	\$76.00	\$380.02
OLD MARATHON LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$10,498.81	6	6	\$1,749.80	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$8,749.80
OLD MARATHON LIFT STATION - PUMP #2 (5 HP GORMAN RUPP)	\$10,729.78	7	7	\$1,532.83	\$1,533.00	\$1,533.00	\$1,533.00	\$1,533.00	\$7,664.83
OLD MARATHON LIFT STATION - PUMP SPARE (PROPOSED)	\$9,213.71	16	16	\$575.86	\$576.00	\$576.00	\$576.00	\$576.00	\$2,879.86
OLD MARATHON LIFT STATION - SCADA	\$5,950.82	7	7	\$850.12	\$850.00	\$850.00	\$850.00	\$850.00	\$4,250.12
STUECKES LIFT STATION - CHECK VALVE #1	\$14,210.62	47	47	\$302.35	\$302.00	\$302.00	\$302.00	\$302.00	\$1,510.35
STUECKES LIFT STATION - CHECK VALVE #2	\$14,210.62	47	47	\$302.35	\$302.00	\$302.00	\$302.00	\$302.00	\$1,510.35
STUECKES LIFT STATION - ELECTRICAL CONTROL PANEL	\$10,220.00	1	1	\$10,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,220.00
STUECKES LIFT STATION - FLOATS	\$511.00	1	1	\$511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$511.00
STUECKES LIFT STATION - PUMP #1 (5 HP GORMAN RUPP)	\$8,355.87	1	1	\$8,355.87	\$0.00	\$0.00	\$0.00	\$0.00	\$8,355.87
STUECKES LIFT STATION - PUMP #2 (7.5 HP GORMAN RUPP)	\$10,444.84	1	1	\$10,444.84	\$0.00	\$0.00	\$0.00	\$0.00	\$10,444.84

STUECKES LIFT STATION - PUMP SPARE (PROPOSED)	\$10,220.00	16	16	\$638.75	\$639.00	\$639.00	\$639.00	\$639.00	\$3,194.75
STUECKES LIFT STATION - SCADA	\$5,950.82	7	7	\$850.12	\$850.00	\$850.00	\$850.00	\$850.00	\$4,250.12
SEWER LINE MANHOLE(S)	\$9,297.28	1	1	\$9,297.28	\$0.00	\$0.00	\$0.00	\$0.00	\$9,297.28
SEWER LINE MANHOLE(S)	\$79,690.98	1	1	\$79,690.98	\$0.00	\$0.00	\$0.00	\$0.00	\$79,690.98
SEWER LINE MANHOLE(S)	\$25,235.48	1	1	\$25,235.48	\$0.00	\$0.00	\$0.00	\$0.00	\$25,235.48
SEWER LINE MANHOLE(S)	\$7,969.10	1	1	\$7,969.10	\$0.00	\$0.00	\$0.00	\$0.00	\$7,969.10
SEWER LINE MANHOLE(S)	\$12,508.14	1	1	\$12,508.14	\$0.00	\$0.00	\$0.00	\$0.00	\$12,508.14
SEWER LINE MANHOLE(S)	\$107,212.63	1	1	\$107,212.63	\$0.00	\$0.00	\$0.00	\$0.00	\$107,212.63
SEWER LINE MANHOLE(S)	\$33,950.67	1	1	\$33,950.67	\$0.00	\$0.00	\$0.00	\$0.00	\$33,950.67
SEWER LINE MANHOLE(S)	\$10,721.26	1	1	\$10,721.26	\$0.00	\$0.00	\$0.00	\$0.00	\$10,721.26
SEWER LINE MANHOLE(S)	\$16,769.98	1	1	\$16,769.98	\$0.00	\$0.00	\$0.00	\$0.00	\$16,769.98
SEWER LINE MANHOLE(S)	\$134,159.84	1	1	\$134,159.84	\$0.00	\$0.00	\$0.00	\$0.00	\$134,159.84
SEWER LINE MANHOLE(S)	\$45,278.95	1	1	\$45,278.95	\$0.00	\$0.00	\$0.00	\$0.00	\$45,278.95
SEWER LINE MANHOLE(S)	\$11,738.99	1	1	\$11,738.99	\$0.00	\$0.00	\$0.00	\$0.00	\$11,738.99
SEWER LINE MANHOLE(S)	\$123,340.45	1	1	\$123,340.45	\$0.00	\$0.00	\$0.00	\$0.00	\$123,340.45
SEWER LINE MANHOLE(S)	\$15,417.56	1	1	\$15,417.56	\$0.00	\$0.00	\$0.00	\$0.00	\$15,417.56
SEWER LINE MANHOLE(S)	\$40,085.65	1	1	\$40,085.65	\$0.00	\$0.00	\$0.00	\$0.00	\$40,085.65
SEWER LINE MANHOLE(S)	\$10,792.29	1	1	\$10,792.29	\$0.00	\$0.00	\$0.00	\$0.00	\$10,792.29
SEWER LINE MANHOLE(S)	\$15,503.03	1	1	\$15,503.03	\$0.00	\$0.00	\$0.00	\$0.00	\$15,503.03
SEWER LINE MANHOLE(S)	\$124,024.24	1	1	\$124,024.24	\$0.00	\$0.00	\$0.00	\$0.00	\$124,024.24
SEWER LINE MANHOLE(S)	\$40,307.88	1	1	\$40,307.88	\$0.00	\$0.00	\$0.00	\$0.00	\$40,307.88
SEWER LINE MANHOLE(S)	\$10,852.12	1	1	\$10,852.12	\$0.00	\$0.00	\$0.00	\$0.00	\$10,852.12
SEWER LINE MANHOLE(S)	\$8,905.66	8	8	\$1,113.21	\$1,113.00	\$1,113.00	\$1,113.00	\$1,113.00	\$5,565.21
SEWER LINE MANHOLE(S)	\$73,026.40	8	8	\$9,128.30	\$9,128.00	\$9,128.00	\$9,128.00	\$9,128.00	\$45,640.30
SEWER LINE MANHOLE(S)	\$23,154.71	8	8	\$2,894.34	\$2,894.00	\$2,894.00	\$2,894.00	\$2,894.00	\$14,470.34
SEWER LINE MANHOLE(S)	\$8,905.66	8	8	\$1,113.21	\$1,113.00	\$1,113.00	\$1,113.00	\$1,113.00	\$5,565.21
SEWER LINE MANHOLE(S)	\$7,851.82	23	23	\$341.38	\$341.00	\$341.00	\$341.00	\$341.00	\$1,705.38
SEWER LINE MANHOLE(S)	\$7,317.48	25	25	\$292.70	\$293.00	\$293.00	\$293.00	\$293.00	\$1,464.70
SEWER PIPES	\$9,726.67	1	1	\$9,726.67	\$0.00	\$0.00	\$0.00	\$0.00	\$9,726.67
SEWER PIPES	\$68,534.24	1	1	\$68,534.24	\$0.00	\$0.00	\$0.00	\$0.00	\$68,534.24
SEWER PIPES	\$903,217.59	1	1	\$903,217.59	\$0.00	\$0.00	\$0.00	\$0.00	\$903,217.59
SEWER PIPES	\$325,211.65	1	1	\$325,211.65	\$0.00	\$0.00	\$0.00	\$0.00	\$325,211.65
SEWER PIPES	\$61,468.58	1	1	\$61,468.58	\$0.00	\$0.00	\$0.00	\$0.00	\$61,468.58
SEWER PIPES	\$810,098.65	1	1	\$810,098.65	\$0.00	\$0.00	\$0.00	\$0.00	\$810,098.65
SEWER PIPES	\$65,929.98	1	1	\$65,929.98	\$0.00	\$0.00	\$0.00	\$0.00	\$65,929.98
SEWER PIPES	\$868,847.87	1	1	\$868,847.87	\$0.00	\$0.00	\$0.00	\$0.00	\$868,847.87
SEWER PIPES	\$261,611.69	1	1	\$261,611.69	\$0.00	\$0.00	\$0.00	\$0.00	\$261,611.69
SEWER PIPES	\$698,931.77	1	1	\$698,931.77	\$0.00	\$0.00	\$0.00	\$0.00	\$698,931.77
SEWER PIPES	\$280,599.52	1	1	\$280,599.52	\$0.00	\$0.00	\$0.00	\$0.00	\$280,599.52
SEWER PIPES	\$42,664.34	1	1	\$42,664.34	\$0.00	\$0.00	\$0.00	\$0.00	\$42,664.34
SEWER PIPES	\$562,245.29	1	1	\$562,245.29	\$0.00	\$0.00	\$0.00	\$0.00	\$562,245.29
SEWER PIPES	\$225,724.12	1	1	\$225,724.12	\$0.00	\$0.00	\$0.00	\$0.00	\$225,724.12
SEWER PIPES	\$406,303.41	1	1	\$406,303.41	\$0.00	\$0.00	\$0.00	\$0.00	\$406,303.41
SEWER PIPES	\$4,298.46	3	3	\$1,432.82	\$1,433.00	\$1,433.00	\$0.00	\$0.00	\$4,298.82

SEWER PIPES	\$20,423.64	8	8	\$2,552.96	\$2,553.00	\$2,553.00	\$2,553.00	\$2,553.00	\$12,764.96
SEWER PIPES	\$269,164.63	8	8	\$33,645.58	\$33,646.00	\$33,646.00	\$33,646.00	\$33,646.00	\$168,229.58
SEWER PIPES	\$216,110.65	8	8	\$27,013.83	\$27,014.00	\$27,014.00	\$27,014.00	\$27,014.00	\$135,069.83
SEWER PIPES	\$1,513.96	16	16	\$94.62	\$95.00	\$95.00	\$95.00	\$95.00	\$474.62
SEWER PIPES	\$2,671.70	16	16	\$166.98	\$167.00	\$167.00	\$167.00	\$167.00	\$834.98
SEWER PIPES	\$3,933.33	18	18	\$218.52	\$219.00	\$219.00	\$219.00	\$219.00	\$1,094.52
SEWER PIPES	\$4,213.55	1	1	\$4,213.55	\$0.00	\$0.00	\$0.00	\$0.00	\$4,213.55
SEWER PIPES	\$14,100.63	19	19	\$742.14	\$742.00	\$742.00	\$742.00	\$742.00	\$3,710.14
SEWER PIPES	\$18,054.74	20	20	\$902.74	\$903.00	\$903.00	\$903.00	\$903.00	\$4,514.74
SEWER PIPES	\$1,172.58	24	24	\$48.86	\$49.00	\$49.00	\$49.00	\$49.00	\$244.86
SEWER PIPES	\$5,153.41	24	24	\$214.73	\$215.00	\$215.00	\$215.00	\$215.00	\$1,074.73
SEWER PIPES	\$5,319.65	24	24	\$221.65	\$222.00	\$222.00	\$222.00	\$222.00	\$1,109.65
SEWER PIPES	\$7,302.64	18	18	\$405.70	\$406.00	\$406.00	\$406.00	\$406.00	\$2,029.70
SEWER PIPES AND MANHOLE(S)	\$162,830.78	1	1	\$162,830.78	\$0.00	\$0.00	\$0.00	\$0.00	\$162,830.78
SEWER PIPES AND MANHOLE(S)	\$12,199.95	1	1	\$12,199.95	\$0.00	\$0.00	\$0.00	\$0.00	\$12,199.95
SEWER PIPES AND MANHOLE(S)	\$48,488.34	9	9	\$5,387.59	\$5,388.00	\$5,388.00	\$5,388.00	\$5,388.00	\$26,939.59
SEWER PIPES AND MANHOLE(S) - COVEY LANE	\$18,439.02	25	25	\$737.56	\$738.00	\$738.00	\$738.00	\$738.00	\$3,689.56
SEWER PIPES AND MANHOLE(S) - QUAIL RIDGE	\$41,559.74	28	28	\$1,484.28	\$1,484.00	\$1,484.00	\$1,484.00	\$1,484.00	\$7,420.28
SEWER PIPES AND MANHOLE(S) - SCOWNS ADDITION	\$40,360.44	20	20	\$2,018.02	\$2,018.00	\$2,018.00	\$2,018.00	\$2,018.00	\$10,090.02
BACKHOE	\$104,585.21	8	8	\$13,073.15	\$13,073.00	\$13,073.00	\$13,073.00	\$13,073.00	\$65,365.15
BOBCAT	\$45,380.78	26	26	\$1,745.41	\$1,745.00	\$1,745.00	\$1,745.00	\$1,745.00	\$8,725.41
FLATBED W/ RECEIVER & TOOL BOXES	\$5,167.01	9	9	\$574.11	\$574.00	\$574.00	\$574.00	\$574.00	\$2,870.11
PRESSURE WASHER - GAS POWERED	\$3,647.22	5	5	\$729.44	\$729.00	\$729.00	\$729.00	\$729.00	\$3,645.44
PUSH CAMERA - 10" LCD MONITOR	\$7,059.01	11	11	\$641.73	\$642.00	\$642.00	\$642.00	\$642.00	\$3,209.73
RODDER	\$60,055.11	9	9	\$6,672.79	\$6,673.00	\$6,673.00	\$6,673.00	\$6,673.00	\$33,364.79
SEWER JETTER/TRAILER	\$60,828.44	1	1	\$60,828.44	\$0.00	\$0.00	\$0.00	\$0.00	\$60,828.44
TRACTOR LAWN MOWER	\$3,232.07	1	1	\$3,232.07	\$0.00	\$0.00	\$0.00	\$0.00	\$3,232.07
TRASH PUMP 3"	\$4,158.00	10	10	\$415.80	\$416.00	\$416.00	\$416.00	\$416.00	\$2,079.80
TRASH PUMP 4"	\$4,393.55	7	7	\$627.65	\$628.00	\$628.00	\$628.00	\$628.00	\$3,139.65
VEHICLE - 2018 FORD F- 250	\$24,044.36	2	2	\$12,022.18	\$12,022.00	\$0.00	\$0.00	\$0.00	\$24,044.18
VEHICLE - 2024 CHEVROLET DOUBLE CAB	\$51,608.32	8	8	\$6,451.04	\$6,451.00	\$6,451.00	\$6,451.00	\$6,451.00	\$32,255.04
VEHICLE - 2024 FORD F- 250	\$61,062.41	8	8	\$7,632.80	\$7,633.00	\$7,633.00	\$7,633.00	\$7,633.00	\$38,164.80
WELL & WATER PIPES, NON-POTABLE	\$584,630.25	1	1	\$584,630.25	\$0.00	\$0.00	\$0.00	\$0.00	\$584,630.25
Total	#####			#####	\$1,020,233.00	\$1,007,944.00	\$1,006,509.00	\$999,997.00	#####





Appendix B. Insituform Manhole and Pipe Condition Assessment Proposal

TECHNICAL PROPOSAL

Manhole and Mainline Condition Assessment



Prepared by:



Timothy N. Naylor
Commercial Manager
512-677-8732

March 25, 2026

CONDITION ASSESSMENT SCOPE OF SERVICES

PROJECT DESCRIPTION

This project will consist of:

- 1) Locate and inspect mainline manholes for the City of Alpine Wastewater Collection System.
- 2) Clean and CCTV mainlines as recommended for the Wastewater Collection System.
- 3) Prepare a condition assessment report.

The approach to the work tasks is organized around the City's objectives for this project:

- Asset Condition Assessment
- Cost controls and least cost rehabilitation alternatives
- Attainment of long-term infiltration/inflow solutions
- Customer satisfaction

Figure 1 and Figure 2 present the project's general location and flow chart for the condition assessment. Work tasks associated with this project include condition assessment of the wastewater collection system.

FIGURE 1 – WASTEWATER COLLECTION SYSTEM

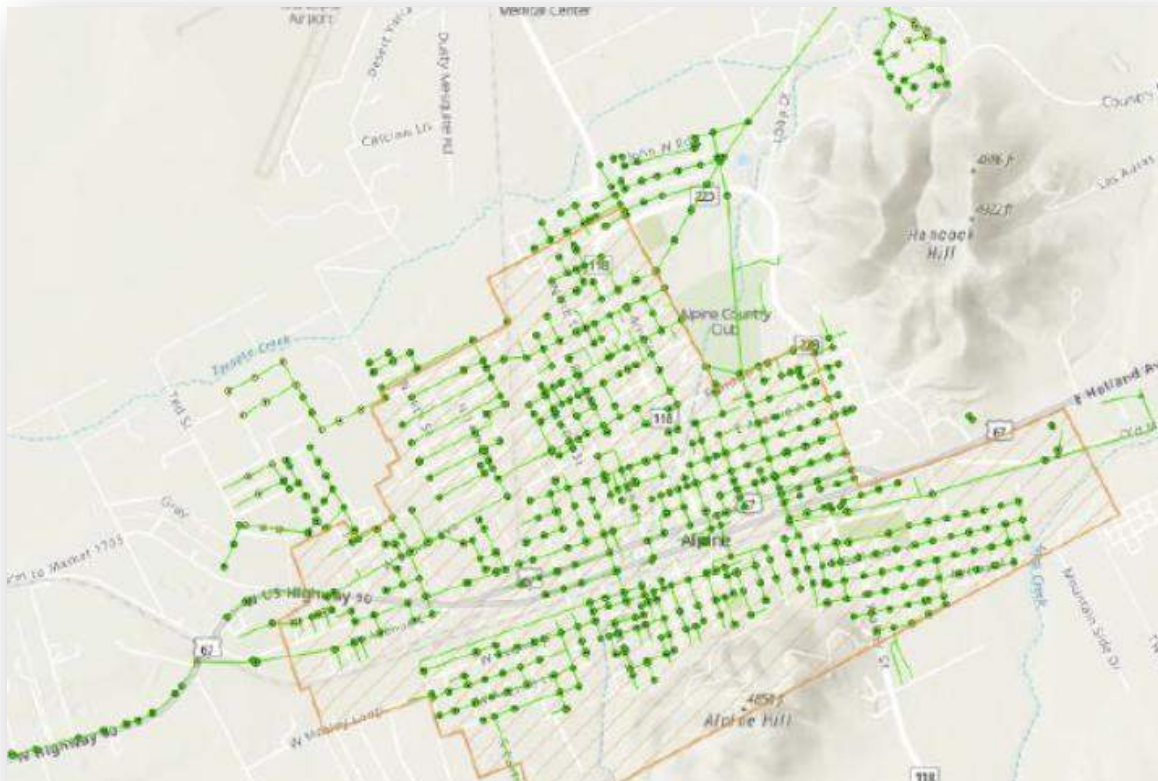
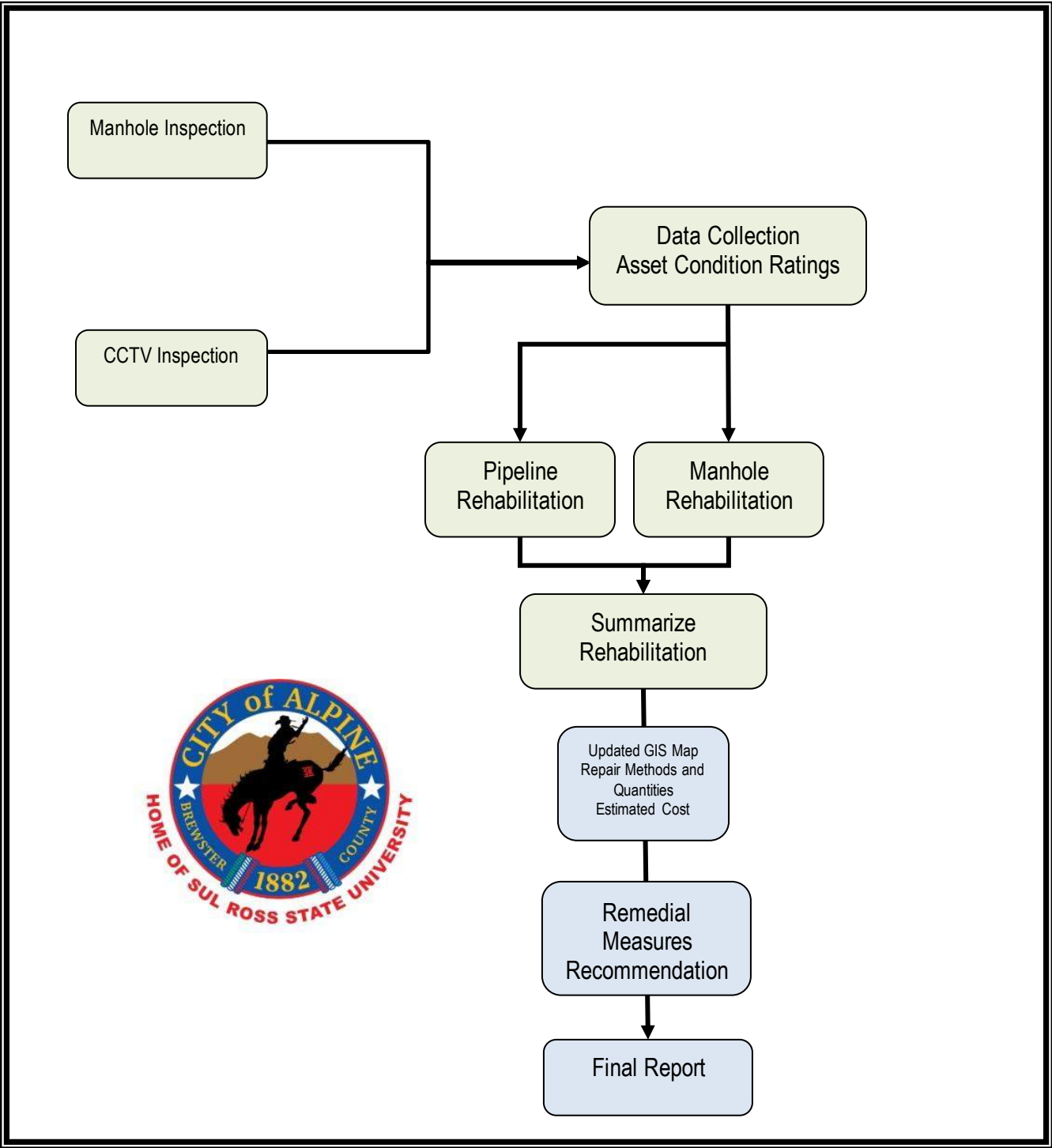


FIGURE 2 - OPERATIONAL FLOW CHART FOR CONDITION ASSESSMENT



BASIC SERVICES

CONDITION ASSESSMENT

Insituform will locate and inspect accessible manholes and gather data for the condition assessment. Table 1 presents a summary of the condition ratings to be used for manholes. Those assets with condition ratings of “D” or “E” will be recommended for remedial measures.

The condition rating for pipes will use the codes presented in Table 2. Each pipeline recommended for CCTV will be pre-cleaned using jet/vac and CCTV inspected using the national Pipeline Assessment Certification Program (PACP) protocols.

TASK 100 PROJECT ADMINISTRATION/MOBILIZATION

Mobilize project team and coordinate startup. Establish personnel assignments and responsibilities. Inventory equipment needs and order expendable supplies.

This task includes internal project administration and oversight, including scheduling, budgeting, quality assurance and control, and project updates throughout all phases of the project. The project schedule will be reviewed in detail, and milestones for completing each task will be assigned. The project schedule will be reviewed and updated monthly to ensure that all tasks are completed in a timely and organized manner.

Management work items include:

1. Field crew supervision and project planning.
2. Obtain initial maps for field use and verification.
3. Prepare monthly billings.
4. Schedule equipment and order supplies.
5. Meetings and progress reports.

To Be Provided by the City of Alpine or others:

1. Previous studies for the service areas to be investigated (if requested).
2. Current GIS sewer maps for the study area.
3. Access for placement of equipment and personnel (if requested).
4. As-built drawings, sewer key maps, street plans, electronic aerial photographs if available and if requested at no cost to Insituform.

TASK 200 MANHOLE/PIPE INSPECTION

Manholes can be a significant source of extraneous infiltration/inflow and thereby reduce system wet weather capacity. Each accessible manhole within the study area will be inspected to establish the condition and document defects. The defect rating for manholes is presented in Table 1. The data gathered during this phase of the project will be used to prioritize manholes for any rehabilitation and establish the base data necessary to determine CCTV feasibility. Other important deliverables resulting from this work task are the updating of the collection system map, determination of debris levels in pipes and verification of pipe sizes. This information is critical in preparing subsequent rehabilitation plans and cleaning requirements to restore capacity.

Insituform may request the City of Alpine to expose / open / raise, as needed, any known buried manholes. Manholes may be located by surface inspection and metal detectors. Inspection personnel will use digital cameras during the inspection of all manholes on this project. All digital photographs will be included so that a permanent electronic record can be maintained. During inspection, each of the following types of information will be obtained to establish the condition and prioritize least cost repairs:

1. Study Area Designation.
2. City Manhole/Cleanout ID (incorporating City numbering protocol).
3. Inspection Status (buried, could not locate, no access, etc.).
4. Address and Sub-meter GPS coordinate (x,y) of manholes and mainline cleanouts.
5. Surface cover, grade, type of cover (paved, yard, etc.).
6. Material of construction – brick, concrete, etc.
7. The casting/cone condition and manhole cover will be inspected for defects and evaluated for such items as vented covers that are in low ponding areas since casting/cone connection and covers are possible sources of inflow.
8. Manhole wall integrity will be inspected for signs of root intrusion, deterioration of mortar joints, loose or missing bricks, signs of surcharge, etc.
9. The bench will be inspected for defects, debris, flow conditions thru the manhole and any signs of settlement that may impede the achievement of design flows.
10. Area and Internal photo of manhole.
11. All incoming and outgoing pipe depths measured from rim to invert to 0.01 ft.
12. All incoming and outgoing pipe digital photographs.
13. Outgoing pipe length.
14. Defects – Active, Evidence or No Infiltration/Inflow with digital photographs (using asset ID for the file names).
15. Field corrections to collection system map.

The following will be prepared for inclusion in the final report:

1. Documentation with summary of field observations.
2. Condition rating of manholes.
3. Inventory of manholes/lines inspected.
4. Digital condition assessment photos.
5. Documentation for preparing manhole rehabilitation quantities.
6. Updated GIS.
7. Prioritized manhole repair recommendations and cost estimates.
8. Review of internal pipe photographs to summarize the mainline condition.

To Be Provided by the City or others:

1. Current collection system GIS files.
2. Access (if requested) to manholes that are buried or could not be opened. Insituform will submit to the City those manholes that are buried, could not be accessed, or could not be opened. If these manholes are made accessible while field work is ongoing, then Insituform will reinspect to complete the inspection.

Payment for this work task shall be a unit price for each manhole/mainline cleanout documented. Manholes that could not be located using metal detectors or probes will be listed as Could Not Locate (CNL). CNL manholes will not be billed. The City will provide replacement covers at no cost should a cover be broken while attempting to open.

TASK 300 PIPE CLEANING & CCTV INSPECTION

Task 300 will be performed by an Azuria affiliated cleaning and CCTV contractor under the supervision of Insituform. Preparatory cleaning will consist of hydraulic jet cleaning to facilitate the internal CCTV inspection. The following information will be provided:

To Be Provided by Insituform:

1. Preliminary list of line segments recommended to be cleaned and CCTV'd.

To Be Provided by Insituform:

1. Finalized list of line segments to undergo cleaning and CCTV inspection.
2. Preparatory cleaning of final CCTV pipe segments.
3. CCTV inspection of recommended pipe segments using PACP coding and protocol.
4. Provide CCTV video including:
 - a. Date inspected
 - b. Line segment inspected
 - c. Location (Address) and Asset ID
 - d. Digital video of inspection and inspection logs in pdf format

TASK 400 CONDITION ASSESSMENT FINAL REPORT

This project will generate a considerable amount of data that will require proper entry and quality control. Data analysis will include the following:

1. Much of the baseline data required for rehabilitation decision is gathered during the normal course of field investigations. For example, “area photos” are taken of each manhole in the direction of the outgoing pipe. This photograph not only shows the location of the manhole but also provides data on the line cover and easement conditions.
2. Review of CCTV data provided by Insituform and the City. An overall pipeline condition rating, as shown in Table 2, will be assigned.
3. Preliminary rehabilitation recommendations will consider the best repair for the particular asset (manhole, pipeline, etc.) being rehabilitated. A long-term solution may have an initial higher cost but provide a higher level of service with lower operating and maintenance cost over time. The supporting data will be provided in electronic format. This analysis does not include any final engineering design such as evaluation of utility conflicts or surveying.

Prepare and submit final report. The report will include the following sections:

1. Executive Summary.
2. Description of tasks undertaken including methodologies.
3. Condition Assessment findings.
4. Remedial Measures Plan.
5. Conclusions and Recommendations.
6. Maps.
7. All photographs, CCTV video, logs, maps, GIS files, data and report narrative will be provided electronically. One (1) hard copy of the final report will be provided, if requested.

Major system deficiencies that are identified during the field inspections that, if corrected, would result in a significant reduction in I/I or are deemed to be of a safety concern will be recorded and forwarded as soon as possible to the City’s designated project representative.

TABLE 1
MANHOLE CONDITION ASSESSMENT RATINGS

A = Very Good

Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration.

B = Good

Manhole has no significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include slightly loose casting, minor corrosion of metal surfaces, minor deterioration of concrete mortar between bricks, minor cracks, etc.

C = Fair

Manhole has no significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Light infiltration/inflow may be present. Nominal defects may include loose casting, nominal corrosion of metal surfaces, deterioration of concrete mortar between bricks or concrete walls, minor evidence of infiltration/inflow at precast joint sections, etc.

D = Poor

Manhole has moderate structural defects that may include cracks, loose bricks, separated casting, moderate root intrusion, broken cover and defects that may impact system hydraulics due to structural issues or contribute to significant infiltration/inflow. Some visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Moderate to severe defects may include loose casting, moderate to severe corrosion of metal surfaces, deterioration of concrete mortar between bricks, moderate to severe deterioration of precast wall sections and precast joint defects, etc. Manhole inspection was completed, and the manhole will be addressed in the remediation plan.

E = Very Poor

Manhole may have severe structural defects that may include potential for structural failure, missing bricks, separated/broken casting, severe root intrusion, broken/missing cover and defects that may impact system hydraulics or contribute to significant infiltration/inflow. Visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Severe defects may include separated/broken casting/cover, severe corrosion of metal surfaces, missing mortar between bricks, etc. Manhole inspection was completed, and the manhole will be addressed in the remediation plan or immediate repair may be warranted based on condition.

TABLE 2
MAINLINE CONDITION ASSESSMENT ASSET RATINGS

A = Very Good

Minor defects which may include tight non-displaced cracks or other mild material degradation.

B = Good

Pipe wall deformation from construction impacts or less than 10% of diameter from structural deterioration, minor corrosion, slightly open non-displaced fractures, or other moderate material degradation.

C = Fair

Pipe wall deformation less than 25% from structural deterioration combined with hinge cracks, displaced fractures, or moderate corrosion, but no pipe wall reinforcement visible.

D = Poor

Significant missing material or broken material, severe corrosion with exposed pipe wall reinforcement, or pipe wall deformation greater than 25% from structural deterioration combined with hinge fractures.

E = Very Poor

Structural collapse, which has or could likely cause SSO; or collapse imminent.

PRICING & SCHEDULE

Item	Description	QTY	Unit	Unit Price	Total
1	Mobilization - MH Inspection Crew	1	EA	\$ 15,000.00	\$ 15,000.00
2	Manhole/Cleanout & Sewer Line Visual Inspection	656	EA	\$ 220.00	\$ 144,320.00
3	Mobilization - Clean and TV Crew	1	EA	\$ 15,000.00	\$ 15,000.00
4	6" - 12" Standard Clean and TV (Up to 3 passes with nozzle)	48000	LF	\$ 5.25	\$ 252,000.00
5	Database, Cost Estimates, Mapping, and Final Reports	1	LS	\$ 49,500.00	\$ 49,500.00
6	Owner Contingency Allowance (Unforeseen or Supplemental Items)	1	Allowance	\$ 50,000.00	\$ 50,000.00
					\$ 525,820.00
	Supplemental Items (if required)				
Supp 1	Traffic Control - Lane Closure		Day	\$ 2,500.00	
Supp 2	Traffic Control - DOT or County Controlled		Day	\$ 3,500.00	
Supp 3	Flagmen		HR	\$ 75.00	
Supp 4	Traffic Guard - Shadow Vehicle		Day	\$ 2,000.00	
Supp 5	Lighted Arrow Board (Per Arrow Board)		Day	\$ 300.00	
Supp 6	Traffic Control Plan (3rd Party Certified)		EA	\$ 3,000.00	

Task	Description	Month						
		1	2	3	4	5	6	7
100	Project Administration/Mobilization							
200	Manhole/Pipe Inspection							
300*	Pipe Cleaning existing 6"-12" sanitary sewer							
300*	CCTV Inspection							
400	Database, Cost Estimates, Mapping, and Final Reports							

*Third-Party Contractor to perform Cleaning & CCTV

OWNER TO PROVIDE:

1. PERMITS.
2. ACCESS TO MANHOLES INCLUDING, LOCATING AND EXPOSING BURIED MH'S.
3. WATER COST – METER AT NEARBY HYDRANTS.
4. DUMPSITE FOR LOOSE DEBRIS REMOVED FROM PIPE.

PROPOSAL EXCLUSIONS:

1. HEAVEY CLEANING (MORE THAN 3 PASSES).
2. MECHANICAL CLEANING (ROOT CUTTING, HEAVY GREASE, MINERAL DEPOSITS, FIXED DEBRIS ETC.).
3. OBSTRUCTION REMOVAL.
4. BYPASS PUMPING.

Appendix C. GIS Training Sign-In Sheets

**CITY OF ALPINE
ALPINE WASTEWATER SYSTEM
TWDB ASSET MANAGEMENT PROGRAM FOR SMALL SYSTEMS
JM PROJECT NO. 24331 / TWDB
SIGN-IN SHEET
GIS TRAINING (TEAMS MEETING)
MAY 22, 2025 @ 10:00 AM**

<u>Name</u>	<u>Company</u>	<u>Email Address</u>	<u>Telephone #</u>
1. Andy Vecellio, P.E. X	Jacob & Martin	avecellio@jacobmartin.com	325-695-1070
2. Chris Mayhall X	Jacob & Martin	cmayhall@jacobmartin.com	325-695-1070
3. Richard Wylie X	City of Alpine	awwtp@ci.alpine.tx.us	432-294-0526
4. Mike Maciaz X	City of Alpine	awwtp@ci.alpine.tx.us	432-294-0526
5.			
6.			
7.			

**CITY OF ALPINE
ALPINE WASTEWATER SYSTEM
TWDB ASSET MANAGEMENT PROGRAM FOR SMALL SYSTEMS
JM PROJECT NO. 24331 / TWDB
SIGN-IN SHEET
GIS TRAINING (TEAMS MEETING)
APRIL 1, 2026 @ 2:00 PM**

<u>Name</u>	<u>Company</u>	<u>Email Address</u>	<u>Telephone #</u>
1. Chris Mayhall X	Jacob & Martin	cmayhall@jacobmartin.com	325-695-1070
2. Ashley Danley X	City of Alpine	compliance.tech@ci.alpine.tx.us	432-294-0526
3.			
4.			
5.			
6.			
7.			

Appendix D. Water Conservation and Drought Contingency Plan

Water Conservation and Drought Contingency Plan

for the

City of Alpine

January 2025

Prepared by



(325) 695-1070

www.jacobmartin.com

TABLE OF CONTENTS

1.0 Water Conservation Plan

Section 1.1	General	4
Section 1.2	Utility Profile	4
Section 1.3	Water Conservation Goals	4
Section 1.4	Schedule for Implementing Plan to Achieve Targets and Goals	5
Section 1.5	Tracking Targets and Goals	5
Section 1.6	Metering Devices	6
Section 1.7	Universal Metering	6
Section 1.8	Unaccounted—for Water Use	6
Section 1.9	Continuing Public Education & Information	6
Section 1.10	Non-Promotional Water Rate Structure	6
Section 1.11	Enforcement Procedure & Plan Adoption	7
Section 1.12	Coordination with Region B Planning Group	7
Section 1.13	Plan Review and Update	7

2.0 Drought Contingency Plan

Section 2.1	Declaration of Policy, Purpose, and Intent	8
Section 2.2	Public Involvement	8
Section 2.3	Wholesale Water Customer Education	8
Section 2.4	Coordination with Regional Water Planning Group	8
Section 2.5	Authorization	8
Section 2.6	Application	9
Section 2.7	Criteria for Initiation and Termination of Drought Response Stages	9
Section 2.8	Drought Response Stages	9
Section 2.9	Drought Responses	11
Section 2.10	Pro Rata Water Allocation	14
Section 2.11	Enforcement	14
Section 2.12	Variances	14
Section 2.13	Wholesale Contracts	15
Section 2.14	Severability	15

APPENDICES

Appendix A Alpine City Map

Appendix B Alpine CCN Map

Appendix C Municipal Use Public Water Supply Utility Profile

Appendix D Resolution Adopting Water Conservation and Drought Contingency Plan

Appendix E Letter to Regional Water Planning Group

1.0 WATER CONSERVATION PLAN

1.1 General

This Conservation Plan has been developed to meet the requirements of 30 TAC §288.5 for the City of Alpine (the City) which is a retail public water supplier of treated water to residents and commercial and industrial businesses located in the City of Alpine, Brewster County, Texas.

1.2 Utility Profile

The City of Alpine operates a public water system that provides potable water service for a population of approximately 6,000. The TWDB Water Use Survey lists the municipal water use of the City of Alpine for 2023 at 167.42 MG per year or 0.46 MG per day. The City of Alpine's Water and Sewer Certificate of Convenience and Necessity (CCN) number is 11043 and 20417, respectively. Alpine's Public Water Supply Identification Number (PWS ID) is TX0220001. A map of the City is included in Appendix A. Appendix B includes a map of the City's CCN. The municipal use public water supply utility profile for Alpine is included in Appendix C.

The City obtains groundwater from 12 wells. The source water is treated with free chlorine for disinfection. All of the wells are owned by the City. The City has a total of ten water storage tanks for a total storage volume of 3.6 million gallons.

The City of Alpine currently has no wholesale customers.

1.3 Water Conservation Goals

The average water use for the City of Alpine over the past five years is 237 gallons per capita per day (gpcd). The City's goal for water use is a 11.4 percent reduction by 2034. This goal is to reduce per capita use by 27 gallon per day per user to 210 gpcd. The 5-year water reduction goal is to reduce to 225 gpcd, and the 10-year water reduction goal is to reduce to 210 gpcd. The average single family residential water use for the past five years has been 101 gpcd. The 5-year residential goal is to reduce water use by 3 gpcd to 98 gpcd, and the 10-year residential goal is to reduce water by 6 gpcd to 95 gpcd. These goals are in line with the overall water conservation goals outlined by both the State of Texas and the TWDB Region E Water Conservation and Drought Management recommendations.

In addition, the City of Alpine over the past five years has experienced on average approximately 19% water loss through the water system, which equates to a water loss of approximately 45 gpcd. The City's 5-year goal is to reduce water loss to below 35 gpcd. The 10-year goal is to reduce water loss to below 30 gpcd. The 5 and 10-year goals will be met through replacement of old meters and distribution lines and through more accurate recording of unaccounted for water.

1.4 Schedule for Implementing Plan to Achieve Targets and Goals

The City of Alpine will adhere to the following schedule, to achieve the targets and goals for water conservation:

- Annual calibration of the master meters
- Residential water meters will continue to be monitored for accuracy annually and replaced on a fifteen-year cycle or as needed
- Water audits shall be conducted annually
 - Real water losses shall be identified and corrected
 - Real water losses shall be minimized by replacement of deteriorating water mains and appurtenances, as is conducted by City of Alpine staff on an on-going basis
- The City of Alpine will make available for viewing at City Hall water conservation materials developed by the staff, materials obtained from the Texas Water Development Board, Texas Commission on Environmental Quality, or other sources.
- A Leak Detection Program shall be implemented by the City of Alpine, which reduces real water losses.

For wholesale customers, every water supply contract entered into or renewed after official adoption of the water conservation plan, including contract extensions:

- Each wholesale customer must develop and implement a water conservation plan or water conservation measures using the applicable elements of 30 TAC §288.5.
- If wholesale customers intend on reselling the water, then the contract between the City of Alpine and its wholesale customers must provide that the contract for resale of the water have water conservation requirements in line with 30 TAC §288.5.
- A reservoir systems operation plan, if applicable; including plans to optimize water supplies as one of its significant goals.

The City of Alpine currently does not have any wholesale customers.

1.5 Tracking Targets and Goals

The City of Alpine staff shall track targets and goals by utilizing the following procedures:

- Logs shall be maintained for meter calibration, meter testing, and meter replacement programs
- Annual water audits shall be documented and kept in the Utility Department files
- Staff will keep a record of the number of mail-outs distributed semi-annually
- Rates and the fee schedule are to be reviewed and set annually by resolution
- Logs shall be maintained for the utility's Leak Detection Program

1.6 Metering Devices

All metering devices used by the City to meter water are accurate to within plus or minus 5%. All master meter are calibrated regularly and replaced as needed. Alpine inspects all residential, commercial, and industrial meters on a regular basis and when Alpine observes abnormally high or low usage for a customer. These meters are replaced as needed.

1.7 Universal Metering

All service connections in the Alpine water distribution system are metered. The City promotes an aggressive leak detection and repair program along with a computerized billing system, which together result in an accurate accounting of delivery of water.

1.8 Unaccounted-For Water Use

The City utilizes a record management program which includes water pumped, water sold, water loss and daily average water usage. In addition, the City separates water users and sales into categories of single-family residential, multi-family residential, commercial and industrial. The City visually inspects distribution lines for leaks on a daily basis and repairs reported and visually detected leaks in a timely manner. With detailed record management and leak detection programs, the City is able to minimize unaccounted-for water use.

1.9 Continuing Public Education & Information

Alpine has available at their main office posted information, pre-printed brochures, etc. pertaining to water conservation, which water customers can view and pickup at their convenience. The City also holds meetings open to the public where questions and comments can be discussed pertaining to water conservation.

1.10 Non-Promotional Water Rate Structure

Alpine has adopted a non-promotional water rate structure as outlined below. With a water rate structure which includes a per thousand-gallon charge, the City shifts the cost of supplying water to those customers who use water the most. The rates contained in this plan are subject to change from time to time as deemed appropriate and necessary by City Council.

Water Rate Structure:

- Minimum Charge – Residential Rates (Base Rates)
 - 3/4–inch = \$8.00
 - 1–inch = \$11.00
 - 1 1/2–inch = \$16.00
 - 2–inch = \$20.00

- Minimum Charge – Commercial Rates (Base Rates)
 - 3/4–inch = \$9.00
 - 1–inch = \$12.00
 - 1 1/2–inch = \$17.00
 - 2–inch = \$21.00
 - 3–inch = \$34.00
 - 4–inch = \$43.00
 - 6–inch = \$58.00
 - 8–inch = \$69.00
- Residential and Commercial Water Rates (per thousand gallons)
 - Minimum (first 2,000 gallons) = \$8.57
 - For every 1,000 gallons over 2,000 gallons = \$3.30
 - For every 1,000 gallons over 5,000 gallons = \$3.35
 - For every 1,000 gallons over 12,000 gallons = \$3.40
 - For every 1,000 gallons over 25,000 gallons = \$3.50
 - For every 1,000 gallons over 100,000 gallons = \$3.60
- Bulk Water Rates
 - First 1,000 gallons = \$50.00
 - For Every 1,000 gallons thereafter = \$45.00

1.11 Enforcement Procedure & Plan Adoption

This water conservation plan has been adopted by the City of Alpine on January 21, 2025, and a copy of the resolution adopting the Plan is included in Appendix D. The adopted Plan will be enforced by the City by providing water service only to customers complying with the Plan and discontinuing service to customers who do not pay their water bills or refuse to comply with the Plan.

1.12 Coordination with Region E Planning Group

The service area of the City of Alpine is located within the Region E water planning area and the City has provided a copy of this water conservation plan to Region E Planning Group.

1.13 Plan Review and Update

The City of Alpine will review and update this water conservation plan, as needed, based on new or updated information, such as adoption or revision of the regional water plan. The water conservation plan will be updated again before January 1, 2030 and every five (5) years thereafter.

2.0 DROUGHT CONTINGENCY PLAN

2.1 Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and/or to protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Alpine adopts the following Drought Contingency Plan (the Plan).

2.2 Public Involvement

Opportunity for the public and wholesale water customers to provide input into the preparation of the Plan was provided by the City of Alpine by means of scheduling and providing public notice of a public meeting to accept input on the Plan.

2.3 Wholesale Water Customer Education

The City of Alpine will periodically provide wholesale water customers with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of mailing a copy of the Plan to the wholesale customers. The City of Alpine currently does not have any wholesale customers.

2.4 Coordination with Regional Water Planning Groups

The water service area of the City of Alpine is located within the Far West Texas Region E and the City of Alpine has made a copy of the Plan available to the Far West Texas Region E water planning group.

2.5 Authorization

The City Manager or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The City Manager or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. As a wholesale public water supplier, the City of Alpine shall review and update, as appropriate, the Drought Contingency Plan, at least every five years, based on new or updated information, such as adoption or revision of the regional water plan.

2.6 Application

The provisions of this Plan shall apply to all customers utilizing water provided by the City of Alpine. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

2.7 Criteria for Initiation and Termination of Drought Response Stages

The City Manager or his/her designee shall monitor water supply and/or demand conditions on a weekly basis, shall monitor water storage tank levels on a continual basis, and shall determine when conditions warrant initiation or termination of each stage of the Plan. Customer notification of the initiation or termination of drought response stages will be made by mail or telephone. The news media will also be informed.

The triggering criteria described below are based on the amount of water available in the finished water storage tank and the current capacities of wells per pressure plane. Based on a recent analysis of the water sources for the City, the capacities of the wells are 75 gallons per minute (GPM) for the Sul Ross Pressure Plane, 790 GPM for the Upper Hill Pressure Plane, and 1,300 GPM for the Lower Hill Pressure Plane. Water supply for the Sul Ross Pressure Plane is supplemented by the Lower Hill Pressure Plane. Currently, the Upper Hill Pressure Plane operates independently and will do so until the existing booster pump station is operational and able to be put online.

The primary storage tanks to supply the water distribution systems for the three pressure planes are the Upper Hill Tank, the Lower Hill Tank, and the Sul Ross Tank. Maintaining suitable water levels in these three tanks is an indication of sufficient water supply for the demand. Additionally, water levels in the tanks are often an indicator of substantial leaks in a water system. Therefore, water levels of the tanks will also be an indicator of a water shortage.

2.8 Drought Response Stages

Stage 1 Triggers – MILD Water Shortage Conditions

Requirements for initiation – The City of Alpine will recognize that a mild water shortage condition exists when any of the following conditions are present: when water demand reaches 90 percent of the firm capacity in any of the pressure planes or when the water level in any of the three distribution system storage tanks for the City’s water system is equal to or less than 75 percent of storage capacity for a minimum period of twenty-four (24) consecutive hours. An additional condition is when there is a disruption to equipment of the water distribution system that would limit the capacity of the water system below 85 percent of capacity during high demand periods.

Requirements for termination – Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 14 consecutive days. The City of Alpine will notify its wholesale customers and the media of the termination of Stage 1 in the same manner as the

notification of initiation of Stage 1 of the Plan.

Stage 2 Triggers – MODERATE Water Shortage Conditions

Requirements for initiation – The City of Alpine will recognize that a moderate water shortage condition exists when any of the following conditions are present: when water demand reaches 95 percent of the firm capacity in any of the pressure planes or when the water level in any of the three distribution system storage tanks for the City’s water system is equal to or less than 50 percent of storage capacity for a minimum period of twenty-four (24) consecutive hours. An additional condition is when there is a disruption to equipment of the water distribution system that would limit the capacity of the water system below 75 percent of capacity during high demand periods.

Requirements for termination – Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 14 consecutive days. Upon termination of Stage 2, Stage 1 becomes operative. The City of Alpine will notify its wholesale customers and the media of the termination of Stage 2 in the same manner as the notification of initiation of Stage 1 of the Plan.

Stage 3 Triggers – SEVERE Water Shortage Conditions

Requirements for initiation – The City of Alpine will recognize that a severe water shortage condition exists when any of the following conditions are present: when water demand reaches 100 percent of the firm capacity in any of the pressure planes or when the water level in any of the three distribution system storage tanks for the City’s water system is equal to or less than 25 percent of storage capacity for a minimum period of twenty-four (24) consecutive hours. An additional condition is when there is a disruption to equipment of the water distribution system that would limit the capacity of the water system below 70 percent of capacity during high demand periods.

Requirements for termination – Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 14 consecutive days. Upon termination of Stage 3, Stage 2 becomes operative. The City of Alpine will notify its wholesale customers and the media of the termination of Stage 3 in the same manner as the notification of initiation of Stage 2 of the Plan.

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for initiation – The City of Alpine will recognize that an emergency water shortage condition exists when any of the following conditions are present: when a major water line breaks, or pump or system failures occur, which cause unprecedented loss of capabilities to provide water services; or natural or man-made contamination of the water supply source(s).

Requirements for termination – Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 7 consecutive days. The City of Alpine will notify its wholesale customers and the media of the termination of Stage 4.

2.9 Drought Responses

The City Manager or his/her designee, shall monitor water supply and/or demand conditions and, in accordance with the triggering criteria set forth in Section 2.8, shall determine that mild, moderate, or severe water shortage conditions exist or that an emergency condition exists and shall implement the following actions:

Stage 1 Response – MILD Water Shortage Conditions

Target: Achieve a voluntary ten percent reduction in daily water demand.

Best Management Practices for Supply Management:

1. Reduce or discontinue flushing of water mains.
2. Inform all wholesale customers to initiate voluntary water restrictions and invoke Stage 1 of the Drought Contingency Plan.

Water Use Restrictions for Reducing Demand:

- (a) The City Manager or his/her designee(s) will contact wholesale water customers to discuss water supply and/or demand conditions and will request that wholesale water customers initiate voluntary measures to reduce water use by:
 - Limit irrigation of landscaped and gardens to Sundays and Thursdays for even numbered addresses and Saturdays and Wednesdays for odd numbered addresses
 - Request customers check for leaks, dripping faucets, and running toilets
- (b) The City Manager or his/her designee(s) will provide a weekly report to news media with information regarding current water supply and/or demand conditions, projected water supply and demand conditions if drought conditions persist, and consumer information on water conservation measures and practices.

Stage 2 Response – MODERATE Water Shortage Conditions

Target: Achieve a ten percent reduction in total weekly water use.

All requirements of Stage 1 shall remain in effect during Stage 2. Under threat of penalty for violation, the following water use restrictions shall also apply to all persons:

Best Management Practices for Supply Management:

- ◆ Water Use Restrictions for Reducing Demand: Limit irrigation of landscaped and gardens to

Sundays and Thursdays for even numbered addresses and Saturdays and Wednesdays for odd numbered addresses

- ◆ Request customers check for leaks, dripping faucets, and running toilets
- ◆ Washing of any motor vehicle is prohibited unless conducted on a commercial car wash and only permitted between noon and five o'clock p.m.
- ◆ The use of water for washing sidewalks, driveways or other paved or concrete areas is prohibited.
- ◆ The use of water to fill, or add to any swimming pool, wading pool, or Jacuzzi type pool is prohibited.

Water Use Restrictions for Reducing Demand:

- (a) The City Manager or his/her designee(s) will initiate weekly contact with wholesale water customers to discuss water supply and/or demand conditions and the possibility of pro rata curtailment of water diversions and/or deliveries.
- (b) The City Manager or his/her designee(s) will request wholesale water customers to initiate mandatory measures to reduce non-essential water use.
- (c) The City Manager or his/her designee(s) will initiate preparations for the implementation of pro rata curtailment of water diversions and/or deliveries by preparing a monthly water usage allocation baseline for each wholesale customer according to the procedures specified in Section 2.10 of the Plan.
- (d) The City Manager or his/her designee(s) will provide a weekly report to news media with information regarding current water supply and/or demand conditions, projected water supply and demand conditions if drought conditions persist, and consumer information on water conservation measures and practices.

Stage 3 Response – SEVERE Water Shortage Conditions

Target: Achieve a twenty percent reduction in daily water demand.

Best Management Practices for Supply Management:

All requirements of Stage 2 shall remain in effect during Stage 3. In addition, the following applies:

- ◆ Outdoor watering by handheld hoses or watering cans can only occur between six a.m. and eight a.m. and eight p.m. and ten p.m. Other methods of irrigation are prohibited.

Water Use Restrictions for Reducing Demand:

- (a) The City Manager or his/her designee(s) will contact wholesale water customers to discuss water supply and/or demand conditions and will request that wholesale water customers initiate

additional mandatory measures to reduce non-essential water use.

- (b) The City Manager or his/her designee(s) will initiate pro rata curtailment of water diversions and/or deliveries for each wholesale customer according to the procedures specified in Section 2.10 of the Plan.
- (c) The City Manager or his/her designee(s) will provide a weekly report to news media with information regarding current water supply and/or demand conditions, projected water supply and demand conditions if drought conditions persist, and consumer information on water conservation measures and practices.

Stage 4 Response – EMERGENCY Water Shortage Conditions

Target: Discontinue operations of the water system.

Best Management Practices for Supply Management:

All requirements of Stage 3 shall remain in effect during Stage 4. In addition, the following applies:

- ◆ Irrigation of landscaped areas is prohibited at all times.
- ◆ Such restrictions as determined by the Mayor at the recommendation of city staff that are determined to be required to maintain public health and safety, including elimination of service to all or part of the system.

Whenever emergency water shortage conditions exist as defined in Section 2.8 of the Plan, the City Manager shall:

1. Assess the severity of the problem and identify the actions needed and time required to solve the problem.
2. Inform the utility director or other responsible official of each wholesale water customer by telephone or in person and suggest actions, as appropriate, to alleviate problems (e.g., notification of the public to reduce water use until service is restored).
3. If appropriate, notify city, county, and/or state emergency response officials for assistance.
4. Undertake necessary actions, including repairs and/or clean-up as needed.
5. Prepare a post-event assessment report on the incident and critique of emergency response procedures and actions.

2.10 Pro Rata Water Allocation

In the event that the triggering criteria specified in Section 2.8 of the Plan for Stage 3 – Severe Water Shortage Conditions have been met, the City Manager is hereby authorized initiate allocation of water supplies on a pro rata basis in accordance with Texas Water Code Section 11.039.

2.11 Enforcement

During any period when pro rata allocation of available water supplies is in effect, wholesale customers shall pay the following surcharges on excess water diversions and/or deliveries:

- (a) Five times the normal water charge per million gallons in excess of the monthly allocation up through 5 percent above the monthly allocation.
- (b) Five times the normal water charge per million gallons in excess of the monthly allocation from 5 percent through 10 percent above the monthly allocation.
- (c) Five times the normal water charge per million gallons in excess of the monthly allocation from 10 percent through 15 percent above the monthly allocation.
- (d) Five times the normal water charge per million gallons more than 15 percent above the monthly allocation.
- (e) The above surcharges shall be cumulative.

2.12 Variances

The City Manager or his/her designee, may, in writing, grant a temporary variance to the pro rata water allocation policies provided by this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the public health, welfare, or safety and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Plan shall file a petition for variance with the City Manager within 5 days after pro rata allocation has been invoked. All petitions for variances shall be reviewed by the Alpine City Council and shall include the following:

- (a) Name and address of the petitioner(s).

- (b) Detailed statement with supporting data and information as to how the pro rata allocation of water under the policies and procedures established in the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this resolution.
- (c) Description of the relief requested.
- (d) Period of time for which the variance is sought.
- (e) Alternative measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (f) Other pertinent information.

Variances granted by the Alpine City Council shall be subject to the following conditions, unless waived or modified by the Alpine City Council or its designee:

- (a) Variances granted shall include a timetable for compliance.
- (b) Variances granted shall expire when the Plan is no longer in effect, unless the petitioner has failed to meet specified requirements.

No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

2.13 Wholesale Contracts

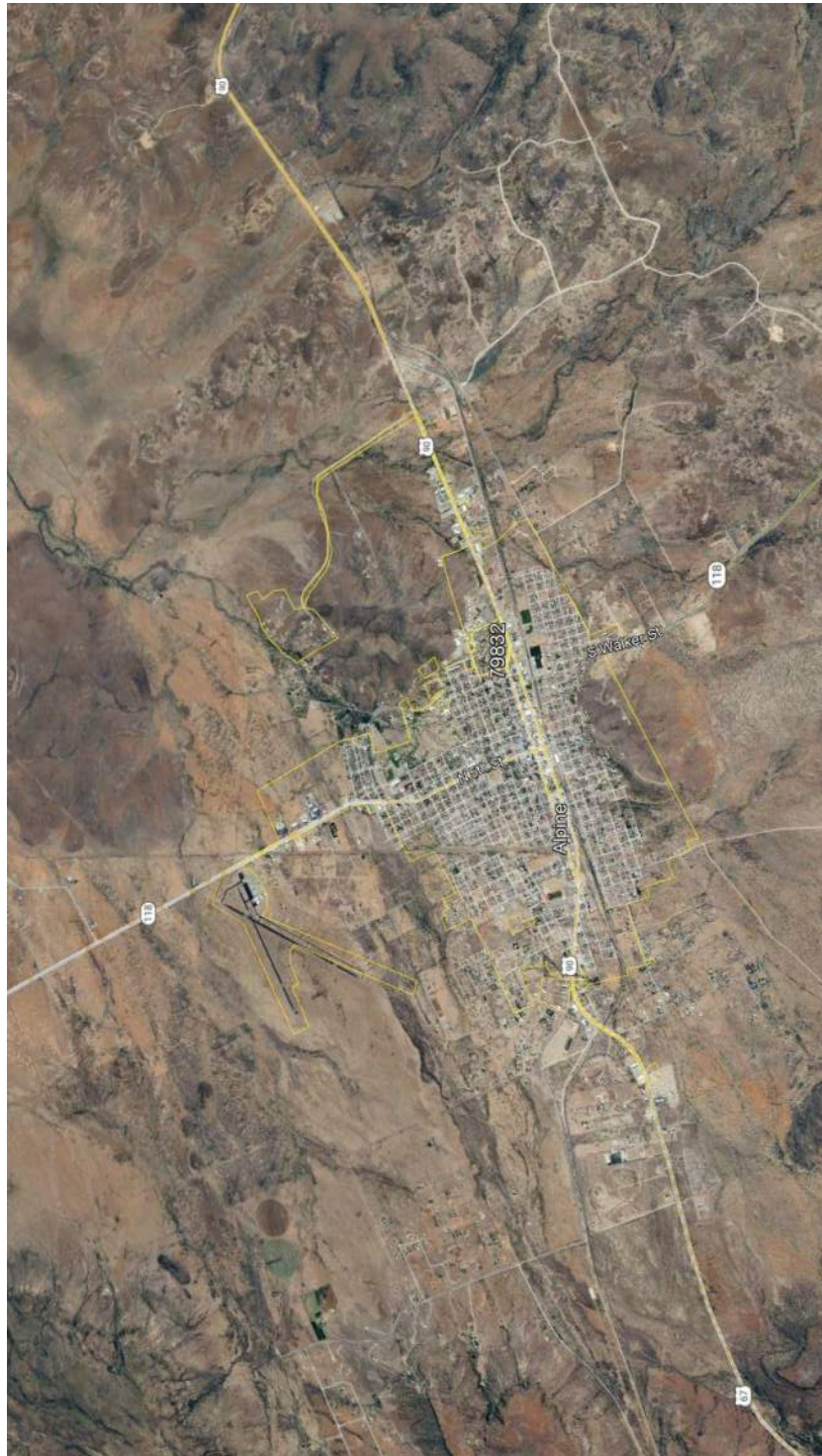
The City currently does not have any wholesale contracts. All future wholesale customer contracts or contract extensions to existing wholesale contracts shall include the following provision:

“In the case of a shortage of water resulting from drought, water to be distributed shall be divided in accordance with Texas Water Code §11.039.”

2.14 Severability

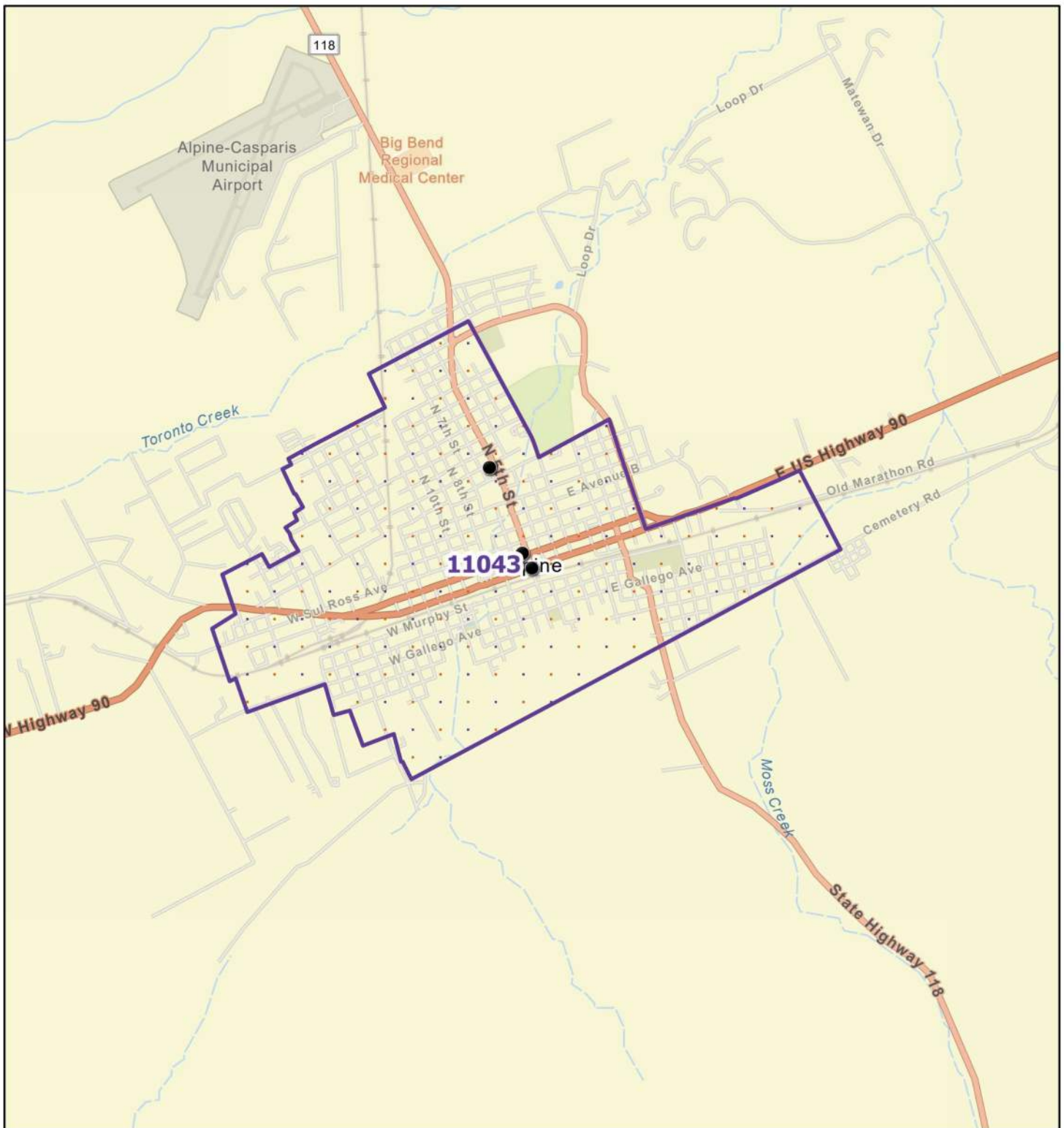
It is hereby declared to be the intention of the Alpine City Council that the sections, paragraphs, sentences, clauses, and phrases of this Plan are severable and, if any phrase, clause, sentence, paragraph, or section of this Plan shall be declared unconstitutional by the valid judgment or decree of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

Appendix A
Alpine City Map



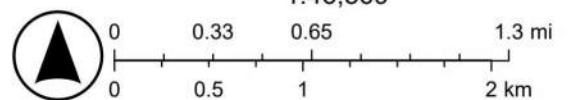
Appendix B
Alpine CCN Map

ArcGIS Web Map



5/10/2024, 11:19:20 AM

-  Water CCN Service Areas
-  Sewer CCN Service Areas



Texas Parks & Wildlife, CONANP, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS

Appendix C

Municipal Use Public Water Supply Utility Profile

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

Fill out this form as completely as possible.
If a field does not apply to your entity, leave it blank.

CONTACT INFORMATION

Name of Utility: City of Alpine

Public Water Supply Identification Number (PWS ID): TX0220001

Certificate of Convenience and Necessity (CCN) Number: Water 11043 / Sewer 20417

Surface Water Right ID Number: N/A

Wastewater ID Number: WQ0014349001

Completed By: Andy Vecellio Title: P.E.

Address: 12 E. Twohig, Suite 200-S92 City: San Angelo Zip Code: 76903

Email: avecellio@jacobmartin.com Telephone Number: 325-695-1070

Date: 11/19/2024

Regional Water Planning Group: E [Map](#)

Groundwater Conservation District: BCGCD [Map](#)

Check all that apply:

- ☒ Received financial assistance of \$500,000 or more from TWDB
- ☐ Have 3,300 or more retail connections
- ☐ Have a surface water right with TCEQ

Section I: Utility Data

A. Population and Service Area Data

- Current service area size in square miles: 5
(Attach or email a copy of the service area map.)
- Provide historical service area population for the previous five years, starting with the most current year.

Year	Historical Population Served By Retail Water Service	Historical Population Served By Wholesale Water Service	Historical Population Served By Wastewater Service
2023	5,905	0	5,979
2022	5,815	0	6,009
2021	5,847	0	6,033
2020	5,982	0	5,923
2019	6,020	0	5,831

- Provide the projected service area population for the following decades.

Year	Projected Population Served By Retail Water Service	Projected Population Served By Wholesale Water Service	Projected Population Served By Wastewater Service
2020	6,066	0	6,066
2030	6,185	0	6,185
2040	6,231	0	6,231
2050	6,265	0	6,283
2060	6,283	0	6,293

- Describe the source(s)/method(s) for estimating current and projected populations.

Historical population based on retail population served from TWDB Water Audit reports.

Population projections from Region E Far West Texas 2021 Water Plan.

B. System Input

Provide system input data for the previous five years.

Total System Input = Self-supplied + Imported – Exported

Year	Self-supplied Water in Gallons	Purchased/Imported Water in Gallons	Exported Water in Gallons	Total System Input	Total GPCD
2023	418,553,282	0	0	418,553,282	194
2022	575,399,210	0	0	575,399,210	271
2021	498,269,611	0	0	498,269,611	233
2020	591,679,866	0	0	591,679,866	271
2019	472,927,400	0	0	472,927,400	215
Historic 5-year Average	511,365,874	0	0	511,365,874	237

C. Water Supply System (Attach description of water system)

- Designed daily capacity of system 3,600,000 gallons per day.
- Storage Capacity:
Elevated 2,300,000 gallons
Ground 1,300,000 gallons
- List all current water supply sources in gallons.

Water Supply Source	Source Type*	Total Gallons
Well Field	Ground	418,553,382
	Choose One	
	Choose One	
	Choose One	
	Choose One	
	Choose One	

*Select one of the following source types: *Surface water, Groundwater, or Contract*

- If surface water is a source type, do you recycle backwash to the head of the plant?
☐ Yes estimated gallons per day
☒ No

D. Projected Demands

1. Estimate the water supply requirements for the next ten years using population trends, historical water use, economic growth, etc.

Year	Population	Water Demands (gallons)
2024	5,944	631,500,000
2025	5,984	631,826,000
2026	6,023	632,152,000
2027	6,063	632,477,800
2028	6,104	632,803,000
2029	6,144	633,129,000
2030	6,185	633,455,000
2031	6,226	633,781,000
2032	6,267	634,107,000
2033	6,309	634,433,000

2. Describe sources of data and how projected water demands were determined. Attach additional sheets if necessary.

2023 population (see Section A) = 5905
 2030 population projection from Region E Far West Texas 2021 Water Plan = 6,185
 This equates to a 0.664% population increase per year. This percent increase was used from 2024 through 2033.

Water demand projection based purely on the Region E Far West Texas 2021 Water Plan. Water demand projects in Water Plan for the City of Alpine are 1,934 ac-feet for 2020 and 1,944 ac-feet for 2030. Water demand projections are an increase of 1 ac-feet per year. (Note: the water demands in this projection are higher than current demands in Section B, but these projections were used as a conservative estimate.)

E. High Volume Customers

1. List the annual water use, in gallons, for the five highest volume **RETAIL customers**. Select one of the following water use categories to describe the customer; choose Residential, Industrial, Commercial, Institutional, or Agricultural.

Retail Customer	Water Use Category*	Annual Water Use	Treated or Raw
Sul Ross University	Institutional v	52,506,500	Treated
Alpine Municipal Pool	Institutional v	9,948,750	Treated
Kokernot Baseball Field	Institutional	9,274,000	Treated
Kokernot Municipal Park	Institutional v	4,288,750	Treated
Sul Ross Soccer Field	Institutional v	3,794,250	Treated

*For definitions on recommended customer categories for classifying customer water use, refer to the online [Guidance and Methodology for Reporting on Water Conservation and Water Use.](#)

2. If applicable, list the annual water use for the five highest volume **WHOLESALE customers**. Select one of the following water use categories to describe the customer; choose Municipal, Industrial, Commercial, Institutional, or Agricultural.

Wholesale Customer	Water Use Category*	Annual Water Use	Treated or Raw
N/A	Choose One v		Choose One v
	Choose One		Choose One
	Choose One		Choose One
	Choose One		Choose One
	Choose One		Choose One

*For definitions on recommended customer categories for classifying customer water use, refer to the online [Guidance and Methodology for Reporting on Water Conservation and Water Use.](#)

F. Utility Data Comment Section

Provide additional comments about utility data below.

No wholesale customers.

Section II: System Data

A. Retail Connections

1. List the active retail connections by major water use category.

Water Use Category*	Active Retail Connections			
	Metered	Unmetered	Total Connections	Percent of Total Connections
Residential – Single Family	2,417		2,417	87%
Residential – Multi-family (units)	21		21	1%
Industrial	0		0	0%
Commercial	317		317	11%
Institutional	29	1	30	1%
Agricultural	0		0	0%
TOTAL	2,784	1	2,785	

*For definitions on recommended customer categories for classifying customer water use, refer to the online [Guidance and Methodology for Reporting on Water Conservation and Water Use.](#)

2. List the net number of new retail connections by water use category for the previous five years.

Water Use Category*	Net Number of New Retail Connections				
	2023	2022	2021	2020	2019
Residential – Single Family	0	0	22	45	0
Residential – Multi-family (units)	0	0	2	0	0
Industrial	2	27	0	0	0
Commercial	-13	-38	27	-2	-3
Institutional	0	0	0	0	0
Agricultural	0	0	0	0	0
TOTAL	-11	-11	51	43	-3

*For definitions on recommended customer categories for classifying customer water use, refer to the online [Guidance and Methodology for Reporting on Water Conservation and Water Use.](#)

B. Accounting Data

For the previous five years, enter the number of gallons of RETAIL water provided in each major water use category.

Water Use Category*	Total Gallons of Retail Water				
	2023	2022	2021	2020	2019
Residential - Single Family	197,456,000	201,347,037	193,427,001	237,708,000	190,514,003
Residential – Multi-family	17,158,000	16,281,000	17,787,000	22,875,000	18,411,000
Industrial	0	0	0	0	0
Commercial	85,379,000	86,443,011	185,699,000	140,740,000	121,404,000
Institutional	70,068,000	83,862,000	0	0	0
Agricultural	0	0	0	0	0
TOTAL	370,061,000	387,933,048	396,913,001	401,323,000	330,329,003

*For definitions on recommended customer categories for classifying customer water use, refer to the online [Guidance and Methodology for Reporting on Water Conservation and Water Use](#).

C. Residential Water Use

For the previous five years, enter the residential GPCD for single family and multi-family units.

Water Use Category*	Residential GPCD				
	2023	2022	2021	2020	2019
Residential - Single Family	131	133	128	159	130
Residential – Multi-family	27	27	28	33	25

D. Annual and Seasonal Water Use

- For the previous five years, enter the gallons of treated water provided to RETAIL customers.

Month	Total Gallons of Treated Retail Water				
	2023	2022	2021	2020	2019
January	30,355,158	35,367,300	33,385,720	43,489,000	31,063,000
February	20,437,249	29,223,048	35,373,979	27,669,000	29,238,000
March	29,213,752	37,691,697	44,336,927	33,128,500	34,591,000
April	24,997,667	51,734,516	46,247,856	56,886,100	44,272,000
May	28,977,772	55,800,774	46,383,679	61,309,000	53,772,000
June	39,298,255	48,772,926	56,364,383	59,288,800	35,479,000
July	53,328,498	45,637,052	40,689,255	81,085,800	58,522,000
August	47,086,550	45,706,747	39,994,444	47,389,800	52,989,000
September	43,576,520	41,114,975	41,447,175	47,523,500	41,894,400
October	29,370,240	42,638,177	37,805,177	43,495,672	39,809,000
November	35,750,498	51,764,855	41,271,673	43,885,185	25,436,000
December	36,161,123	89,947,143	34,969,343	32,709,509	25,862,000
TOTAL	418,553,282	575,399,210	498,269,611	577,859,866	472,927,400

2. For the previous five years, enter the gallons of raw water provided to RETAIL customers.

Month	Total Gallons of Raw Retail Water				
	2023	2022	2021	2020	2019
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
TOTAL	0	0	0	0	0

3. Summary of seasonal and annual water use.

Water Use	Seasonal and Annual Water Use					Average in Gallons
	2023	2022	2021	2020	2019	
Summer Retail (Treated + Raw)	139,713,303	140,116,725	137,048,082	187,764,400	146,990,000	150,326,502 5yr Average
TOTAL Retail (Treated + Raw)	418,553,282	575,399,210	498,269,611	577,859,866	472,927,400	508,601,874 5yr Average

E. Water Loss

Provide Water Loss data for the previous five years.

Water Loss GPCD = [Total Water Loss in Gallons ÷ Permanent Population Served] ÷ 365

Water Loss Percentage = [Total Water Loss ÷ Total System Input] x 100

Year	Total Water Loss in Gallons	Water Loss in GPCD	Water Loss as a Percentage
2023	51,098,282	24	12%
2022	85,307,658	40	15%
2021	49,183,909	23	10%
2020	183,677,024	84	31%
2019	131,238,584	60	28%
5-year average	100,101,091	46	19%

F. Peak Water Use

Provide the Average Daily Water Use and Peak Day Water Use for the previous five years.

Year	Average Daily Use (gal)	Peak Day Use (gal)	Ratio (peak/avg)
2023	1,146,721	2,222,021	1.94
2022	1,576,436	3,747,798	2.38
2021	1,365,122	2,348,516	1.72
2020	1,583,178	3,378,575	2.13
2019	1,295,692	2,438,417	1.88

G. Summary of Historic Water Use

Water Use Category	Historic 5-year Average	Percent of Connections	Percent of Water Use
Residential SF	204,090,408	87%	0%
Residential MF	18,502,400	1%	0%
Industrial	0	0%	0%
Commercial	123,933,002	11%	0%
Institutional	30,786,000	1%	0%
Agricultural	0	0%	0%

H. System Data Comment Section

Provide additional comments about system data below.

The City's water sources are groundwater wells. The only treatment is free chlorine. Raw water is equal to treated water. Therefore, the raw water section was left blank.

Section III: Wastewater System Data

If you do not provide wastewater system services then you have completed the Utility Profile. Save and Print this form to submit with your Plan. Continue with the [Water Conservation Plan Checklist](#) to complete your Water Conservation Plan.

A. Wastewater System Data (Attach a description of your wastewater system.)

- Design capacity of wastewater treatment plant(s): 900,000
gallons per day.
- List the active wastewater connections by major water use category.

Water Use Category*	Active Wastewater Connections			
	Metered	Unmetered	Total Connections	Percent of Total Connections
Municipal	2,435		2,435	88%
Industrial	29		29	1%
Commercial	317		317	11%
Institutional	0		0	0%
Agricultural	0		0	0%
TOTAL	2,781	0	2,781	

- What percent of water is serviced by the wastewater system? 100%
- For the previous five years, enter the number of gallons of wastewater that was treated by the utility.

Month	Total Gallons of Treated Wastewater				
	2023	2022	2021	2020	2019
January	7,000,000	5,570,000	5,140,000	12,279,000	26,957,000
February	7,000,000	3,960,000	3,470,000	11,439,000	12,048,000
March	6,886,000	3,800,000	3,730,000	11,076,000	13,277,000
April	6,738,000	3,540,000	3,480,000	10,105,000	12,973,000
May	7,018,000	3,405,000	3,500,000	10,831,000	13,337,000
June	6,350,000	3,330,000	3,460,000	22,450,000	11,037,000
July	7,133,000	3,789,000	3,530,000	11,184,000	12,405,000
August	7,307,000	4,092,000	3,710,000	11,184,000	13,143,000
September	7,299,000	3,824,000	3,410,000	11,184,000	13,867,000
October	7,562,000	3,960,000	3,540,000	11,184,000	12,571,000
November	7,045,000	2,521,000	3,370,000	11,184,000	12,981,000
December	6,663,000	3,799,000	3,550,000	11,184,000	12,832,000
TOTAL	84,001,000	45,590,000	43,890,000	145,284,000	167,428,000

4. Can treated wastewater be substituted for potable water?

☐

Yes

☒

No

B. Reuse Data

1. Provide data on the types of recycling and reuse activities implemented during the current reporting period.

Type of Reuse	Total Annual Volume (in gallons)
On-site irrigation	0
Plant wash down	0
Chlorination/de-chlorination	0
Industrial	0
Landscape irrigation (parks, golf courses)	488,600
Agricultural	0
Discharge to surface water	0
Evaporation pond	0
Other	0
TOTAL	488,600

C. Wastewater System Data Comment

Provide additional comments about wastewater system data below.

For July through December 2020, the meter for the discharge of the wastewater treatment plant was offline and a new meter was on backorder. The total gallons of treated wastewater for these months was an estimated average.

For December 2022 through February 2023, the meter for the discharge of the wastewater treatment plant was offline and the meter was being repaired. The total gallons of treated wastewater for these months was an estimated average.

For the reuse data, the total annual volume is for the year 2021 only. The City did not provide reuse in 2019, 2020, 2022, or 2023. The City has started the reuse program for golf course irrigation in 2024 and plans to implement irrigation reuse into the future.

You have completed the Utility Profile. Save and Print this form to submit with your Plan. Continue with the [Water Conservation Plan Checklist](#) to complete your Water Conservation Plan.

Appendix D

Ordinance Adopting Water Conservation and Drought Contingency Plan

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ALPINE, TEXAS, ADOPTING A WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN; ESTABLISHING CRITERIA FOR THE INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES; ESTABLISHING RESTRICTIONS ON CERTAIN WATER USES; ESTABLISHING PENALTIES FOR THE VIOLATION OF AND PROVISIONS FOR ENFORCEMENT OF THESE RESTRICTIONS; ESTABLISHING PROCEDURES FOR GRANTING VARIANCES; AND PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Alpine, Texas recognizes that the amount of water available to the City and its water utility customers is limited and subject to depletion during periods of extended drought;

WHEREAS, the City recognizes that natural limitations due to drought conditions and other acts of God cannot guarantee an uninterrupted water supply for all purposes;

WHEREAS, Sections 11.1271 and 11.1272 of the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality require all public water supply systems in Texas to prepare a drought contingency plan; and

WHEREAS, as authorized under law, and in the best interests of the citizens of Alpine, Texas, the City Council deems it expedient and necessary to establish certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies;

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

SECTION 1.

That the City of Alpine, Texas Water Conservation and Drought Contingency Plan attached hereto as Exhibit "A" and made part hereof for all purposes be, and the same is hereby, adopted as the official policy of the City.

SECTION 2.

That all ordinances that are in conflict with the provisions of this ordinance be, and the same are hereby, repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3.

Should any paragraph, sentence, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional.

SECTION 4.

This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED BY THE CITY OF ALPINE, TEXAS, on the _____ day of _____,
20____.

APPROVED:

MAYOR

ATTESTED TO:

CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY

Appendix E
Letter to Regional Water Planning Group

_____, 2025

Mr. Scott Reinert
Chair Region E Water Planning Group
8037 Lockheed, Suite 100
El Paso, TX 79925

Dear Mr. Reinert:

This letter is to notify you that the City of Alpine recently adopted a Water Conservation and Drought Contingency Plan. This notice is in accordance with Texas Water Development Board and Texas Commission on Environmental Quality rules.

The plan is available upon request.

Best regards,

Megan Antrim, CPFIM
Alpine City Manager

Appendix E. 2026 Emergency Response Plan (ERP) Update

City of Alpine Wastewater Utility Emergency Response Plan Template

UPDATE

JUNE 2026

City of Alpine

Emergency Response Plan

Utility and ERP Information

Please fill in the information below as indicated.

NPDES Permit No. or Nos.	WQ0014349001
Facility Street Address(es)	2418 North State Highway 118
Facility Access Address(es)	30.398100, -103.644800
City, State Zip Code	Alpine, TX 79830
Phone number	432-837-3301
Population Served	6,000
Prepared by	Mark Lawrence, Jacob Martin LLC
Reviewed by	
Date completed	

PLAN DISTRIBUTION

Please fill in the recipient’s name and title, the person who gave them the plan and on what date.

RECIPIENT/TITLE	DISTRIBUTED BY	DATE

CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

DESCRIPTION OF CHANGE	NAME/TITLE	DATE
Personnel Information	Ashley Danley/ Compliance Tech	6/9/2026

TABLE OF CONTENTS

1. UTILITY INFORMATION	1
1.1 Utility Overview	1
1.2 Personnel Information	2
1.3 Utility Components	3
1.4 Industry Chemical Handling and Storage Facilities	4
1.5 Safety	5
1.6 Response Resources	6
1.7 Key Local Services	6
2 RESILIENCE STRATEGIES	7
2.1 Emergency Response Roles	7
2.2 Incident Command System (ICS) Roles	9
2.3 Communication	9
2.3.1 Internal Communication	9
2.3.2 External Response Partner Communication	10
2.3.3 Critical Customer Communication	11
2.3.4 Communication Equipment Inventory	11
2.4 Media Outreach	13
2.5 Public Notification Templates	13
3 EMERGENCY PLANS AND PROCEDURES	14
3.1 Core Response Procedures	14
3.2 Incident-Specific Response Procedures	16
4 MITIGATION ACTIONS	17
4.1 Storage and Treatment Mitigation Actions	17
4.2 Other Mitigation Actions	18
5 DETECTION STRATEGIES	19

1. UTILITY INFORMATION

During an incident, you need to have system information about your wastewater utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

1.1 Utility Overview

Provide basic information about your utility.

Utility Information	
NPDES Permit No.	WQ0014349001
Utility name and address	City of Alpine Municipal Wastewater Treatment Facility, 2413 N. Highway 118, Brewster County, TX 79830
Owner	City of Alpine
Directions to utility from major roadway, include lat./long. coordinates	Located approximately 2.5 miles northeast of the City of Alpine, east of State Highway 118, approximately 1.5 miles down the private road just south of the U.S. Court Building and across from Lost Alaskan Recreational Vehicle Park on State Highway 118, in Brewster County, Texas 79830. 30.398100, -103.644800
Total population served and total service connections	Population: 6,000 Service Connections: 2,980
Name, title, phone number of primary contact (e.g., ERP Lead)	Catherine Eaves, Mayor, 432-837-3301
Alternate contact	Henry Arredondo, City Manager, 432-837-3301
Location of treatment and collection schematics and operation manuals	WWTP Operations Center

Use this checklist to ensure the following additional utility information (as applicable) is included or referenced as a part of your ERP.

- ☒ Map of collection systems
- ☒ Process flow diagram
- ☒ Site plans and “as built” drawings for the following components of your system (as applicable):
 - ☐ Wastewater treatment facilities
 - ☐ Chemical storage locations
 - ☐ Pumping and overflow storage facilities
 - ☐ Lift stations and station pumps
 - ☐ Valve vault sites
- ☒ Collection system diagrams and instrumentation information
- ☒ Equipment specifications and operation instructions
- ☒ Emergency power and light generation operation specifications

1.3 Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

Collection System – Gravity Flow, Combined Sewer(s), Force Main(s) and Pump/Lift Station(s)

Name/Location	Area Served	Comments
Travelodge Lift Station, 30.366350, -103.638059	Eastern Side of town	
Mobile Home Park Lift Station, 30.364825, -103.636934	Eastern Side of town	
Holiday Inn Lift Station, 30.363084, -103.641774	Eastern Side of town	
Old Marathon Lift Station, 30.361817, -103.641324	Eastern Side of town	

Treatment Plant(s)

Plant name	Location	Capacity	Treatment Type
City of Alpine WWTP	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	Activated Sludge

Onsite and Offsite Treatment Chemical Storage Facility/Facilities

Name/Location	Chemical(s)	Comments

Outfall(s)

Outfall Name	Location/Depth	Capacity/Comment	Treatment Requirements/Associated Treatment Plant/Associated Component
001	2418 N. State Highway 118, Brewster County, TX 79830	0.9 MGD	City of Alpine WWTP

Other Key Facilities

Location	Function	Comments

1.4 Industry Chemical Handling and Storage Facilities

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, wildfires, hurricanes, floods, or earthquakes.

Chemical Handling Facilities

Facility Name	Location	Distance	Chemical and Exposure Pathway

Chemical Storage Tanks

Facility Name	Location	Distance	Chemical and Exposure Pathway

1.5 Safety

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

Safety Materials

Type	Location
Toxic material detection and testing supplies	Allocate to Fire dept.
Emergency food and water supplies	
Emergency PPE	
Other equipment (note what is present at each location)	

Safety Information

Topic	Description
Wind speed	Utility personnel may not work outdoors when the sustained wind speed is 45 mph or greater.
Other	

1.6 Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring utility) in the table below, or insert an existing inventory sheet.

Resources			
Kind	Type	Quantity	Location
Generator	Diesel	1	WWTP Caterpillar Model D150-8, 2009, 150kW
Fuel			
Pump			
Other			

1.7 Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services		
Facility	Location/Description	Contact Information
Hospital	Big Bend Regional Medical Center 2600 North Hwy 118, Alpine TX 25 bed facility	(432) 837-3447
Fuel/Gas station	See Main City Emergency Response Plan for catastrophic agreements for banking, waste management and fuel.	
Pharmacy		
ATM		
Grocery store		
Other service	TDEM STAR requests, Web EOC, Agreements with American Red Cross for sheltering	

2 RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of your utility, including both physical security and cybersecurity.

2.1 Emergency Response Roles

Describe the roles and responsibilities for key utility and external response partner personnel in the tables below. You can add, edit, or delete rows as necessary.

Wastewater Utility and Partner Roles		
Name/Title	Emergency Response Role	Responsibilities
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC
Operations Chief –	Provides IC needed plan to make the plant run	Gets personnel to make the utility functional
Planning Chief-	Plans how to keep all the parts moving to the goal	Forecasts needs and possible issues to prevent
Logistics Chief-	Provides assets as needed on time	Makes sure that needed supplies and equipment are in place at the time it's needed
Finance Chief –	Payroll, funds and grants	Pay employees and contractors; keep records for reimbursement
See Attached ICS Form 207		Fill out Form 207 Organizational Chart for each incident. All forms available: https://training.fema.gov/emiweb/is/icsresource/icsforms/
Incident Commander-	Lead decision maker	Overall management of crisis; Safety and PIO report to IC

External Response Partner Roles

Name/Title	Organization	Responsibilities During an Incident
Local Partners		
James Etchison	County Emergency Management/EOC	Coordinate with TDEM (region 4)
Dispatch	911	Provide fire, police and medical services
Kirk Caughman Chief of Police	Police	City policing
James Etchison Fire Chief	Fire/HazMat	City fire response
Brewster County	LEPC	Coordinate with TDEM (region 4)
Catherine Eaves Mayor	Elected officials	Top official
	<i>Neighboring wastewater utility</i>	
	<i>Neighboring water utility</i>	
AEP North	Power utility	Main power
Health Dept.	Health department	Drinking water testing and health preparedness
	<i>Contractor/vendor</i>	
	<i>Industry representative</i>	
	<i>Mutual aid</i>	
Henry Arredondo City Manager	Other	
State Partners		
TDEM-(region 4)	Primacy Agency	All emergency needs
TX DSHS	Health department	Emergency preparedness
DPS	Police	Needs beyond local police
TxWARN	WARN	Utility assistance
DSHS	Laboratories	Unusual extra needs
Federal Partners		
Region 6	EPA regional office	Emergencies that require large scale response
El Paso	FBI field office	Federal issues
Southwest Region	<i>United States Fish and Wildlife Service (USFWS)</i>	Fish and wildlife concerns
	Other	

2.2 Incident Command System (ICS) Roles

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's [ICS Resource Center](#), may be completed for your utility and inserted here or attached to your ERP.

2.3 Communication

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment. Section 2.4 addresses media outreach.

2.3.1 Internal Communication

List all utility emergency response team members, their response role, title, and contact information.

Contact List

Name	Role/Title	Phone	Alternate Phone	Email
James Ethchison	Fire Department Chief	432-538-2106		emc@co.brewster.tx.us
Kirk Caughman	Police Chief	432-386-8284		Caughman.police@cityofalpine.com
Michael Maciaz	Utilities Director	432-294-2160		Utilities.director@cityofalpine
Richard Wylie	Waste Water Treatment Plant Operator	432-294-0526		r.wylie@cityofalpine.com
Eddie Molinar	Director of Public Works	432-294-0505		Eddie.molinar@cityofalpine
Adriana Holguin	Director of Public Works Administrative Assistant	432-294-2073		Public.works@cityofalpine.com

2.3.2 External Response Partner Communication

List all external response partners, their response role or position as well as contact information.

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
Local Partners				
County emergency management/EOC	James Etchison	432-837-9876		tdms.org
911	Dispatch	911		dispatch@ci.alpine.tx.us
Police	Kirk Caughman	432-837-3301		police@ci.alpine.tx.us
Fire/HazMat	James Etchison	432-837-2366		
LEPC	James Etchison	432-837-9876		emc@co.brewster.tx.us
Elected officials				
Wastewater utility	Michael Maciaz	432-834-7364		water-Sewer@ci.alpine.tx.us
Water utility	Michael Maciaz	432-837-0047		Utilities.director@cityofalpine.com
Power utility	AEP North	877-373-4858		aeptexas.com
Health department	Brewster County Region 10	432-837-3877		
Contractor/vendor				
Industry rep.				
Mutual aid				
Other				
State Partners				
Primacy agency	TDEM Region 7	915-849-4005		
Health department	Tx DSHS	888-963-7111		Health Emergency Preparedness
Police	DPS	512-424-2000		https://www.dps.texas.gov/tle/contact
WARN	TXWARN	866-989-9276		info@txwarn.org
Laboratories	DSHS	512-779-7318		labinfo@dshs.texas.gov
Environmental	TCEQ	915-834-4949		Tceq.texas.gov
LCRA Environmental Laboratory Services		877-362-5272		Environmental.lab@lcra.org
Federal Partners				
EPA regional office	Region 6	214-665-8318		Epa.gov
FBI field office	El Paso	915-832-5000		Fbi.gov

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
USFWS	Southwest Region	505-248-6911		Fws.gov
Other				

2.3.3 Critical Customer Communication

List critical customers below who should be given priority notification due to their reliance on wastewater services either for public health, large discharges, or pretreatment programs.

Critical Customer Contact List

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
Big Bend Regional Medical Center 2600 N Hwy 118			432-837-3447		Bigbendhealthcare.com
Alpine Retirement Homes- 901 N Orange			432-837-2259		Alpineretirementhomes.com
Sunshine House-402 E Holland	Judy Ford		432-837-5402		Sunshinehousealpine.com
Alpine ISD 704 W Sul Ross Ave #4428	Dr. Michelle Rinehart		432-837-7700		mrinehart@alpineisd.net
Alpine Elementary 200 W Avenue A	Curtis Wubben		432-837-7730		Alpine.esc18.net/elementary-school
Middle School 801 Middle School Dr	Judith Pardo-Alferez		432-837-7720		Alpine.esc18.net/middle-school
Alpine High School 300 E Hendryx Ave	Jarrett Vickers		432-837-7710		Alpine.esc18.net/high-school

2.3.4 Communication Equipment Inventory

If not already listed in Section 1.6 above, inventory your utility's communication equipment below.

Communication Equipment

Type	Assigned to	Location	Number/Frequency/Channel

Communication Equipment			
Type	Assigned to	Location	Number/Frequency/Channel

2.4 Media Outreach

If it becomes necessary to communicate with the public concerning a contamination event in your wastewater system or the accidental release of raw sewage, the communication will most likely occur through the media. List contact information below for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing communication plans if applicable.

Contact List

Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
Alpine Avalanche Newspaper –		432-837-3334		Alpineavalanche.com
Radio		432-837-2144		Bigbendradio.com
Big Canyon Television		432-837-7484		Bigcanyontv.com
City website		432-837-3301		Cityofalpine.com

2.5 Public Notification Templates

You may wish to consider developing a communications plan and drafting both press releases and discharge restriction notices (e.g., do not flush) in advance of any incident. If applicable, insert your templates for public notification of sewage overflows here, or reference where they may be found. Ensure that your templates are consistent with any requirements in your NPDES permit. Check your state regulations for public notification requirements regarding sanitary sewer overflows or combined sewer overflows.

3 EMERGENCY PLANS AND PROCEDURES

This section contains plans and procedures that can be implemented in the event of a malevolent act or natural hazard that threatens your utility's ability to collect and treat wastewater.

3.1 Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

Access

Item	Description
Debris clearing	Public Works Director designates crews
Alternate routes	Police Chief designates any needed alternate routes
Identification badges	Operations Chief designates staff to prepare additional identification
Other	

Physical Security

Item	Description
Access control procedures	Operations Chief designates water treatment plant staff to control access supported by city police
Restricted areas	Operations Chief designates city staff to mark and control restricted areas supported by city police
Evidence protection measures	City police ensure any evidence is collected and processed
Security culture	Operations Chief designates a Safety Officer to coordinate with city police to provide security net
Other	

Cybersecurity

Item	Description
Disconnect procedure	Operations Chief designates city IT persons to disable connectivity as needed
Notification	Operations Chief designates city IT person to provide information to PIO for distribution
Assess procedure	Operations Chief designates city IT person to provide updates on situation
Implementation processes	Operations Chief designates city IT person to process needed repairs
Documentation	Operations Chief designates city IT person to document all IT steps
Other	

Power Loss

Item	Description
<i>Backup power systems</i>	
<i>Power utility</i>	
<i>Fuel plan</i>	
<i>Maintenance plan</i>	
Other	

Alternate Wastewater Services

Item	Description
Portable toilets	Provider name: contact TDEM Phone: 214-861-2436 Contract No. (if applicable): Available supply: Distribution point (notify public of location):
Interconnections	Provider name: contact TDEM Phone: 214-861-2436

Sampling and Analysis

Item	Description
<i>Sampling procedures</i>	<i>See DSCR and SWCRP Appendices</i>
<i>Pre-identified sampling locations</i>	
<i>Sampling containers and preservatives</i>	
<i>Sample collection</i>	

Sampling and Analysis

Item	Description
Sample transportation	
Laboratory capabilities	
Interpreting results	
Other	

Local Contract/State/Federal Laboratory Contact List

Name	Address	Analytes/Methods	Phone	Email or Website
LCRA	3505 Montopolis Drive, Austin, TX 78744	Annual test/compliance	877-362-5272	www.lcra.org/services/els/
El Paso Dept of Public Health	5115 El Paso Drive El Paso, TX 79905		915-543-3255	Elpasotexas.gov/public-health/programs/laboratory

Family and Utility Personnel Well Being

Item	Description
Family disaster plan	
Assembly area	
Supplies	
Alternate work and shelter locations	
Extreme temperatures	
Other	

3.2 Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRPs), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Pandemic
- Cybersecurity
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Power Outage

EPA's website provides several [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs.

4 MITIGATION ACTIONS

This section of your ERP should include actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and wastewater services provided to your community and individuals, including the development of alternative wastewater services and construction of flood protection barriers.

4.1 Storage and Treatment Mitigation Actions

List information to mitigate impacts during incidents.

Storage and Treatment Mitigation Actions			
Option	Provider	Contact Information	Comments

4.2 Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions		
Type	Location	Comments

5 DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

Detection Strategies		
Threat	Detection Method	Plan/Procedure
<i>Unauthorized entry</i>	Alarm from intrusion detection system	<i>Call 911</i>
<i>Influent contamination</i>	Notification from 911 for releases resulting from transportation accidents	<i>Influent Contamination Incident Response Plan</i>
<i>Cyber intrusion</i>	- Automated IT and operation technology (OT) system intrusion detection monitoring - Notification from utility staff	<i>Cybersecurity Response Plan, Cyber Incident Action Checklist</i>
<i>Hazardous chemical release</i>	Chlorine gas in air monitors	<i>Call Fire Department, Chlorine Leak Response Plan, Exposure and Planned Entry Procedures</i>
<i>Hurricane</i>	Weather Service alerts	<i>Hurricane Response Plan, Hurricane Incident Action Checklist</i>
<i>Flood</i>	Notification from National Weather Service	<i>Flood Response Plan, Flood Incident Action Checklist</i>
<i>Power outage</i>	- Notification from energy provider - Alarm from line power sensor	<i>Commercial Power Outage Response Plan, Generator Start-up Checklist</i>
<i>Other</i>		

Appendix F. Sustainable Systems Table 1 – Energy Usage Summary Table

City of Alpine									
Energy Usage Summary Table									
Year	WWTP		Old Marathon Lift Station		Holiday Inn Lift Station		Mobile Home Park Lift Station		
	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	Average Monthly Usage (kWh)	Average Monthly Demand (kW)	
2024	53,190	112	5,060	26	700	14	800	19	
2025									
2026									
2027									
2028									
2029									
2030									
2031									
2032									
2033									
2034									
2035									
2036									
2037									
2038									
2039									
2040									
2041									
2042									
2043									
2044									
2045									
2046									
2047									
2048									
2049									
2050									

Appendix G. Sustainable Systems Table 2 – Motor Load Summary Table

City of Alpine					
Motor Load Summary Table - 2026					
Equipment	Quantity	Horsepower	Operations	Controls	Efficiency
Aerators	2	60	Continuous	Variable Frequency Drive (VFD), speed based on Dissolved Oxygen content	95% (High Efficiency)
Assist Pump	2	25	Intermittent, once every 2 weeks	ATL Starters	92.6% (High Efficiency)
RAS Pumps	2	10	Continuous	ATL Starters	91.7% (High Efficiency)
Belt Press	2	5, 1.5	Intermittent, once every 2 weeks	ATL Starters	89.5%, 84%
Bar Screen	1	0.75	Continuous	ATL Starters	79.60%
Clarifiers	2	0.75, 0.5	Continuous	ATL Starters	82.5%, 78.5%
WWTP Lift Station Pumps	3	10	Continuous, Alternate where 2 pumps are always running.	ATL Starters	81%
Holiday Inn Lift Station Pumps	2	5	Continuous, Alternate where 1 pump is always running.	ATL Starters	85%
Mobile Home Park Lift Station Pumps	2	7.5	Continuous, Alternate where 1 pump is always running.	ATL Starters	88.5%
Old Marathon Lift Station Pumps	2	25, 20	Continuous, Alternate where 1 pump is always running.	ATL Starters	93.6% (High Efficiency), 91.7%

Appendix H. Operation and Maintenance Tables Updates

City of Alpine		
Equipment Description - 2026		
Unit	Year	Units
Mechanical Bar Screen	2022	1
Influent Lift Station	Unknown	3
Oxidation Ditch	1997	1
Secondary Clarifier #1	2025	1
Secondary Clarifier #2	1997	1
Sludge Pumps	Unknown	2
Drying Beds	2025	6
Mobile Belt Press	2002/2016	1
Chlorine Contact Basin	1980/1997	1

City of Alpine		
Operating Procedure(s) - 2026		
Procedure Description		Procedure Number

City of Alpine		
Preventative Maintenance Program - 2026		
Equipment	Maintenance Description	Frequency
Mechanical Bar Screen	Visual Inspection	Semi-Annual
Oxidation Ditch	Non-Destructive Testing	Every 10 years
	Visual Inspection	Semi-Annual
	Sludge depth	Annual
	Visual Inspection	Semi-Annual
	Non-Destructive Testing	Every 10 years
	Visual Inspection	Semi-Annual
	Non-Destructive Testing	Every 10 years
60 HP Aerators	Motor Thermal Check	Quarterly
	Visual Inspection	Semi-Annual
	Non-Destructive Testing	Every 10 years
	Motor Thermal Check	Quarterly
	Contractor	Contractor
Clarifiers	Inspection	Annually
	Non-Destructive Testing	5 Years
	Inspection	Annually
	As Required	Semi-Annual
Filter Press	Inspection	Semi-Annual
EQ Tank	Inspection	Semi-Annual
	Non-Destructive Testing	5 Years
Chlorine Contact Basins	Inspection	Semi-Annual
Holding Tank	Inspection	Semi-Annual
Sludge Holding Tank	Inspection	Semi-Annual
Mixed Motors	Thermal Checks	Quarterly

City of Alpine	
Key Equipment Calibration - 2026	
Instrument Description	Calibration Schedule
	Quarterly
	Quarterly

City of Alpine		
Flow Meter Calibration Schedule - 2026		
Instrument Description	Instrument Type	Calibration Schedule
Inflow Flow Meter	Grate	Annually
Final Treatment Effluent Flow Meter	Parshall Flume	Annually

Appendix I. Operation and Maintenance Logs

Checklist : WWTP Operation and Maintenance

May 2026

Reference	Plant Operation and Maintenance	Yes	No	NA
217.330 (a) and (b) 317.4(a)(8)	If the facility is connected to a public drinking water supply, are backflow-prevention devices installed and tested as required?			✓
217.327 317.7(d) and (g)	Are "non-potable water" signs posted at all hydrants and outlets?	✓		
See permit: Operational Requirement No. 1, Monitoring Requirement No. 5, and 319.11(d)	Are all chart recorders and flow meters calibrated properly?	✓		
305.125(5)	Are the chlorine scales functioning properly?	✓		
See permit: Operational Requirement No. 1, 217.291-300, and 317.6(c)(2)	Is the ultraviolet system operating properly?			✓
See permit: Operational Requirement No. 1, 217.123(b), and 317.4(b)(4)	Is there vector control for all screening receptacles?		✓	
See permit: Operational Requirement No. 1 and No. 4, 217.36(i), 217.63(i), and 317.3(e)(1) and (2)	Are there functional generators?	✓		
See permit: Operational Requirement No. 1, 217.129(b), and 317.4(d)(2)	Is there a properly functioning clarifier- skimmerwiper?	✓		
217.328 317.7(e)	Is the plant secured in an intruder-resistant manner with appropriate signs?	✓		
TWC Chapter 26.121(a) [†]	Does the facility prevent unauthorized discharges at the plant (no evidence of unauthorized discharge)?	✓		
See permit: Operational Requirement No. 1, 217.129(c) and 317.4(d)(3)	Is the clarifier sawtooth weir functioning properly (even flow with no short-circuiting)?	✓		
See permit: Operational Requirement No. 1,	Is flow consistent throughout the aeration basin (no notable dead spots)? Are there two functioning rotors?	✓		

* Numbers refer to subsections of Title 30, Texas Administrative Code.

[†] TWC = Texas Water Code

Reference	Plant Operation and Maintenance	Yes	No	NA
217.155(c)(3)(A)(i), and 317.4(g)(5)				
See permit: Operational Requirement No. 1, 217.33, and 317.4(c)	Are the flow-measuring devices functioning properly?	✓		
See permit: Operational Requirement No. 1, 217.122 and 217.123, and 317.1(a)	Are bar screens properly maintained?	✓		
See permit: Operational Requirement No. 4 and Permit Conditions No. 2.g, 217.36(a), 217.63(i), and 317.3(e)(2)	Does the facility maintain adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failures by means of alternate power sources, standby generators, or retention of inadequately treated wastewater?	✓		
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(A)	Does the facility use electrical service from two separate commercial power companies with automatic switchover capabilities in effect as alternate power sources to prevent discharge of untreated or inadequately treated wastes during electrical power failures?		✓	
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(B)	Does the facility use electrical service from two independent feeder lines or substations of the same electric utility with automatic switchover capabilities in effect as alternate power sources to prevent discharge of untreated or inadequately treated wastes during electrical power failures?		✓	
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(2)(C)	Does the facility use standby generators to prevent discharge of untreated or inadequately treated wastes during electrical power failures?	✓		
See permit: Operational Requirement No. 4 and Permit Condition No. 2.g, 217.36(i), 217.63(i), and 317.3(e)(1)	Does the facility use retention to prevent discharge of untreated or inadequately treated wastes during electrical power failures?		✓	

Daily Activity Report for Process-Control Tests

As applicable, use this chart for recording process-control tests performed on each unit in your system. Make additional copies as needed for each unit.

Month: May, 2026 Unit: WWTP

Date	Flow	Sludge Temp.	Blanket Level	SV30	SVI	F/M Ratio	MCRT	GSA	WAS Rate	RAS Rate	DO	COD	pH	NH ₃ -N	BOD ₅	TSS/VSS	MLSS
1																	
2	.382																
3	.335																
4	.336																
5	.317										6.16		6.99				
6	.310																
7	.322														1	3.35	10100
8	.333					2.005											
9	.336																
10	.341																
11	.305																
12	.159																
13	.189																
14	.286																
15	.226																
16	.174										6.02		7.08				
17	.182																
18	.203																
19	.185																
20	.267																
21	.326										5.87		7.08		1.5	4.27	
22	.376																
23	.319																
24	.540																
25	.209																
26	.290																
27	.174																
28	.255																
29	.334					0.01					5.52		7.29		2.06	6	9700
30																	
31																	

May 2026

Checklist : Process Control for Activated-Sludge Facilities

Reference	Process Control (activated sludge)	Yes	No	NA
See permit: Operational Requirement No. 1	Is the quality of the mixed liquor within the recommended range?	✓		
See permit: Operational Requirement No. 1	Is the depth of the clarifier sludge blanket within the recommended range?	✓		
See permit: Operational Requirement No. 1	Is the dissolved-oxygen level in the aeration basin within the recommended range?	✓		
See permit: Operational Requirement No. 1	Are the results of the 30-minute settleability test within the recommended range?		✓	
See permit: Operational Requirement No. 1	Are the pH, chlorine, and dissolved oxygen levels in the effluent compliant with the permitted limitations on effluents?	✓		
See permit: Operational Requirement No. 9	Does the system have enough adequately licensed operators?		✓	
See permit: Operational Requirement No. 1	Does the facility prevent solids from entering the chlorine contact chamber?	✓		
See permit: Operational Requirement No. 1	Does the facility prevent solids from discharging into the receiving waters?	✓		

Use this section to make notes about your findings. If a question does not apply to your facility, mark "NA." Describe all deficiencies or items needing attention and correct them as soon as possible. If reporting is required, see the requirements in the permit.

Checklist : Lift-Station Maintenance

May 2026

Reference	Lift Station-Maintenance	Yes	No	NA
217.63(c)***	Are the appropriate functional high-level alarms installed at each lift station?	✓		
See permit: Operational Requirement No. 1	Does the facility prevent excessive grease within each wet well at each lift station?	✓		
217.60(h)(1)	Are at least two fully operational pumps present at each lift station?	✓		
See permit: Permit Condition No. 2	Does the facility prevent unauthorized discharges at each lift station?	✓		
217.59(b)	Is each lift station secured in an intruder-resistant manner?		✓	
217.330	If it is connected to a public drinking-water supply, does the facility provide adequate backflow- prevention assemblies at each lift station?			✓
See permit: Monitoring Requirement No. 7	Is the facility compliant with regulations regarding unauthorized discharges (notification requirements and public notice, if applicable)?	✓		

Use this section to make notes about your findings. If a question does not apply to your facility, mark "NA." Describe all deficiencies or items needing attention and correct them as soon as possible. If reporting is required, see the requirements in the permit.

One lift station on the East side of town does not have a fence but there are locks on the well and panel, as well as one lift station on the west side of town.

City of Alpine WWTP Daily Worksheet

Date: May 1, 2026 Day: Friday Operator: Rien Wylie
 Morning Weather: Cloudy, light rain, cool Evening Weather: Cloudy, windy, warm

LIFT STATION:

Yesterday Pump Run Time- #1: 9761 #2: 4713 #3: 10453
 Today Pump Run Time- #1: 9761 #2: 4713 #3: 10465
 Difference- #1: 0 #2: 0 #3: 12
 Front Meter- Time: 8:31 MGD: .50 Totalizer: 35605

AERATION:

#1: ☒ ON OFF #2: ☒ ON OFF
 Oil Changed Runtime: 26090 Oil Changed Runtime: 26199
 Current Runtime: 27594 Current Runtime: 27703
 Difference: 1504 Difference: 1504

CLARIFIERS:

Sludge Blanket-#1: 3.5' #2: 2'

T VALVES:

Yesterday Totalizer- #1: 3437222800 #2: 4413027200
 Today Totalizer- #1: 3437803800 #2: 4413639800
 Difference- #1: 581000 #2: 612600
 Flow Rate- #1: 376 #2: 419

CHEMICAL FEED

CL2- #1 Weight: 0 #2 Weight: 125 Feed: 50

RAS PUMPS:

Run Time- #1: ✓ #2: ✓

V NOTCH:

Yesterday Totalizer: 282863 Yesterday Reuse: 7208
 Today Totalizer: 283212 Today Reuse: 7208
 Difference: 349 Difference: 0
 2-hr Peak: 70

UTILITIES:

Well Electric Usage: 88325 Well Meter: 92401

ANALYSES:

V-Notch Cl: 1.03 DO: _____ pH: _____
 E. coli: _____
 BOD: _____ TSS: _____

COMMENTS: RW

Rain until 1:30pm No electricity in office, clarifier #1 & chlorine contact basin on arrival to plant. CT Electric came out at 1:30 and fixed issue on the pde (weather head).

MONTH: May 2026

City of Alpine WWTP Maintenance Log

Date	Location/Unit	Maintenance Performed	Notes	Initials
5-1-26	Clarifier #1	sprayed down weirs		CD
5-1-26	Junction Box A	sprayed down solids in box		CD
5-4-26	Clarifier #1	sprayed down weirs		CD
5-4-26	Clarifier #2	brushed weirs & channel		RW
5-6-26	V-Notch	sprayed & brushed algae from walls		RW
5-6-26	Junction Box A	sprayed down solids in box		CD
5-7-26	Contacts	New valves in stalled for draining	Installed by Premier	RW
5-8-26	Drying bed #4	cleaning out dry sludge		RW
5-11-26	Plant	weed eating		RW
5-11-26	Drying beds	pulling weeds		RW
5-13-26	Drying bed #6	cleaning out dry sludge		RW
5-14-26	Clarifier #2	brushed algae from weirs & channels		RW
5-14-26	R/S pumps	greased motors topped w/oil		RW
5-14-26	Skidsteer	Fixed Fiat		RW
5-15-26	Contacts	Drained & cleaned contacts 1 & 2		RW
5-15-26	Drying bed 4	clean out dry sludge		RW
5-16-26	Weed-eater	Old Marathon Lift Station		RW
5-18-26	Plant	Picked up trash around plant		RW
5-19-26	Clarifier #1	brushed weirs and canal		RW
5-20-26	Clarifier #2	brushed weirs and canal		RW
5-21-26	Drying bed 6	cleaned out dry sludge		RW
5-22-26	Drying bed 7	cleaned out dry sludge		CD/DM/RW
5-26-26	Bar screen	Greased		RW

MONTH: May 2026

City of Alpine WWTP Maintenance Log

[illegible]

City Of Alpine FM/Ratio Log Sheet

Month: May 2026

[illegible]

2 samples sent to City of Odessa lab were recieved with high temps and were unable to process

Appendix J. Compliance Reports and Logs

Month/Year:

May 2026

Page 186 of 383



Texas Commission on Environmental Quality

P.O. Box 13087 • Austin, TX 78711-3087

MONTHLY EFFLUENT REPORT

WG0014349001
PERMIT NUMBER

SET

2026	May
YEAR	MO

EID

This report to be used for

Please retain a photocopy for your records.

Reclaimed Water

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
		Value	Units			
3101024	Permitted	45 DLY. Max	mg/L		2/week	Grab
BOD5	Reported	2.06 DLY. Max	mg/L		1/week	3prt. Comp.
800821024	Permitted		mg/L		2/week	Grab
CBOD5	Reported					
820796624	Permitted		NTU		2/week	Grab
Turbidity	Reported					
31643730	Permitted	399 DLY. Max	MPN/100 mL		2/week	Grab
E. coli	Reported	4.10 DLY. Max	MPN/100 mL		2/month	Grab
316403724	Permitted		MPN/100 mL		2/week	Grab
E. coli	Reported					
316393724	Permitted		MPN/100 mL		2/week	Grab
Enterococci	Reported					
316393730	Permitted		MPN/100 mL		2/week	Grab
Enterococci	Reported					
4006030	Permitted	6.0 - 9.0	Std units		2/week	Grab
pH	Reported	7.29 DLY. Max	Std units		2/month	Grab
500507124	Permitted		MGD		2/week	Grab
Flow	Reported	0.591	MGD		1/Day	instant
	Permitted					
	Reported					

COMMENTS AND EXPLANATIONS (Reference all attachments here.)

--

I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS REPORT AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE AND ACCURATE.

PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
Richard Willie	Richard Willie	June	24	2026
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Michael Naciaz	Michael Naciaz	June	24	2026
Telephone Number				
432 Area code 837-7364 Number				

Checklist Texas Pollutant Discharge Elimination System Permits

May 2026
Richard Wylie

Reference [§]	Monitoring and Reporting Requirements	Yes	No	NA
319.4-12	Are effluent sampling and reporting conducted as specified in the permit or in accordance with 30 TAC 319.4-12?	✓		
See permit: Monitoring and Reporting Requirement No.1	Are monthly effluent reports (discharge monitoring reports) submitted electronically using NetDMR by the 20th day of the following month for each discharge whether or not a discharge is made for that month?	✓		
305.128 and 305.44(a)	Are all monitoring reports signed and certified as required by 30 TAC 305.128 (relating to Signatories to Reports)?	✓		
319.11-12	Are test procedures for the analysis of pollutants in compliance with procedures specified in 30 TAC 319.11-319.12 or the permit?	✓		
See permit: Monitoring and Reporting Requirement Nos. 1 and 2	Are measurements, tests, and calculations accurate and representative?	✓		
305.125(11)(A)	Are monitoring samples and measurements taken at times and in a manner so as to be representative of the monitored activity?	✓		
305.125(11)(B)	Are all monitoring and reporting records, including strip charts and records of calibration and maintenance, copies of all records required by the permit, records of all data used to complete the application for the permit, and the certification required by 40 CFR ^{**} 264.73(b)(9), retained for a period of three years and readily available for review by a TCEQ representative?	✓		
305.125(11)(C) See permit: Monitoring Requirement No. 3.c	Do all records of monitoring activities include the following: a. the date, time, and place of sample measurement; b. the identity of the person who collected the sample or made the measurement; c. the date and time of analysis; d. the identity of the individual and laboratory who performed the analysis; e. the technique or method of analysis; and f. the results of the analysis or measurement and quality assurance-quality control records?	✓		
See permit: Monitoring Requirement No. 4	Does the permittee include additional monitoring (more monitoring than required by the permit) results in the calculation and reporting of the values submitted on the approved self-report form?	✓		

[§] Numbers refer to chapters, subchapters, subsections, or paragraphs of Title 30, Texas Administrative Code.

^{**} 40 CFR = "Title 40, Code of Federal Regulations."

Reference ^s	Monitoring and Reporting Requirements	Yes	No	NA
See permit: Monitoring Requirement No. 5	Are all automatic flow measuring or recording devices and all totalizing meters for measuring flows calibrated by a trained person at least annually? If yes, a. does the person verify in writing that the device is operating properly and giving accurate results, and b. are copies of the verification retained and made readily available for review by a TCEQ representative for a period of three years?	✓		
See permit: Monitoring Requirement No. 7.a	Are written reports submitted to the regional office and the Enforcement Division within five days of the time the permittee becomes aware of the noncompliance?	✓		
See permit: Monitoring Requirement No. 7.a	Do written reports contain a description of the noncompliance and its cause; the potential danger to human health or safety, or the environment; the period of noncompliance, including exact dates and times; if the noncompliance has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects?	✓		
See permit: Monitoring Requirement No. 7.c	Are all effluent violations that deviate from the permitted effluent limitations by more than 40 percent reported in writing to the regional office and the Enforcement Division within five working days of becoming aware of the noncompliance?	✓		
See permit: Monitoring Requirement No. 7.b	Does the permittee submit prior notice by applying for authorization for any needed bypass?	✓		
See permit: Monitoring Requirement No. 9	Does the permittee notify (orally or by fax) within 24 hours, and both the Regional Office and the Enforcement Division in writing within five working days, after becoming aware of or having reason to believe that any activity has occurred or will occur that would result in the discharge of any toxic pollutant listed in 40 CFR ^{††} Part 122, Appendix D, Tables II and III?	✓		
305.128	Are all reports and other information requested by the TCEQ signed by the person and in the manner required by 30 TAC 305.128?	✓		
See permit: Monitoring Requirement No. 9 and 40 CFR 122.42(b)	If the facility is a publicly owned treatment works, does the permittee provide adequate notice to the TCEQ of the following: - any new introduction of pollutants into the POTW from an indirect discharger which would be subject to Section 301 or 306 of the federal Clean Water Act if it were directly discharging those pollutants; - any substantial change in the volume or character of pollutants being introduced into the POTW by an identified source when the permit was issued; and	✓		

Reference ^s	Monitoring and Reporting Requirements	Yes	No	NA
	Sludge Provisions (Land Application)			
See permit: Sludge Provisions, Section I.A.1, and Chapter 312	Does the permittee handle and dispose of sewage sludge in accordance with 30 TAC 312 and all other applicable state and federal regulations in a manner which protects public health and the environment from any reasonably anticipated adverse effects due to any toxic pollutants that may be present in the sludge?			✓
See permit: Sludge Provisions, Section I.A.2	Does the permittee (who prepares the sludge for another person for land application) supply necessary information to the parties who receive the sludge to assure compliance with these regulations?			✓
See permit: Sludge Provisions, Section I.A.3	Does the permittee provide prior notice (180 days) to the TCEQ of any change planned in sewage sludge disposal?			✓
See permit: Sludge Provisions	Has the permittee tested the sewage sludge (using the TCLP) at least once during the term of its permit?			✓
See permit: Sludge Provisions, Section I.B.1	Is sewage sludge failing the TCLP test managed according to standards of the Resource Conservation and Recovery Act for generators of hazardous waste?			✓
See permit: Sludge Provisions, Section I.B.1	If a TCLP test fails, does the permittee submit a written report to the Registration and Reporting Section within seven days?			✓
See permit: Sludge Provisions, Section I.B.1	Does the permittee prepare and submit an annual report on the results of all sludge-toxicity testing by September 30 of each year?			✓
312.82	Is all sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site treated to ensure that the sludge meets either the Class A or Class B pathogen requirements?			✓
312.83	Is all bulk sewage sludge that is applied to agricultural land, forest, a public contact site, or a reclamation site treated to reduce vector attraction?			✓
312.46(a)(1)	Are metal constituents and fecal coliform or <i>Salmonella</i> bacteria monitored according to 312.46(a)(1)?			✓
312.7	Are representative samples of sewage sludge collected and analyzed according to the methods in 30 TAC 312.7?			✓
See permit: Sludge Provisions, Section II, C.1	Does the permittee prevent bulk sewage sludge from being applied to agricultural land, forest, a public contact site, or a reclamation site that is flooded, frozen, or snow covered?			✓
See permit: Sludge Provisions, Section II, C.3	Is bulk sewage sludge applied at or below the agronomic rate of the cover crop?			✓
See permit: Sludge Provisions, Section II, C.4	If the permittee supplies the sludge to another person who land applies the sludge, does the permittee notify the land applier of the requirements for record keeping			✓

Reference ⁵	Monitoring and Reporting Requirements	Yes	No	NA
	found in 30 TAC 312.47 for persons who apply it to land?			✓
312.48	Does the permittee report to the TCEQ by September 30 of each year the information required in 30 TAC 312.48?			✓
See permit: Sludge Provisions, Section II, E	Are records maintained monthly and made available to the TCEQ upon request?			✓
	Requirements Applying to All Sewage Sludge Disposed in an MSW Landfill			
See permit: Sludge Provisions, Section III, A	Does the permittee ensure that the sewage sludge meets the requirements in 30 TAC 330 concerning the quality of the sludge disposed in an MSW landfill?	✓		
See permit: Sludge Provisions, Section III, B	Does the permittee provide the owner or operator of the MSW landfill appropriate information needed for the facility to comply with the provisions of the permit (e.g., TCLP test results)?	✓		
See permit: Sludge Provisions, Section III, F	Does the permittee retain the following information for five years: - a description (including procedures followed and the results) of all Paint Filter Liquids Tests (U.S. EPA Method 9095B) performed, and - a description (including procedures followed and results) of all TCLP tests performed? <i>Note: These records must be maintained on-site monthly and be made available to the TCEQ upon request.</i>	✓		
See permit: Sludge Provisions, Section III, G	Does the permittee report annually to the TCEQ by September 30 of each year the following information: - TCLP results; - annual sludge production in dry tons/year; - amount of sludge disposed in an MSW landfill in dry tons/year; - amount of sludge transported interstate in dry tons/year; - a certification that the sewage sludge meets the requirements of 30 TAC 330 concerning the quality of the sludge disposed in an MSW landfill; - the identity of each hauler and the transporter registration number; - the owner of the disposal site; - the location of the disposal site; and - each date of disposal?	✓		
	Pretreatment Requirements			
40 CFR ⁶ Part 403	If the facility is required to have an approved pretreatment program, does the permit include specific prohibitions and notification requirements?		NO	✓
	If the facility is a publicly owned treatment works, has it developed a local pretreatment program?		NO	✓

Month: April, 2026

Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD ₅ (mg/L)	Cl ₂ (mg/L)	NH ₃ (mg/L)	Fecal/ E. coli (CFUs/100) (mL) mpn
1	.379	5.77	7.04			1.56		
2	.360					1.39		
3	.400					1.05		
4	.381					2.23		
5	.349					2.41		
6	.374					2.79		
7	.371					1.09		
8	.440					1.13		
9	.290			6.29	3.1	2.01		
10	.434	5.97	7.13			3.70		
11	.396					3.20		
12	.389					3.50		
13	.424					2.40		
14	.498					1.63		
15	.284					1.23		
16	.414	5.87	7.23	9.0	1.3	1.53		
17	.368					1.12		4.0
18	.380					1.09		
19	.359					1.03		
20	.329					1.36		
21	.277					1.16		
22	.371					1.13		
23	.332	5.81	7.09	4.8	2.09	1.93		
24	.360					1.94		8.4

Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD ₅ (mg/L)	Cl ₂ (mg/L)	NH ₃ (mg/L)	Fecal/ <i>E. coli</i> (CFUs/100) (mL)
25	.350					1.47		
26	.339					1.91		
27	.342					3.8		
28	.362					1.49		
29	.294	6.03	7.13			1.76		
30	.311			4.33	1.0	1.51		
31								
Min.	0.277	5.81	7.09	4.33	1.0	1.03		4.0
Max.	0.498	6.03	7.23	9.0	3.10	3.80		8.40
Avg.	0.365	5.92	7.15	6.11	1.87	1.86		6.20

Date	TSS	BOD	E-coli	DO	pH	Temp	CI2 Res Initial	CI2 Res Final	Meter read	Flow X 1000	Reuse Meter	Flow x 1000
4/1/2026				5.77	7.04	19.6		1.56	272285		6717	
4/2/2026								1.39	272645	0.360	6742	0.025
4/3/2026								1.05	273045	0.400	6742	0
4/4/2026								2.23	273426	0.381	6742	0
4/5/2026								2.41	273775	0.349	6742	0
4/6/2026								2.79	274149	0.374	6742	0
4/7/2026								1.09	274520	0.371	6742	0
4/8/2026								1.13	274960	0.440	6742	0
4/9/2026	6.29	3.1						2.01	275250	0.290	6856	0.114
4/10/2026				5.97	7.13	20.5		3.70	275684	0.434	6856	0
4/11/2026								3.20	276080	0.396	6877	0.021
4/12/2026								3.50	276469	0.389	6877	0
4/13/2026								2.40	276893	0.424	6877	0
4/14/2026								1.63	277391	0.498	6901	0.024
4/15/2026								1.23	277675	0.284	6901	0
4/16/2026	9	1.3		5.87	7.23	22.6		1.53	278089	0.414	6901	0
4/17/2026			4					1.12	278457	0.368	6932	0.031
4/18/2026								1.09	278837	0.380	6955	0.023
4/19/2026								1.03	279196	0.359	6955	0
4/20/2026								1.36	279525	0.329	6955	0
4/21/2026								1.16	279802	0.277	7071	0.116
4/22/2026								1.13	280173	0.371	7071	0
4/23/2026	4.8	2.09		5.81	7.09	19.5		1.93	280505	0.332	7105	0.034
4/24/2026			8.4					1.94	280865	0.360	7105	0
4/25/2026								1.47	281215	0.350	7131	0.026
4/26/2026								1.91	281554	0.339	7131	0
4/27/2026								3.80	281896	0.342	7131	0
4/28/2026								1.49	282258	0.362	7131	0
4/29/2026				6.03	7.13	19		1.76	282552	0.294	7177	0.046
4/30/2026	4.33	1						1.51	282863	0.311	7208	0.031

2-hr
PEAK

812.50
770.83
770.83
833.33
1020.83
770.83
1000.00
812.50
979.17
895.83
916.67
770.83
812.50
833.33
895.83
833.33
812.50
770.83
812.50
770.83
812.50
1041.67
833.33
770.83
729.17
791.67
770.83
750.00
791.67
979.17

<u>DO</u>		
daily	min	5.81
<u>BOD</u>		
daily	avg	lbs/d 5.70
daily	avg	mg/L 1.87
daily	max	mg/L 3.10
<u>pH</u>		
	min	7.09
	max	7.23
<u>TSS</u>		
daily	avg	lbs/d 18.57
daily	avg	mg/L 6.11
daily	max	mg/L 9.00
<u>FLOW</u>		
daily	avg	MGD 0.365
daily	max	MGD 0.498
<u>FLOW</u>		
2 hr	peak	gpm 1041.67
<u>FLOW</u>		
1 yr	avg	MGD #REF!
<u>Cl2 Res. Final</u>		
daily	max	mg/L 3.80

Cl2 Dose Initial

Total
10.578

75%
Rule
8.66%

Date	Daily Peak	Multiplier	Min/Day	GPM
1	78	15000	1440	812.50
2	74	15000	1440	770.83
3	74	15000	1440	770.83
4	80	15000	1440	833.33
5	98	15000	1440	1020.83
6	74	15000	1440	770.83
7	96	15000	1440	1000.00
8	78	15000	1440	812.50
9	94	15000	1440	979.17
10	86	15000	1440	895.83
11	88	15000	1440	916.67
12	74	15000	1440	770.83
13	78	15000	1440	812.50
14	80	15000	1440	833.33
15	86	15000	1440	895.83
16	80	15000	1440	833.33
17	78	15000	1440	812.50
18	74	15000	1440	770.83
19	78	15000	1440	812.50
20	74	15000	1440	770.83
21	78	15000	1440	812.50
22	100	15000	1440	1041.67
23	80	15000	1440	833.33
24	74	15000	1440	770.83
25	70	15000	1440	729.17
26	76	15000	1440	791.67
27	74	15000	1440	770.83
28	72	15000	1440	750.00
29	76	15000	1440	791.67
30	94	15000	1440	979.17

DATE: May 1, 2026

City of Alpine Lab Analysis Data

Sample	Chlorine Result	DO Result	pH Result	E.coli Result	Temperature
Blank	x	X	X		X
Control	See Cal Check	x	x	X	X
V-Notch	1.03				
V-Notch Dup	1.08				
Contact 1	X	X	X	X	X
Contact 2	X	X	X	X	X
Initials:	RW				
Sample Time:	2:09				
Analysis Time:	X	X	X		X
Contact AVG:	#DIV/0!				

QC Checks

Sample	Chlorine	DO	pH	E.coli	Temperature
Blank	x	X	X	0	X
Control	See Cal Check	#VALUE!	x	X	X
Duplicate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Calibrations

Chlorine Calibration Check					
Initials	Blank (0)	Std 1	Std 2	Std 3	Maintenance completed
RW	LR/ 0	0.21	0.89	1.59	wiped vials
Time/ 1:52	HR/ 0	2.3	4.0	6.8	wiped vials
DO Calibration Check Sat. Air					
Initials	Slope	Bar Press	Temp	Saturation%	Maintenance completed
RW					
Time/					
pH Cal Check					
Initials	Slope	pH 4 Solution	pH 7 Solution	pH 10 Solution	Maintenance completed
Time/		Temp	Temp	Temp	
		Calibrated to	Calibrated to	Calibrated to	

NOTE:

Any cell left blank, indicates that analysis was not run on the given day
 Any cell containing an X indicates that cell is not relevant to the given test
 The operator performing the test is the operator that collected the sample
 All Analyses except E.coli & Entero are run in field: sample time is equal to analysis time

City of Alpine Paint Filter Test Log

* Filter test is performed before sludge is hauled to landfill

Appendix K. Alpine AMPSS Checklist

CITY OF ALPINE AMPSS ANNUAL/MONTHLY/DAILY/ONGOING UPDATE CHECKLIST

1. ASSET MANAGEMENT

- a. Update RG-530 Asset Management Spreadsheet
- b. Present Findings to City Council
- c. Consider RG-530 Results as Part of Annual Rate Evaluation
- d. Submit for Pertinent Grant and Low Interest Loan Programs
- e. GIS Updates (Ongoing)

2. EMERGENCY RESPONSE PLAN (ERP)

- a. Review and update the ERP Information. Update the date on the cover sheet.

3. SUSTAINABLE SYSTEMS

- a. Table 1 – Energy Usage Summary Table – Annual Updates and Tracking (p. 3)
- b. Table 2 – Motor Load Summary Table – Annual Updates (p. 4)
- c. Annual Public Notification for FOGs and Flushable. Consider and Implement Public Participation and Education Activities.

4. OPERATION AND MAINTENANCE (O&M)

- a. Review and update annually the following tables from the O&M Manual.
 - i. Equipment Description (p. 4)
 - ii. Operating Procedures (p. 4)
 - iii. Preventative Maintenance Program (p. 4-5)
 - iv. Key Equipment Calibration (p. 5)
 - v. Flow Meter Calibration Schedule (p. 9)
- b. Continue to complete and document the monthly and daily checklists. Maintain proper records.

5. COMPLIANCE

- a. Submit Monthly Effluent Report to TCEQ on a monthly basis.
- b. Continue to complete and document the monthly and daily checklists. Maintain proper records.

Wastewater-permit due dates Table

Month	Action
January	• Complete sampling by January 31. • Submit December DMR by January 20. • Submit biomonitoring DMR by January 20, if applicable.
February	• Complete sampling by February 28. • Submit January DMR by February 20.
March	• Complete sampling by March 31. • Submit February DMR by March 20.
April	• Complete sampling by April 30. • Submit March DMR by April 20. • Submit biomonitoring DMR by April 20, if applicable.
May	• Complete sampling by May 31. • Submit April DMR by May 20.
June	• Complete sampling by June 30. • Submit May DMR by June 20.
July	• Complete sampling by July 31. • Submit June DMR by July 20. • Submit biomonitoring DMR by June 20, if applicable.
August	• Complete sampling by August 31. • Submit July DMR by August 20.
September	• Complete sampling by September 30. • Submit August DMR by September 20. • Submit annual sludge report by September 30 including addendums.
October	• Complete sampling by October 31. • Submit September DMR by October 20. • Submit biomonitoring DMR by October 20, if applicable.
November	• Complete sampling by November 31. • Submit October DMR by November 20.
December	• Complete sampling by December 31. • Submit November DMR by December 20.

c.

6. RESOURCES OR OTHER RECOMMENDATIONS

- a. City currently has a paper record system using file folders. Develop and implement an electronic backup system. Include on server or backup system where the electronic copies are stored in more than one location.

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 11A

Department: City Council

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Discussion regarding the Old Train Station Salvation project & regards to saving the station and what role the City can play. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 11B

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: None



AGENDA ITEM

Discuss, consider, and take possible action regarding the City's nomination for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees, and authorize the submission of the nomination prior to the August 2, 2026 deadline. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

Agenda Item: Consideration of the City's Nomination to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees and Authorization to Submit the Nomination Prior to the August 2, 2026 Deadline

This agenda item seeks City Council approval to formally nominate a City representative for a position on the **Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Board of Trustees** and to authorize submission of the nomination materials ahead of the **August 2, 2026** deadline established by TMLIRP.

The TMLIRP Board of Trustees plays a critical governance role in overseeing risk management programs, coverage policies, financial stewardship, and strategic direction for the statewide pool that provides liability, property, and workers' compensation coverage to Texas municipalities. Securing representation on the Board would strengthen the City's voice in statewide policy discussions, enhance collaboration with peer cities, and support the City's long-term risk management interests.

Key considerations include:

- **Strategic Representation:** Board participation allows the City to contribute to statewide municipal risk policy and advocate for issues affecting small and mid-sized communities.
- **Professional Leadership:** Nomination recognizes the qualifications and experience of the City's proposed representative and supports broader municipal leadership within Texas.
- **Timely Submission:** TMLIRP requires all nominations to be submitted by **August 2, 2026**; Council authorization ensures compliance with this deadline and allows staff to complete required documentation.
- **Intergovernmental Collaboration:** Engagement with TMLIRP strengthens relationships with partner cities and supports best practices in municipal risk management.

Approval of this item authorizes staff to finalize and submit the City's nomination package to TMLIRP in advance of the deadline.

SUPPORTING MATERIALS

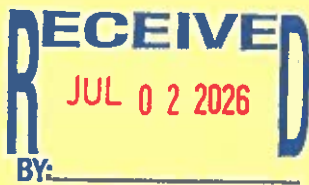
1. 2 TML Nominations to the Board of Trustees due 08-02-26

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary



June 17, 2026

TO: All TML Intergovernmental Risk Pool Members
FROM: David Reagan – TMLIRP Board Secretary
RE: Nominations to the Board of Trustees of the Texas Municipal League
Intergovernmental Risk Pool

It's time for nominations to fill four positions on the TML Intergovernmental Risk Pool Board of Trustees. The Board is comprised of fifteen voting members, twelve of whom are elected by the Pool's membership to serve staggered, six-year terms.

- **WHO/WHAT:** Every even-numbered year, the term of office for one-third of the elected Trustees expires, and an election is held to fill those designated Places. Terms for Trustees in Places 1 – 4 expire October 1, 2026. (Place 5 is an appointed, rather than elected, public member.) Those places are currently held by the following individuals:
 - Place 1 – J.W. “Buzz” Fullen, Commissioner, Henderson Housing Authority
 - Place 2 – Emily Crawford, City Manager, Abilene
 - Place 3 – David Rutledge, Mayor, Bridge City
 - Place 4 – Austin Bleess, City Manager, Jersey Village

The composition of the entire Board is on the back of this notice. Eligibility requirements for Places 1 - 4 are as follows:

- Place 1 – Elected official or employee of any Pool Member
- Places 2, 3, & 4 – Only elected officials or employees of a municipality that is a Pool Member
- **WHEN:** Nominations must be received by the Board Secretary at the address below by 11:59 p.m. on Friday, August 2, 2026.
- **WHERE/HOW:** Each Board member is elected to a designated Place on the Board, and all nominations must show WHICH of the Places – 1, 2, 3, or 4 – for which the nomination is made. (No residency or other requirement applies.) The governing body of each Member of the Pool may nominate one qualified person for the election. Nominations must be mailed to the Board Secretary, with a short biographical sketch of the nominee and showing the designated Place for which the nomination is made, to the following address:

Trustee Nomination
Board Secretary
P. O. Box 149194
Austin, Texas 78714-9194

The Board Secretary will distribute a ballot to each Pool Member by August 17, 2026. Questions? Contact David Reagan, Board Secretary, at 512-491-2300.

Current Texas Municipal League Intergovernmental Risk Pool Board of Trustee Members and the date their terms expire include:

Place 5 (Oct. 1, 2026)
Bert Lumbreras, Chair
Appointed Public Member

Place 10 (Oct. 1, 2028)
Michael Alexander
Appointed Public Member

Place 4 (Oct. 1, 2026)
Austin Bleess, Vice Chair
City Manager, City of Jersey Village

Place 11 (Oct. 1, 2030)
Randy Criswell,
City Manager, City of Wolfforth

Place 1 (Oct. 1, 2026)
J.W. "Buzz" Fullen
Commissioner, Henderson Housing Authority

Place 12 (Oct. 1, 2030)
Allison Heyward
Councilmember, City of Schertz

Place 2 (Oct. 1, 2026)
Emily Crawford
City Manager, City of Abilene

Place 13 (Oct. 1, 2030)
Harlan Jefferson
Deputy City Manager, City of Burleson

Place 3 (Oct. 1, 2026)
David Rutledge
Mayor, City of Bridge City

Place 14 (Oct. 1, 2030)
Mike Land
City Manager, City of Coppell

Place 6 (Oct. 1, 2028)
Kimberly Meisner
Assistant City Manager, City of Kerrville

Place 15 (Oct. 1, 2030)
Rickey Childers
Appointed Public Member

Place 7 (Oct. 1, 2028)
Mary M. Dennis
Mayor, City of Live Oak

TML Representative
Holly Gray
Mayor Pro Tem, City of Roanoke

Place 8 (Oct. 1, 2028)
Chris Coffman
City Manager, City of Granbury

TML Representative
Monty Wynn
Executive Director, Texas Municipal League

Place 9 (Oct. 1, 2028)
Opal Mauldin-Jones.
City Manager, City of Lancaster

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 11C

Department: Administration

Sponsor: Catherine Eaves, Mayor

Memo Prepared By: Clarinda Espinoza, Interim City Secretary

Staff Recommendation: None



AGENDA ITEM

Discussion regarding City boards and commissions and the attendance requirements applicable to appointed board members. (C. Eaves, Mayor)

EXECUTIVE SUMMARY

The City of Alpine Boards, Commissions, and Committees Handbook, adopted November 15, 2022, establishes attendance requirements for appointed members. Under the “Rules for Attendance at Regular Meetings of Boards, Commissions, or Committees,” any member who misses three consecutive meetings or one-third of all regular meetings within a 12-month period is deemed to have automatically vacated their position. Members who cannot attend a regular meeting are expected to make a reasonable effort to notify the Chair or the Office of the City Secretary before the meeting and provide the reason for their absence.

The handbook also states that if a member is absent for three consecutive meetings, the member will be deemed to have resigned. The City’s Home Rule Charter does not contain a separate attendance requirement for appointed board, commission, or committee members.

This item is presented to allow the City Council to discuss the existing attendance requirements, their consistent application, the process for documenting absences and vacancies, and whether clarification or amendments to the handbook are necessary. No action is required unless the agenda item includes authorization for possible action.

SUPPORTING MATERIALS

1. 2025-11-02 ORDINANCE - Boards, Commissions, Committees Update
2. RES 2022-11-11 BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK
3. Ordinance No. 2022-10-03

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary

ORDINANCE 2025-11-02

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

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

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

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

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

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

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

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

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

**SECTION I
FINDINGS OF FACT**

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

SECTION II INCLUSION IN THE CODE OF ORDINANCES

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

SECTION III CUMULATIVE CLAUSE

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

SECTION IV SEVERABILITY CLAUSE

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

SECTION V PROPER NOTICE AND MEETING

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

SECTION VI PUBLIC HEARING

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

SECTION VII EFFECTIVE DATE

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

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

INTRODUCTION AND FIRST READING

NOVEMBER 4, 2025

SECOND AND FINAL READING

NOVEMBER 18, 2025

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

EDITOR’S NOTE:

Additions are Underlined.

~~Omissions appear in Red Strikethrough Text.~~

Chapter 16 BOARDS, COMMISSIONS, AND COMMITTEES

ARTICLE I. IN GENERAL

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

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

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

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

Sec. 16-2. Meetings shall be public.

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

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

Sec. 16-3. Types of meetings.

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

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

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

Sec. 16-4. Role of the chairperson.

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

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

Sec. 16-5. Role of other officers.

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

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

Sec. 16-6. Records of meetings.

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

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

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

Sec. 16-7—16-30. Reserved.

ARTICLE II. RULES OF PROCEDURE

Sec. 16-31. Quorum.

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

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

Sec. 16-32. Parliamentary procedure.

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

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

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

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

Sec. 16-33. Agenda.

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

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

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

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

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

Sec. 16-35. Voting.

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

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

Sec. 16-36. Order of business.

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

AGENDA

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

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

Sec. 16-37—16-60. Reserved.

ARTICLE III. RULES OF DECORUM

Sec. 16-61. Decorum.

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

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

Sec. 16-62. Enforcement of decorum.

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

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

Sec. 16-63. Audience participation.

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

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

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

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

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

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

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

Sec. 16-65—16-130. Reserved.

ARTICLE IV. ANIMAL ADVISORY BOARD

Sec. 16-131. Created.

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

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

Sec. 16-132. Purpose.

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

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

Sec. 16-133. Duties.

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

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

Sec. 16-134. Composition of the board.

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

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

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

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

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

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

Sec. 16-136. Placement.

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

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

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

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

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

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

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

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

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

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

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

Sec. 16-137. Terms of board members.

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

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

Sec. 16-138. Removal of board members.

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

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

Sec. 16-139. Board officers.

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

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

Sec. 16-140. City representative.

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

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

Sec. 16-141. Board meetings.

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

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

Sec. 16-142—16-170. Reserved.

ARTICLE V. HOTEL OCCUPANCY ~~TAX COMMITTEE~~ ADVISORY BOARD

Sec. 16-171. Created.

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

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

Sec. 16-172. Purpose.

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

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

Sec. 16-173. Duties.

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

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

Sec. 16-174. Composition of the board.

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

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

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

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

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

Sec. 16-176. Placement.

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

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

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

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

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

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

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

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

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

Ex officio: HOT committee liaison/director of tourism.

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

Sec. 16-177. Terms of board members.

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

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

Sec. 16-178. Removal of board members.

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

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

Sec. 16-179. Board officers.

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

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

Sec. 16-180. City representative.

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

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

Sec. 16-181. Board meetings.

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

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

Sec. 16-182—16-210. Reserved.

ARTICLE VI. MUSIC ADVISORY BOARD

Sec. 16-211. Created.

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

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

Sec. 16-212. Purpose.

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

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

Sec. 16-213. Duties.

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

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

Sec. 16-214. Composition of the board.

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

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

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

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

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

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

Sec. 16-216. Placement.

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

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

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

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

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

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

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

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

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

Ex officio: music liaison/director of tourism.

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

Sec. 16-217. Terms of board members.

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

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

Sec. 16-218. Removal of board members.

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

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

Sec. 16-219. Board officers.

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

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

Sec. 16-220. City representative.

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

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

Sec. 16-221. Board meetings.

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

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

Sec. 16-222—16-250. Reserved.

ARTICLE VII. PARKS AND RECREATION ADVISORY BOARD

Sec. 16-251. Created.

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

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

Sec. 16-252. Purpose.

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

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

Sec. 16-253. Duties.

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

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

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

Sec. 16-254. Composition of the board.

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

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

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

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

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

Sec. 16-256. Placement.

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

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

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

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

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

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

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

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

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

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

Sec. 16-257. Terms of board members.

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

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

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

Sec. 16-258. Removal of board members.

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

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

Sec. 16-259. Board officers.

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

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

Sec. 16-260. City representative.

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

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

Sec. 16-261. Board meetings.

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

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

Sec. 16-262—16-290. Reserved.

ARTICLE VIII. PLANNING AND ZONING COMMISSION

Sec. 16-291. Created.

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

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

Sec. 16-292. Purpose.

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

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

Sec. 16-293. Duties.

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

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

Sec. 16-294. Composition of the board.

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

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

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

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

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

Sec. 16-296. Placement.

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

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

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

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

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

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

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

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

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

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

Sec. 16-297. Terms of board members.

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

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

Sec. 16-298. Removal of board members.

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

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

Sec. 16-299. Board officers.

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

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

Sec. 16-300. City representative.

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

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

Sec. 16-301. Board meetings.

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

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

Sec. 16-302—16-330. Reserved.

ARTICLE IX. BUILDING AND STANDARDS COMMISSION

Sec. 16-331. Created.

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

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

Sec. 16-332. Purpose.

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

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

Sec. 16-333. Duties.

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

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

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

Sec. 16-334. Composition of the board.

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

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

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

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

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

Sec. 16-336. Placement.

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

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

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

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

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

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

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

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

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

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

Sec. 16-337. Terms of board members.

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

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

Sec. 16-338. Removal of board members.

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

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

Sec. 16-339. Board officers.

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

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

Sec. 16-340. City representative.

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

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

Sec. 16-341. Board meetings.

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

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

Sec. 16-342. Building and building regulations.

The building and standards commission shall:

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

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

CITY OF ALPINE

RESOLUTION 2022-11-11**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
ADOPTING A BOARDS, COMMISSIONS, AND COMMITTEES HANDBOOK.**

WHEREAS, pursuant to Section 16-1, of Chapter 16 to the Alpine Code of Ordinances, the City Council may establish a Boards, Commissions, and Committees handbook by resolution; and

WHEREAS, the City Council has cause in pursuit of their legislative duties on behalf of the citizens of Alpine to ensure that board members are provided with the tools that they need to be successful; and

WHEREAS, the Boards, Commissions, and Committees handbook will be a valuable tool for current and incoming board members so that they may better understand expectations, rules, and procedures; and

WHEREAS, it is deemed to be in the best interest of the City to adopt a Boards, Commissions, and Committees handbook that will be provided to each board member and to prospective board members.

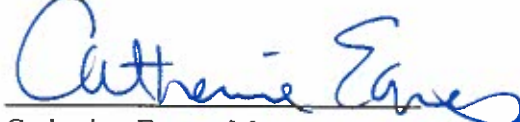
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:

SECTION I. The Boards, Commissions, and Committees handbook attached in the form hereto described as Exhibit "A" is hereby approved.

SECTION II. This resolution shall become effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE ON THIS 15th DAY OF NOVEMBER 2022.

APPROVED:



Catherine Eaves, Mayor

ATTEST:



Geoffrey R. Calderon, City Secretary



EXHIBIT “A”**CITY OF ALPINE
BOARDS, COMMISSIONS, AND
COMMITTEES HANDBOOK**

VERSION 1.0
ADOPTED: 11/15/2022

TABLE OF CONTENTS

FOREWARD	4
CHAPTER I – IN GENERAL	5
Boards, Commissions, or Committees Defined.	5
Alpine Advisory Boards, Commissions, or Committees (Non-Decision Making).	5
Alpine Advisory Boards, Commissions, or Committees.	5
Alpine Decision-Making Boards, Commissions, or Committees.	5
Animal Advisory Board (AAB).	6
Hotel Occupancy Tax Committee (HOT).	9
Music Advisory Board (MAB).	12
Parks and Recreation Board (PRB).	15
Planning and Zoning Commission (P&Z).	18
Building and Standards Commission (B&S).	21
CHAPTER II – APPOINTMENT PROCESS	24
Application Process.	24
Appointment Process.	24
Notice of Appointment.	24
Eligibility and Qualifications.	24
Oath of Office.	24
Open Meetings Act Training.	24
Public Information Act Training.	25
Conflict of Interest & Disclosure.	25
CHAPTER III – RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEE MEMBERS	26
In General.	26
Working with City Staff.	26
Reporting to the City Council.	27
Texas Open Meetings Act (TOMA).	27
CHAPTER IV – GENERAL INFORMATION.	29
CHAPTER V – MEETING RULES OF PROCEDURE	33
CHAPTER VI – MEETING RULES OF DECORUM	37

FOREWARD

The City of Alpine (“City”) is a home rule municipality, thereby giving the City the power of self-governance. City Council is composed of five (5) Council members and a Mayor, which have two-year staggered office terms. Council members and the Mayor carry out legislative responsibilities, such as identifying the needs of the City, developing programs that satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the City Council. The City of Alpine has a Council-Manager form of government, in which the City Manager is responsible for ensuring that City Council policies are carried out. The job of City Manager and staff is to assist with the implementation and ongoing function of the policies and procedures set forth by City Council and manage the day-to-day operations of the City.

Volunteer Boards, Commissions, and Committees also help to support the City Council’s goals and objectives and are mostly created by ordinance, which outlines their composition, duties, and responsibilities. The work done by volunteer citizens serving on Boards, Commissions, and Committees is a vital part of the successful functioning of the City. Members are appointed by the City Council on a periodic basis. Members have an opportunity to affect public policy, gain access to the highest levels of City government, and develop networks. Any citizen that is interested in serving on a Board, Commission, or Committee should request a handbook and an application from the Office of the City Secretary, or the appropriate staff liaison. In addition to submitting a completed application, it will also be helpful to notify the Mayor or a City Council member of your interest. This publication provides a listing of Boards, Commissions, and Committees presently operating in the City. The directory is designed to educate the citizenry of Alpine about opportunities available for community service. The City Council encourages the participation of qualified citizens and is committed to cultural diversity in all appointments. Questions regarding Board, Commission, Committee service or volunteering should be directed to the Office of the City Secretary at (432) 837-3301, option 1, or by email at city.secretary@ci.alpine.tx.us. In recognition of the important civic commitment of any citizen serving the City, we have prepared this handbook to assist members in performing their duties. It is our hope that your service to the City of Alpine will be both rewarding and fulfilling. Thank you for your willingness to serve.

CHAPTER 1 – IN GENERAL

Boards, Commissions, or Committees Defined.

The City of Alpine (“City”) values on the input from volunteer residents serving on boards, commissions, and committees. The City may have various kinds of Boards, Commissions, and Committees, including but not limited to:

1. ***Advisory Boards, Commissions, and Committees:*** Advisory role to the City. These boards make recommendations to the City, but the City Council makes final decisions.
2. ***Decision-making Boards, Commissions, and Committees:*** Decision making Boards, Commissions, and Committees are usually quasi-judicial boards empowered to make decisions and rulings on behalf of a governing body.

Alpine Advisory Boards, Commissions, or Committees (Non-Decision Making).

As of this publication, the City of Alpine has six (6) Advisory Boards, Commissions, or Committees. These Boards, Commissions, or Committees advise the Mayor, City Council, City Manager, and City Staff on different issues of importance tasked to each Board. These entities play a key role in keeping the City of Alpine government accountable and transparent to the citizenry and assist in providing ideas, feedback, and suggestions, and may serve as a sounding board for proposed policy or procedures. Current non-decision making advisory Boards, Commissions, and Committees found within the City of Alpine’s Code of Ordinances are as follows:

Alpine Advisory Boards, Commissions, or Committees.

Animal Advisory Board

Hotel Occupancy Tax Committee

Music Advisory Board

Parks and Recreation Board

Planning and Zoning Commission

Alpine Decision-Making Boards, Commissions, or Committees.

As of this publication, the City of Alpine has one (1) Decision-Making Commission:

Building and Standards Commission.

616 Animal Advisory Board (AAB).

Creation of Board.

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

Purpose.

The purpose of the Animal Advisory Board is to provide recommendations and suggestions to the City Council regarding the welfare of animals within the City.

Duties.

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

Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the health and safety of animals within the City. One (1) member shall be a licensed veterinarian, and one (1) member shall be a representative of the Alpine Humane Society. A minimum of three (3) members shall be resident, qualified voters of the City. One (1) City Council Member and the Head Animal Control Officer/Animal Services Supervisor shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Appointment of Board Members, Vacancies.

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

Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Licensed Veterinarian: Appointed by any Council Member or the Mayor , subject to City Council confirmation.

Place 7: Alpine Humane Society Representative: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by Majority vote of the City Council.

Ex officio: Head Animal Control Officer/Animal Services Supervisor.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms, except the licensed veterinarian whose position has no term limit. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Board Officers.

The Board shall appoint the Chairperson (Chair) of the Board by majority vote. From among its members, the Board may also elect a Vice-Chairperson (Vice-Chair), and a Secretary. Officers

618 shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

City Representative.

The head Animal Control Officer / Animal Services Supervisor is the official City representative for the AAB. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, procedures, and communicate issues or areas of concern to the Board. The City representative will serve as an ex officio member of the board and shall not have the privilege of voting.

Board Meetings.

The Animal Advisory Board meets on the second Tuesday of each month at 6:00 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business. The Animal Advisory Board must meet at least quarterly.

Open Meetings

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

Hotel Occupancy Tax Committee (HOT).

Creation of Board.

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

Purpose.

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

Duties.

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

Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall come from hotels, three (3) members shall come from the arts or historic preservation, and two (2) members, aged 18 years of age or older, will serve at large. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting. The Director of Tourism may only vote to break a tie.

Appointment of Board Members, Vacancies.

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

Placement.

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

Place 1: Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 2: Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 3: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 4: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 5: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 6: At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 7: At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Ex officio: Hot Committee Liaison / Director of Tourism.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Board Officers.

The Director of Tourism shall serve as the official HOT Committee Liaison of the Board. Among the HOT Committee Liaison's duties shall be to call and preside at the meetings of the board, make reports and suggestions to the City Manager and City Council as the board may vote to be

submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between the board and the City Manager and City Council. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

City Representative.

The HOT Committee Liaison is the official City representative of the HOT Committee.

Board Meetings.

The HOT Committee must meet at least annually in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Open Meetings.

The Board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

622 Music Advisory Board (MAB).

Creation of Board.

There is created and established for the City, being a home rule municipality, a Music Advisory Board.

Purpose.

The purpose of the Music Advisory Board shall be to receive suggestions, study situations, plans, projects, and generally to act in an advisory capacity to such extent as the City Council may desire to be advised relative to the music industry of the City.

Duties.

The Music Advisory Board shall hold public meetings, conduct work sessions, and make recommendations to the City Council regarding the music industry of the city. The board may, from time to time, advise the City Council on other matters upon which the Council may seek the board's advice.

Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who represent the music industry of the city. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall be musicians, two (2) members shall represent music venues, two (2) members shall represent music-focused events, and one (1) member shall represent music education. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. The Director of Tourism may only vote to break a tie.

Appointment of Board Members, Vacancies.

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

Placement.

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

Place 1: Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 2: Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 3: Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 4: Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 5: Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 6: Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 7: Music Education: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Ex officio: Music Liaison / Director of Tourism.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Board Officers.

The Director of Tourism shall serve as the Music Liaison of the Board. Among the Music Liaison's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the City Manager and City Council as such board may vote to be submitted; resolve by his vote

624 any tie of votes of such board and generally act as a liaison between such board and the City Manager and City Council. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

City Representative.

The Music Liaison is the official City representative of the Music Advisory Board.

Board Meetings.

The Music Advisory Board meets at least quarterly in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Open Meetings.

The Board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

Parks and Recreation Board (PRB).

Creation of Board.

There is created and established, for the City, being a home rule municipality, a Parks and Recreation Board.

Purpose.

The purpose of the Parks and Recreation Board is to provide recommendations and suggestions to the City Council regarding the Parks and Recreation endeavors of the City. The Parks and Recreation Board also jointly serves as the Beautification and Environmental Committee with an aim of advising the City Council on the beautification and environmental endeavors of the City.

Duties.

The duties of the Parks and Recreation Board shall be to receive suggestions, study situations, plans, and projects, and generally act in an advisory capacity to such extent as the City Council may desire to be advised relative to the parks and recreation program and the beautification and environmental program of the City. The Parks and Recreation Board may make such reports as the Council may request so that the Council may have the benefit of the opinions of interested citizens and groups who have time and are willing to make a more in-depth study of, and reports on, park and recreation matters than time will permit the council to engage in, considering the variety of other city business to be dealt with. Other duties of the Parks and Recreation Board include the evaluation of conservation development and concerns, to inform and engage citizens in environmental issues, to develop and implement land protection techniques, to educate the public on issues relating to environmental concerns, to advise the City Council relative to environmental concerns of the community, to promote preservation and conservation efforts within the community, to evaluate programs and issues that have an environmental impact on the community, and to oversee the planning of open space and development and smart growth issues.

Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the enhancement of Parks and Recreation within the City. Five (5) members shall be qualified, resident voters of the City, and no more than two (2) members may reside outside of the City limits. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Appointment of Board Members, Vacancies.

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

626 at any time by a member of the City Council or the Mayor, subject to confirmation by a majority vote of the City Council. Members shall serve without compensation.

Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who

no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board. 627

Board Officers.

The Board shall appoint the Chairperson (Chair) of the Board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

City Representative.

The Parks & Recreation Department of the City will designate an official City representative for the Parks and Recreation Board. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board.

Board Meetings.

The Parks and Recreation Board meets on the second Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Open Meetings.

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

628 Planning and Zoning Commission (P&Z).

Creation of Commission.

There is created and established for the City, being a home rule municipality, a Planning and Zoning Commission

Purpose.

The purpose of the Planning and Zoning Commission is to advise the City Council on matters related to planning, zoning, or other items that the City Council requests to be advised of.

Duties.

The Planning and Zoning Commission shall exercise the powers and duties as prescribed by City Ordinance and as prescribed by Texas Local Government Code, Chapter 211.

Composition of the Board.

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Appointment of Board Members, Vacancies.

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

Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Board Officers.

The Commission shall appoint the Chairperson (Chair) of the board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

City Representative.

The Building Official / Director of Building Services is the official City representative for the Planning and Zoning Commission. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board.

630 Board Meetings.

The P&Z meets on the fourth (4th) Monday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Open Meetings.

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

Created.

There is created and established for the City, being a home rule municipality, a Building and Standards Commission.

Purpose.

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

Duties.

The B&S shall hold public meetings, conduct public hearings, and make decisions related to Building and Building Regulations. The Commission is empowered to (Sec 54.036, Texas Local Government Code):

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

Composition of the Board.

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. Voting members of the Building and Standards Commission may not be a member of the City Council or the Planning & Zoning Commission.

632 Appointment of Board Members, Vacancies.

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

Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Removal of Board Members.

Board members serve at the pleasure of the city council. The city council may by majority vote remove a board member at any time for cause on a written charge (Sec. 54.033, Texas Local Government Code). Before a decision regarding a removal is made, the City Council must hold a public hearing on the matter if requested by the Commission member subject to the removal action. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular

meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board. 633

Board Officers.

The Commission shall appoint the Chairperson (Chair) of the Board. The Chair shall administer oaths and compel the attendance of witnesses. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a one (2) year term. The Chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

City Representative.

The Building Official / Director of Building Services is the official City representative for the Building and Standards Commission. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board. The City of Alpine designates the Building Official / Director of Building services as the appropriate official to present all cases before the building and standards commission.

Board Meetings.

The Building and Standards Commission meets on the fourth (4th) Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Building and Building Regulations.

The building and standards commission shall:

- (a) Use the standards of criteria related to the deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures, and other conditions as recognized by the building codes adopted by the City of Alpine including Chapter 18 – Building and Building Regulations.
- (b) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

Open Meetings.

The board shall comply with the provisions of Chapter 551, Texas Government Code, commonly referred to as the Open Meetings Act, including posting notices and agendas, so as to adequately inform the public of the time, location and substance of business to be undertaken. A quorum of the Board must be physically present to conduct a meeting, and members may attend and participate virtually if a quorum is physically present. Members attending virtually must have their video camera turned on to participate.

Application Process.

Citizens interested in serving on a board, commission or committee can obtain an application from the City Secretary's Office at City Hall or from the City's website. The completed application can be submitted directly to the City Secretary or to the Mayor or Council member who nominated the applicant.

Appointment Process.

The City Council makes appointment to City of Alpine boards, commissions, and committees. The City Council considers applications to these entities during regular City Council meetings. Once a prospective applicant completes a boards, commissions, & committees Application, the application will be forwarded to the City Council. A Council Member must sponsor the applicant on a City Council agenda. It is at the City Council's sole discretion to sponsor an prospective applicant or not. City staff will not sponsor a prospective candidate on a City Council agenda.

Notice of Appointment.

After the City Council appoints a person to serve as a member of a board, commission, or committee, the City Secretary will notify the appointee in writing of the appointment.

Eligibility and Qualifications.

The City Council seeks qualified persons to serve on boards, commissions and committees. The qualifications required to serve on a particular board, commission or committee are determined by City of Alpine's Code of Ordinances, Policy, or by the State Law which established the board, commission or committee.

Appointments to boards, commissions or committees that do have eligibility requirements must be made in accordance with the governing City ordinance or State statute/s. Board, commission, and committee members must continue to meet the eligibility requirements during the entire time they serve. If a member cannot continue to maintain the necessary requirements, their position shall automatically be deemed vacant.

Oath of Office.

Upon appointment, an oath of office is administered to all members of boards, commissions, and committees. The oath of office may be administered by the City Secretary (or designee), the Municipal Judge, or a City-employed Notary Public for the State of Texas.

Open Meetings Act Training.

Upon appointment, each new board, commission or committee member is required to complete the Open Meetings Act Training as required by the Attorney General of the State of Texas within ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

Upon appointment, each new board, commission or committee member is encouraged to complete the Public Information Act Training provided by the Attorney General of the State of Texas within ninety (90) days of their appointment and provide a certificate of completion to the City Secretary for the City's records.

Conflict of Interest & Disclosure.

Board, commission, and committee members are subject to provisions of Chapter 171 and Chapter 176 of the Local Government Code related to Conflicts of Interest & Disclosure requirements. Upon appointment each new board, commission or committee member is required to complete a *Conflict of Interest Acknowledgement Form*. The Conflict of Interest Acknowledgement Form and helpful links regarding the subject may be found at www.cityofalpine.com/conflict.

636 CHAPTER III – RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEE MEMBERS

In General.

It is an honor to be selected as a City board, commission or committee member and serving in this capacity provides a special opportunity for genuine public service. Although specific duties of each body vary widely, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

- a) Members should understand the role and scope of their responsibilities and should be informed of the individual board, commission or committee's purpose and of its operating procedures.
- b) Members should be careful to represent the majority views of their individual board, commission or committee. Individual "opinions" to the public and press should be identified as such.
- c) Members should represent the public interest and not special-interest groups.
- d) Good communication is essential – members are in a position to serve as liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members serve as a communication link between the community, staff, and City, presenting recommendations and providing a channel for citizen expression.
- e) Members are required to review their agenda packets prior to meetings, and contact City staff with any questions. Where possible, members should personally view situations (i.e. visit sites or view geographical issues) under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on a thorough review of the agenda item will strengthen the value of the group's recommendations.
- f) Establishing good working relationship within the group is important for the group's effectiveness. These relationship aspects include respecting individual viewpoints; allowing other members time to present their views fully before making comments; being open and honest; and welcoming new members.
- g) City Council is a non-partisan body. Therefore, its appointments to boards, commissions or committees are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not attempt to use or involve their board, committee or commission membership in the conduct of outside political activities.

Working with City Staff.

Each board, commission, or committee member works with City staff and with the designated department staff assigned to that board, commission or committee. City staff provides general

assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies and other services. 637

Reporting to the City Council.

The role of each board, commission, or committee is to make recommendations to City Council. It is through the boards, commissions, and committees that the City Council can receive citizen input. All boards, commissions and committees are required to communicate the position of the body to the City Council and shall provide regular updates to City Council during Council meetings. This is typically done by the Chair of the board, commission, or committee. Boards, commissions, and committees shall make reports to the Council at least quarterly. The exception to this rule are the Music Advisory Board and the Hotel Occupancy Tax Committee, which may report annually to the City Council.

There will be occasions when City staff will be required to prepare an agenda item for City Council review. In preparation of such a report, the staff member should present both the staff position and the board, commission or committee's position. It is the desire of the City Council to have an opportunity to hear and consider all sides of an issue and all recommendations to assist in its decision-making process.

Texas Open Meetings Act (TOMA).

The Texas Open Meetings Act (TOMA) requires that every meeting of the City Council be open to the public. The Act also requires all boards and commissions, other than advisory boards, commissions and committees, to follow this requirement as well. In Alpine, all boards, commissions and committees follow the procedures for open meetings. These requirements include:

- a) A posted notice is required of a meeting. Written notice of the date, hour, place and subject of each meeting must be posted on a public bulletin board, located at a place convenient to the public for at least seventy-two (72) hours preceding the scheduled time of the meeting. Only those matters posted can be discussed and acted on by the governmental body.
- b) Minutes are required to be prepared and a voice or video recording made of each open meeting. Minutes must state the subject of each deliberation and indicate each vote, order, decision or other action taken.
- c) Closed Meetings – The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards, commissions or committees will not have the occasion or legal basis to meet in closed or executive session. Closed meetings are allowed to discuss pending litigation, certain personnel matters, and the lease or acquisition of land. Before a closed meeting can be held, a quorum of the governmental body must convene in an open meeting and the presiding officer publicly announce that a closed meeting will be held and identify the sections of the Act authorizing the closed meeting. No final action, decision, or vote can be made in a closed meeting. All final actions, decisions, and votes must be made in open meetings. The governmental body is also required to keep a Certified Agenda of the matters discussed in the closed meeting and a record of any further action taken. The presiding officer must include an announcement at the beginning and end of the closed meeting indicating the time and place and must certify that the agenda is a true and correct record of the proceedings. Blank

Certified Agenda forms for use by presiding officers are available from the Office of the City Secretary. In lieu of maintaining a Certified Agenda, a tape recording of the closed meeting may be made.

Penalties – A fine of not less than \$100 nor more than \$500 or imprisonment in the county jail for not less than one (1) month nor more than six (6) months, or both fine and imprisonment, can be imposed for violating the provisions of the Open Meetings Act or conspiring to circumvent the provisions of the Open Meetings Act by meeting in numbers less than a quorum for the purposes of secret deliberations.

Advisory Boards, Commissions, and Committees.

- (a) The construction of authority and governance of all processes and procedures concerning boards, commissions, and committees shall be:
 - (1) the United States Constitution and statutes of the United States of America.
 - (2) the Texas Constitution and statutes of the State of Texas.
 - (3) the City Charter of Alpine, Texas.
 - (4) the Code of Ordinances of the City of Alpine, Texas.
 - (5) resolutions of the City Council of the City of Alpine, Texas.
 - (6) the Boards, Commissions, and Committees handbook established by City Council resolution.
- (b) The City Council shall provide directives to all boards, commissions, and committees at least annually by City Council resolution. Directives of the City Council shall provide assignments, objectives, and tasks that boards, commissions, and committees should focus on throughout the year. Directives shall provide insight as to matters of importance to the Council upon which the City Council desires to be advised.
- (c) All proposed board actions must be presented to and approved by the City Council. No directive from a board, commission, or committee will be permitted.
- (e) It shall be the duty of the City Manager to place all official recommendations from a board, commission, or committee on a City Council agenda for consideration.
- (f) Duties of the advisory boards are to advise, not delegate, or administer projects. Boards may only administer projects with explicit authorization from the City Council.
- (g) Board members may not contact City staff without the permission of the City Council or the City Manager. This provision excludes the City Secretary and designated City representatives of a board, commission, or committee.
- (h) The Chairperson or designee of a board, commission, or committee, shall provide reports to the City Council at an open meeting at least quarterly. This provision does not include the Hotel Occupancy Tax Committee and the Music Advisory Board, who may provide annual updates to the City Council.
- (i) Boards, Commissions, and Committees shall have no power to contract for, or on behalf of, the City. No contract, lease, or agreement shall be valid unless it has been executed by the order of the City Council.

640 (j) Board members may be removed by the City Council member who appointed them, or by a majority vote of the City Council. If a board member is absent for three consecutive meetings, it will be deemed that they have resigned.

(k) The City Council may, as deemed necessary from time to time, establish temporary ad-hoc committees, task forces, or other temporary special committees by city council resolution. Any permanent or long-term boards, commissions, or committees must be established by ordinance.

(l) City employees may not be appointed to an official City Council board, commission, or committee. This provision does not apply to ad-hoc committees, task forces, the grievance committee, or other temporary special committees established by the City Council. This provision does not apply to City employee appointments that are established by ordinance.

Meetings Shall be Public.

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

Types of Meetings.

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

(b) Workshop Meetings. A workshop is a meeting to discuss or explore matters of interest to a Board. Workshops are typically held to hold a discussion regarding specific subject matters, and/or to invite feedback from the public on any given topic. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The Chair of the Board may allow any citizen to participate in the discussion at a work session, but only as recognized by the Chair. The Chair may end citizen participation in a work session in order to allow the board, commission, or committee to proceed with the discussion.

(c) Special Meetings or Town Hall Meetings. Special meetings may be called by the City Secretary upon written request of (3) members of a board and with the approval of the City Secretary. Special meetings should be exceedingly rare and of a clearly significant or urgent nature. For approved special meetings, the City Secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings shall normally be held at 5:30 P.M. in City Council Chambers located at 803 W. Holland Avenue. An alternate location other than the City Council Chambers may be designated subject to the approval of the City Secretary under extenuating circumstances as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.

(d) Closed Meeting or Executive Session. The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards will not have the occasion or legal basis to meet in closed or executive sessions. A closed meeting may only occur with the approval of the City Secretary and the City Manager with the advice and consent of the City Attorney. Approved closed meetings for boards, commissions, and committees will be conducted in accordance with the Texas Open Meetings Act.

Role of the Chairperson.

(a) The function of the chairperson (Chair) is to provide leadership for the group by presiding over the group's meetings. The Chair is selected by a majority vote of the board, commission, or committee. The Chair has additional duties and responsibilities which must be performed.

(b) The Chair ensures the smooth operation of the board, commission, or committee and must make certain that the meeting is run by the rules but democratic enough to use the power and authority of the position wisely. The Chair's ability to effectively manage meetings will have a significant impact on the group's success. An effective Chair must make certain that discussions remain focused and do not get sidetracked on irrelevant issues.

Role of other officers.

(a) A Vice-Chair may be selected by a majority vote of the board, commission, or committee members, and the role of the Vice-Chair is to preside in the absence of the Chair. The Vice-Chair will typically have increased responsibility which may include serving as the Secretary of the Board. In case both the Chair and the Vice-Chair are absent from a meeting, the remaining membership may appoint an Acting Chair to preside over the meeting.

(b) If the Chair fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. Other officers and duties may be determined by the respective board, commission, or committee.

Records of Meetings.

(a) The Chair, the Vice-Chair, or the Chair designee shall keep written minutes of all Board meetings. All board meetings shall be recorded. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the Board. Unapproved minutes may be released at the discretion of the City Secretary, but shall be clearly marked as "Unapproved and Unofficial." The official minutes of Boards should not include discussion or everything that was said at the meeting, but at a minimum shall include:

- (1) Action taken by the Board.
- (2) The text of all main motions, as amended.
- (3) The text of all "points of order" and "appeals" along with the reason given by the Chair, Vice-Chair, or Acting Chair for the ruling.
- (4) The results of the vote as to whether the motion was "adopted," "lost," or "failed."

- (5) A record of the Board Member who made the motion, the Board Member who seconded the motion, any Board Member who moves to amend the main motion, and how each Board Member voted on the item.
 - (6) A Board Member may request, through the Chair, the privilege of having an abstract of his/her statement on any subject under consideration by the board, commission, or committee entered in the minutes. If the board consents thereto by a majority vote, such statement shall be entered in the minutes.
 - (7) The board may, by majority vote, request to add or amend minutes as the board deems appropriate.
- (b) Record of board Agenda Packets will be assembled and maintained by the City Secretary, or City Secretary designee, and delivered to the board members electronically prior to the Board meeting.

Quorum.

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

Parliamentary Procedure.

- (a) *General Procedure.* General rules of parliamentary procedure as defined herein, consistent with the City Charter and any applicable City Ordinance, statute, or other legal requirements, shall govern the proceedings of boards, commissions, or committees (boards). To the extent not inconsistent with these rules, boards shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by a board. These rules of parliamentary procedure are intended solely as a guideline.
- (b) *Duties of the Presiding Officer.* The Presiding Officer of a board shall be the Chair. The Chair shall preserve strict order and decorum at all meetings of the board. The Chair shall state every question coming before the board, announce the decision of the board on all subjects and decide all questions of order, subject, however, to an appeal to the board, in which event a majority vote of the board shall govern and conclusively determine such question of order. The Chair shall sign all official documents adopted by the board in their presence. In the event of the absence of the Chair, the Vice-Chair or Acting Chair shall sign documents as adopted, respectively.
 - (1) The Chair shall preside with fairness, impartiality, and maintain absolute neutrality by posture, demeanor, action, and language during all meetings. The Chair, Vice-Chair, Acting Chair, or any board member shall not:
 - (I) Restrict orderly speech, in any way, of any board member or City staff presentation of any item.
 - (II) Restrict orderly speech, in any way, of any board member or City staff discussion of any item.
- (d) *Board Deliberations.* The Chair has the responsibility to control the discussion and the order of speakers. Board members will generally be called upon in the order of the request to speak, although the privilege to speak shall generally begin with the moving party or individual who sponsored the item on the agenda, respectively. A board member may not be recognized to speak subsequently until each board member has had an opportunity to obtain the floor. A board member holding the floor may address a question to another board member and that board member may, should they so choose, respond to the question while the floor is still held by the board member asking the question.

- Limits to Deliberations.* After an agenda item is announced or read by the Chair, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. The ensuing discussion must be limited to the subject matter or motion currently being considered.
- (f) *Obtaining the Floor.* Any member of the board wishing to speak shall first obtain the floor by making a request for the floor to the Chair. The Chair shall recognize any board member who seeks the floor when appropriately entitled to do so.
- (g) *Motions.* Motions may be made and seconded by any member of the board.
- (h) *Procedures for Motions.* The following is the general procedure for making motions:
- (1) The item is announced or read aloud by the Chair or the individual who sponsored the item on the agenda.
 - (2) A board member may make an affirmative motion on the item before discussion may take place.
 - (3) A board member may second the motion on the item before discussion may take place.
 - (4) Once the motion has been properly made and seconded, the Chair shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any board member recognized by the Chair.
- (i) *Amendments to Motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (j) *Motion to Table.* A motion to Table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next board agenda.
- (k) *Motion to Postpone, Motion to Postpone Indefinitely.* A motion to postpone until a specific date may be made if a board member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a board member wishes to postpone an item indefinitely. A motion to postpone may not be offered as an amendment but as a standalone subsidiary motion that would kill the original motion without having to vote on the original motion.
- (l) *Points of Order.* The Chair, a board member, or City staff may call a point of order to facilitate the running of the meeting but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion.
- (m) *Call for the Question, Previous Question, Calling for a Vote.* Any board member may Call for the Question to request that the discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A Call for the Question shall not be used to limit constructive feedback or debate pertaining to the discussion.

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

Agenda.

- (a) By written request, the Chair, the City Manager, the City Secretary, or any member of the Board may place an item on a board agenda. In addition, designated City staff representatives and Department Heads may add items to a board agenda.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the board (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, and shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) All action items should originate as an information or discussion item before being presented as an action item so that thoughtful input can be provided by board members before an official action item may be presented to the board. This rule excludes items that are routine and administrative in nature, such as periodic permit approvals and other procedural items. Any deviation from this rule should be exceedingly rare, should be of a clearly significant nature, and will be subject to approval by the City Secretary.
- (d) Agenda requests and backup documentation shall be filed with the Chair by 5:00 p.m., 7 (seven) days prior to the board meeting (and a commensurate period for special meetings).
- (e) The agenda and backup documentation must be sent by the Chair to the City Secretary by 5:00 p.m. 6 (six) days prior to the meeting. Deviations from the deadlines or the submission of additional items past the established deadlines or once the agenda has been posted should be exceedingly rare, should be of a clearly significant nature, and will be subjected to approval by the City Secretary.
- (f) The Chair will coordinate the placement and content of items on the agenda and agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (g) Drafts of proposed resolutions, ordinance changes, and other items requiring review should be submitted to the City Secretary or City Staff in a manner timely enough to allow for the proper review of the material. City Staff should be given adequate time to produce proposed ordinance changes or other documents.

Rules for Attendance at Regular Meetings of Boards, Commissions, or Committees.

- (a) All board, commission, or committee members are expected to attend meetings to ensure the community is well represented. Attendance is extremely important to the board, commission, or committee.
- (b) Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board.

A board member who will not be able to attend a regular board meeting shall make a reasonable effort to notify the Chair or the Office of the City Secretary prior to the meeting and shall indicate the reason for their inability to attend.

Voting.

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

Order of Business.

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

AGENDA

- 1. Call to Order.
- 2. Determination of quorum.
- 3. Public Comments (limited to 3 minutes per person).
- 5. Approval of Minutes of the previous meeting.
- 4. Public Hearings.
- 6. Information or Discussion items.
- 7. Action Items.
- 8. Board Member Comments.
- 9. Adjourn.

Decorum.

- (a) *By Board Members.* While the board is in session, board members must preserve order and decorum. A board member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the board nor disturb any member while speaking nor refuse to obey the orders of the board or its Chair, except as otherwise herein provided.
- (b) *By Attendees.* Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the board shall immediately be subject to loss of speaking privileges by the Chair unless permission to continue is granted by a majority vote of the board.
 - (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the board and during debate between board members are inappropriate and are not permitted. The Chair will ensure that the decorum of the meeting is maintained and is appropriate.
 - (2) It is not the intention of the City to provide a public forum for demeaning any individual or group. Neither is it the intention of the board to allow a member or members of the public to insult the honesty and/or integrity of the board as a body, the proceedings of the board, or any member or members of the board, individually or collectively. Therefore, the Chair and board will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
 - (3) Members of the public shall not engage in any of the following in the meeting room during a board meeting:
 - (I) Shouting, unruly behavior, distracting side conversations or speaking out when another person is talking.
 - (II) Defamation, intimidation, personal affronts, profanity, or threats of violence.
 - (III) Use of phones, pagers, radios, computers, or other electronic equipment – except as authorized by State law. The Chair may authorize the use of equipment on a case-by-case basis, subject to appeal and/or reversal by a majority vote of the board.
 - (IV) Booing, hissing, foot-stomping, ripping of paper, parading, signing, or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
 - (4) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the board on how to conduct a meeting properly. The Chair and the board are the formal authority to determine

what is or is not: in order, out of order, or the correct way to conduct the board's business. The Chair, any board member, and City staff are the only individuals permitted to call a point of order or make recommendations on how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.

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

Enforcement of Decorum.

- (a) Disturbances, transgressions of the rules, or disorderly conduct in the City Council Chambers may cause the transgressor to be removed from the meeting. The Chair of the meeting shall exercise control over persons who disrupt the meeting in the following ascending order of action:
 - (1) Call the person to order, advising that person of the infraction.
 - (2) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
 - (3) Order the person to leave the meeting. If the offending person is a member of board, the Chair shall call for a vote on the expulsion of that member from the meeting, with such vote requiring a majority for adoption.
 - (4) A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05.
- (b) Upon instructions of the Chair unless otherwise directed by a majority vote of the board, it shall be the duty of the Alpine Police Department to remove any person who violates the order and decorum of the meeting.

Audience Participation.

- (a) At meetings of boards, commissions, and committees, the business of Alpine is conducted between the members of the board and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of boards, commissions, and committees, the public's participation therein is to be governed by the following:
 - (1) Audience participation is limited to the role of observers except during the Public Comment portion of the meeting, the Public Hearing portion of the meeting, or at other times that the Chair of the board deems appropriate.
 - (2) Members of the public in attendance at any Regular, Special, Emergency, and/or Workshop Meeting of a board, commission, or committee shall conduct themselves with proper respect and decorum in speaking to and/or addressing the board, in participating in public discussions before the board, and in all actions in the presence of the board. Members of the public speaking during comment

periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the board. Comments by proxy are not allowed.

- (3) Board members shall not have discussions during the Public Comment and Public Hearing portions of the agenda, nor take any action thereon other than to refer the item to City staff for research and possible future action.
- (4) It is the intention of the City to provide open access to the resident and affected persons of Alpine to address boards, commissions, and committees, and express themselves on issues under consideration by the board. In accordance with such, members of the public in attendance at board meetings must be respectful of individuals making public comments before, during, and after such comments are made.
- (5) Persons may present printed material, subject to approval by the City Secretary, to be included in the board agenda packets one week prior to a meeting. Persons may present printed material to the City Secretary to distribute to the board, commission, or committee during a meeting, subject to the same approval and deadline.

Addressing the Board, Commission, or Committee.

- (a) *Public Comments.* Any city taxpayer or resident may make a public comment during the public comments portion of a meeting. Members of the public that live outside of the City limits of Alpine may make comments at the discretion of the Chair if time permits. Individuals must be physically present to address the Board. Comments by proxy are not allowed.
 - (1) Each person addressing the board shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium and shall give their name and ward for the record, and, unless further time is granted by the board, shall limit their address to three (3) minutes. Unused public comment time may not be “designated” or “yielded” to other attendees. All remarks shall be addressed to the board as a body and not to any member thereof.
 - (2) Persons wishing to address the board on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their 3-minute presentation. Additional time is not given for additional items (however, emailing, writing, or visiting with board members and City Staff outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).
- (b) *Public Hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items.
 - (1) Only comments regarding a Public Hearing agenda item may be made during the Public Hearing portion of the meeting. Each person who wishes to address the board during the Public Hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium

and shall give their name and ward for the record. Unless the Chair grants further time, the person addressing the Council shall limit their address to three (3) minutes. Individuals must be physically present to address the board. Comments by proxy are not allowed.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF HANDBOOK

651

PLEASE READ ALL ASPECTS OF THIS HANDBOOK CAREFULLY

This handbook is general guide for board, commission and committee volunteers. The City of Alpine reserves the right to change the provisions of this handbook at any time and without prior notice. The provisions contained in this handbook are applicable to all board, commission and committee members. You are responsible for reading, and complying with, materials contained in this handbook and any revisions made to it.

I have received a copy of this handbook, and I understand it is my duty to read the handbook and that the policies and procedures set forth therein apply to me and exclusively govern the terms and conditions of the duties and responsibilities to the City of Alpine.

I have read this handbook carefully and understand its contents.

Name (print)

Board(s), Commission(s), or Committee(s)

Signature

Date



ORDINANCE 2022-10-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ESTABLISHING CHAPTER 16 – BOARDS, COMMISSIONS, AND COMMITTEES TO THE ALPINE CODE OF ORDINANCES; AMENDING PROCESSES, PROCEDURES, GUIDELINES, AND REQUIREMENTS FOR CITY BOARDS, COMMISSIONS, AND COMMITTEES.

WHEREAS, the City Council and City Administration have identified areas of concern in the processes, procedures, guidelines, and requirements for the current Boards, Commissions, and Committees, and have determined that the program should be re-established; and

WHEREAS, the City Council of the City of Alpine desires to adopt a cohesive, streamlined, and reorganized structure for City Boards, Commissions, and Committees; and

WHEREAS, several discussions have taken place during Council meetings to consider the vision of enhancing Boards, Commissions, and Committees, including a workshop held on January 11, 2022, where the Council, City Staff, and Board Members provided feedback; and

WHEREAS, based on the feedback received from the discussions, an ordinance and handbook were drafted to resolve areas of concern regarding City Boards, Commissions, and Committees; and

WHEREAS, it is deemed by the City Council to be in the best interest of the City to amend the current Boards, Commissions, and Committees ordinances to reflect the updated processes, procedures, requirements, and guidelines that will better align with the City's vision.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF 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
REPEAL OF ORDINANCE 2020-04-03**

Ordinance 2020-04-03, establishing the Transportation Vision Plan Committee is hereby repealed.

**SECTION III
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 IV
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 V
SEVERABILITY CLAUSE**

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

**SECTION VI
PROPER NOTICE AND MEETING**

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

**SECTION VII
EFFECTIVE DATE**

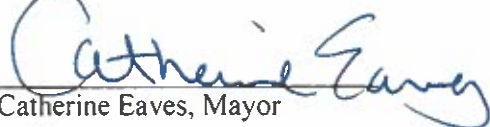
This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND ADOPTED THIS 1ST DAY OF NOVEMBER 2022 BY THE CITY COUNCIL OF
THE CITY OF ALPINE, TEXAS.**

INTRODUCTION AND FIRST READING

OCTOBER 18, 2022

APPROVED:


Catherine Eaves, Mayor

SECOND AND FINAL READING

NOVEMBER 1, 2022

ATTEST:


Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:


Rod Ponton, City Attorney

EDITOR'S NOTE:

Additions are highlighted in Yellow and Underlined. Omissions appear in Red Strikethrough Text. Previous Editor's notes and codification references are Italicized in Blue and will be retained by the codifier at the relevant provisions' new location within the Code. Codification references added by the City are highlighted in blue.

Chapter 2 – Administration**ARTICLE III. RESERVED.**

Secs. 2-176—2-225. Reserved.

ARTICLE III. BOARDS AND COMMISSIONS**DIVISION I. GENERALLY****Sec. 2-176. Advisory boards and committees.**

- (a) ~~All new items or issues that are proposed must first meet the approval of the city council before ordinances and resolutions are developed.~~
- (b) ~~All proposed board actions must be presented and approved by the city council.~~
- (c) ~~No directive from an advisory board will be permitted.~~
- (d) ~~The boards shall follow protocol as set out by the city charter or personnel manual (city council-city manager-department head-staff). The city engineer, agent and other agencies may not be contacted by board members without permission of the city council or city manager.~~
- (e) ~~Duties of the advisory boards are to advise, not to delegate or administer projects.~~
- (f) ~~The following language will be placed at the top of each Alpine Board Agenda—"Word of Caution—Any discussion or comments will be addressed to the Chairperson. There will be no personal attacks. That will not be acceptable. Should that happen, the meeting will stop and person or persons will be asked to leave the meeting. Action items voted on tonight will be going to the City Council for consideration."~~
- (g) ~~Board members may be removed by the city council member who appointed them, or by the city council. If a member is absent for three consecutive meetings, it will be deemed that they have resigned, unless there is an approved excuse for such absences by the board and city council.~~

(Ord. No. 2010-06-04, 9-7-10)

~~Sec. 2-177. Membership; frequency of meetings; appointment of chairperson.~~**~~(a) Membership.~~**

- ~~(1) Members of city advisory boards and commissions shall be appointed for a term of two years. The term of a member shall align and coincide with the term of the elected city official who appointed the member.~~
- ~~(2) Member shall reside in and/or own property in the City of Alpine as a taxpayer and be a qualified voter. Members of the airport advisory board may reside in Brewster County and shall be a taxpayer and qualified voter.~~

~~(b) Frequency of meetings.~~ ~~Advisory boards or commissions shall meet quarterly or more often.~~**~~(c) Appointment of chair.~~** ~~The chair for each board or commission shall be appointed by the city council.~~*(Ord. No. 2016-10-02, 11-1-2016)***~~Sees. 2-178—2-200. Reserved.~~*****DIVISION II. PLANNING AND ZONING COMMISSION*****~~Sec. 2-201. Created; membership; terms.~~**

~~There is created and established for the city, being a home rule municipality, a planning and zoning commission which shall be composed of seven members, five of whom shall represent one of the five election wards of the city. Two members shall be selected from the city at large. The members shall be resident citizens, taxpayers and qualified voters of the city. The members shall be recommended by a councilmember representing each ward and shall be appointed by the mayor subject to confirmation by the city council. The members shall serve terms of two years, and the terms of members shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for original appointments. All expired terms shall be filled as provided for original appointments and in the same manner. Members of the commission may be removed by the mayor, with the consent of the city council, after being absent from three consecutive meetings without being excused by the mayor. The reason for an absence shall be reported to the mayor or city secretary before the meeting occurs and shall be recorded in the minutes of the scheduled meeting together with the mayor's decision on the absence. Members of the building and standards commission may not also be members of the planning and zoning commission. The members of the commission shall serve without compensation. The commission shall meet at least quarterly.~~

*(Code 1978, § 2-121; Ord. No. 2012-03-01, § 1, 4-3-2012; Ord. No. 2016-10-02, 11-1-2016)***~~Sec. 2-202. Chairperson; vice-chairperson; majority.~~**

~~The city council shall appoint a chairperson from the membership of the planning and zoning commission, and commission shall elect a vice-chairperson from its membership. The administrative staff of the city shall serve as support staff for the commission and shall prepare all necessary applications, notices and documents for the commission to conduct its affairs in compliance with applicable state statutes. All seven members of the commission shall have a~~

~~vote. A majority of four members shall be necessary to hold a meeting and transact business before the commission.~~

~~(Code 1978, § 2-122; Ord. No. 2015-08-01, § 1, 9-1-2015; Ord. No. 2016-10-02, 11-1-2016)~~

~~Sec. 2-203. Powers and duties.~~

~~The planning and zoning commission shall exercise the powers and duties as prescribed by V.T.C.A., Local Government Code §§ 211.006 and 211.007.~~

~~(Code 1978, § 2-123)~~

~~Secs. 2-204—2-210. Reserved.~~

~~DIVISION 3. BEAUTIFICATION AND ENVIRONMENTAL COMMITTEE~~

~~Sec. 2-211. Establishment of committee.~~

~~A beautification and environmental committee shall consist of six members who are residents of the city and who shall be appointed, one by the mayor, and one appointment from each ward as determined by their respective city council representatives. The term of office shall be for two years and can be reappointed if city council representative desires to do so. The term of each member shall align and coincide with that of the appointing city official. Members of the committee shall reside and/or own property in the city as taxpayers and be qualified voters. The city council shall choose the chairperson of the committee. The members of the committee will appoint the recording secretary and will meet at least quarterly and will set their own bylaws and work plans concerning environmental issues within the City of Alpine. Members of the committee may be dismissed after missing three consecutive meetings.~~

~~(Ord. No. 2008-09-04, § 1, 9-16-08; Ord. No. 2016-10-02, 11-1-2016)~~

~~Sec. 2-212. Criteria for the committee.~~

- ~~(a) Review and evaluate conservation development and concerns.~~
- ~~(b) Inform and engage citizens in environmental issues.~~
- ~~(c) Develop and implement land protection techniques.~~
- ~~(d) Educate the public on issues relating to environmental concerns.~~
- ~~(e) Advise the city council and city staff on issues that are relevant to environmental concerns of the community.~~
- ~~(f) Promote preservation and conservation efforts within the community.~~
- ~~(g) Evaluate programs and issues that have an environmental impact to the community.~~
- ~~(h) Oversee planning of open space and development and smart growth issues.~~

~~(Ord. No. 2008-09-04, § 2, 9-16-08)~~

~~Secs. 2-213—2-225. Reserved.~~

ARTICLE VI. ANIMAL ADVISORY BOARD.**~~Sec. 10-222. Created.~~**

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

~~(Ord. No. 2008-11-01, § 1, 1-6-09)~~

~~Sec. 10-223. Members.~~

~~The city council shall appoint eight members to the board. One member shall be an elected council member, one member shall be a licensed veterinarian, one member shall be a member of the Humane Society, and five members are not limited to specific wards and are not limited to residing within the city limits. Members must live within ten miles of the city limits and be passionate about the duties of the city advisory board. The animal control officer shall sit on the board as the ex-officio member. A member's term is two years and shall align and coincide with that of the appointing city official. The city council shall appoint a chairperson for the board, and the board shall select a vice chairman and recording secretary. The board will meet at least quarterly. Members missing three consecutive meetings may be dismissed.~~

~~(Ord. No. 2008-11-01, § 1, 1-6-09; Ord. No. 2010-02-01, 3-16-10; Ord. No. 2016-10-02, 11-1-16; Ord. No. 2021-02-01, § I(Exh. A), 3-2-21)~~

~~Sec. 10-224. Duties.~~

~~The duties of the board shall be:~~

- ~~(1) — Review and recommend procedures for the care and maintenance of the animal shelter facilities and impounded animals to issue compliance with state law; and~~
- ~~(2) — Periodically review the city's animal control ordinances with state law and make recommendations for revisions thereof.~~

~~(Ord. No. 2008-11-01, § 1, 1-6-09)~~

Chapter 14 – Aviation**ARTICLE I. IN GENERAL.****Sec. 14-1. General Powers of the City.**

The city shall, when necessary, employ legal, technical or other skilled services; appropriate and authorize disbursements from the Alpine Municipal Airport Fund (hereinafter created); apply for, receive and accept from the United States of America and/or the state and its agencies, grants, deed of gift, transfers, releases and other benefits, and receipt therefor; withdraw and/or reject applications made to the United States of America and/or the state and its agencies for grants, deeds of gift, transfers, releases and other benefits; deal with, negotiate and enter into licensing agreements and other franchises from the United States of America and/or the state; enforce by

suit, or otherwise, in the name of the city, the payment of any monies due under any lease or contract, or for any charges, or by reason of the use made of any facilities, equipment or services, or for repairs or improvements to or storage or care of any personal property in connection with the operation of the municipal airport or the facilities thereof; designate and appoint members of any airport zoning board which may be created under the provisions of the laws of the state applicable to airport zoning; buy and sell materials and supplies as required in the operation and maintenance of the airport and airport facilities, and to sell or make other proper disposition of any materials, supplies or other items of personal property no longer required for the operation and maintenance of the airport and facilities, subject, however, to any restrictions upon the title to any such property.

(Code 1978, § 3-6)

~~Sec. 14-7. Construction of chapter to be consistent with state law.~~

~~No section of this chapter shall be construed to delegate to the Alpine Advisory Board any power not capable of being delegated under provisions of V.T.C.A., Transportation Code ch. 22, known as the Municipal Airports Act, and all powers delegated in this chapter, if any, shall be subject to any restrictions otherwise imposed by the laws of the state and the Charter of the city. The Alpine Advisory Board shall not have or exercise any power of eminent domain, or other powers not expressly provided in this chapter and only then by express authorization of the city council.~~

(Code 1978, § 3-13)

ARTICLE II. ALPINE ADVISORY BOARD.

~~Sec. 14-41. Definitions.~~

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

~~Board means the Alpine Advisory Board.~~

(Code 1978, § 3-1)

~~Sec. 14-42. Advisory board established; membership, appointment.~~

~~There is hereby established a board to be designated the "Alpine Advisory Board," for the purposes of advising the city in planning, development and operation of the municipal airport. The board shall consist of five members appointed annually by the city council and shall have duties as set out in this article.~~

(Code 1978, § 3-1)

~~Sec. 14-43. Qualifications of board members; compensation.~~

~~To be eligible to serve on the board, each member of the board shall be a resident citizen and/or own property as a taxpayer and be a qualified voter of Brewster County, Texas. All members of the board shall serve without compensation, but shall be entitled to reimbursement~~

for all expenses reasonably incurred by the members of the board in the performance of their duties as members of the board. Members of the board shall serve terms of two years which align and coincide with that of the appointing city official. Members missing three consecutive meetings may be dismissed from the board.

(Code 1978, § 3-2; Ord. No. 2009-07-02, 8-4-09; Ord. No. 2016-10-02, 11-1-16)

~~Sec. 14-44. Board officers; meetings; quorum, vote.~~

The city council shall appoint a chairperson and vice chairperson and shall also appoint a secretary who may be a member of the board. The members of the board shall meet at least quarterly at places of their choosing. A majority of the board shall constitute a quorum, and all actions taken by the board shall be upon a majority vote of those present at any meeting.

(Code 1978, § 3-3; Ord. No. 2016-10-02, 11-1-16)

~~Sec. 14-45. Advisory duties of board.~~

The board shall, from time to time, advise the city council on matters of planning, establishment, development, construction, enlargement, improvement, maintenance, equipment, operation, regulation, protection and policing of the municipal airport, and upon other matters in regard to which the council may, from time to time, seek such board's advice.

(Code 1978, § 3-4)

~~Sec. 14-46. Board authority to lease, charge rentals.~~

Under the city council's policy guidelines the board may rent or lease buildings, structures, facilities, spaces or privileges within the municipal airport for such periods and rentals and upon such terms and provisions as the council may direct, and charge for the use of the various facilities located within the municipal airport as the city council may direct and permit.

(Code 1978, § 3-5)

~~Sec. 14-47. Board may not bind city.~~

The board shall have no power to contract, and shall not contract, or in any manner undertake to contract, for or on behalf of the city. No undertaking, contract, action or inaction of the board, singly or collectively, or of anyone employed by or acting or holding under it, shall render the city liable to respond in damages or make indemnity or compensation of any character from any source. No contract, lease or agreement pertaining to the airport shall be valid unless it has been executed by the order of the city council.

(Code 1978, § 3-12)

Chapter 16 – Boards, Commissions, and Committees**ARTICLE I. IN GENERAL****Sec. 16-1. Advisory Boards, Commissions, and Committees.**

- (a) The construction of authority and governance of all processes and procedures concerning boards, commissions, and committees shall be:
- (1) the United States Constitution and statutes of the United States of America.
 - (2) the Texas Constitution and statutes of the State of Texas.
 - (3) the City Charter of Alpine, Texas.
 - (4) the Code of Ordinances of the City of Alpine, Texas.
 - (5) resolutions of the City Council of the City of Alpine, Texas.
 - (6) the Boards, Commissions, and Committees handbook established by City Council resolution.
- (b) The City Council shall provide directives to all boards, commissions, and committees at least annually by City Council resolution. Directives of the City Council shall provide assignments, objectives, and tasks that boards, commissions, and committees should focus on throughout the year. Directives shall provide insight as to matters of importance to the Council upon which the City Council desires to be advised.
- (c) All proposed board actions must be presented to and approved by the City Council. No directive from a board, commission, or committee will be permitted.
- (e) It shall be the duty of the City Manager to place all official recommendations from a board, commission, or committee on a City Council agenda for consideration.
- (f) Duties of the advisory boards are to advise, not delegate, or administer projects. Boards may only administer projects with explicit authorization from the City Council.
- (g) Board members may not contact City staff without the permission of the City Council or the City Manager. This provision excludes the City Secretary and designated City representatives of a board, commission, or committee.
- (h) The Chairperson or designee of a board, commission, or committee, shall provide reports to the City Council at an open meeting at least quarterly. This provision does not include the Hotel Occupancy Tax Committee and the Music Advisory Board, who may provide annual updates to the City Council.

- (i) Boards, Commissions, and Committees shall have no power to contract for, or on behalf of the City. No contract, lease, or agreement shall be valid unless it has been executed by the order of the City Council.
- (j) Board members may be removed by the City Council member who appointed them, or by a majority vote of the City Council. If a board member is absent for three consecutive meetings, it will be deemed that they have resigned.
- (k) The City Council may, as deemed necessary from time to time, establish temporary ad-hoc committees, task forces, or other temporary special committees by city council resolution. Any permanent or long-term boards, commissions, or committees must be established by ordinance.
- (l) City employees may not be appointed to an official City Council board, commission, or committee. This provision does not apply to ad-hoc committees, task forces, the grievance committee, or other temporary special committees established by the City Council. This provision does not apply to City employee appointments that are established by ordinance.

Sec. 16-2. Meetings Shall be Public.

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

Sec. 16-3. Types of Meetings.

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

(b) Workshop Meetings. A workshop is a meeting to discuss or explore matters of interest to a Board. Workshops are typically held to hold a discussion regarding specific subject matters, and/or to invite feedback from the public on any given topic. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The Chair of the Board may allow any citizen to participate in the discussion at a work session, but only as recognized by the Chair. The Chair may end citizen participation in a work session in order to allow the board, commission, or committee to proceed with the discussion.

(c) Special Meetings or Town Hall Meetings. Special meetings may be called by the City Secretary upon written request of (3) members of a board and with the approval of the City Secretary. Special meetings should be exceedingly rare and of a clearly significant or urgent nature. For approved special meetings, the City Secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings shall normally be held at 5:30 P.M. in City Council Chambers located at 803 W. Holland Avenue. An alternate location other than the

City Council Chambers may be designated subject to the approval of the City Secretary under extenuating circumstances as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.

(d) Closed Meeting or Executive Session. The Texas Open Meetings Act (TOMA), does allow for closed or executive meetings on a few limited subjects. Generally, boards will not have the occasion or legal basis to meet in closed or executive sessions. A closed meeting may only occur with the approval of the City Secretary and the City Manager with the advice and consent of the City Attorney. Approved closed meetings for boards, commissions, and committees will be conducted in accordance with the Texas Open Meetings Act.

Sec. 16-4. Role of the Chairperson.

(a) The function of the chairperson (Chair) is to provide leadership for the group by presiding over the group's meetings. The Chair is selected by a majority vote of the board, commission, or committee. The Chair has additional duties and responsibilities which must be performed.

(b) The Chair ensures the smooth operation of the board, commission, or committee and must make certain that the meeting is run by the rules but democratic enough to use the power and authority of the position wisely. The Chair's ability to effectively manage meetings will have a significant impact on the group's success. An effective Chair must make certain that discussions remain focused and do not get sidetracked on irrelevant issues.

Sec. 16-5. Role of other officers.

(a) A Vice-Chair may be selected by a majority vote of the board, commission, or committee members, and the role of the Vice-Chair is to preside in the absence of the Chair. The Vice-Chair will typically have increased responsibility which may include serving as the Secretary of the Board. In case both the Chair and the Vice-Chair are absent from a meeting, the remaining membership may appoint an Acting Chair to preside over the meeting.

(b) If the Chair fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. Other officers and duties may be determined by the respective board, commission, or committee.

Sec. 16-6. Records of Meetings.

(a) The Chair, the Vice-Chair, or the Chair designee shall keep written minutes of all Board meetings. All board meetings shall be recorded. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the Board. Unapproved minutes may be released at the discretion of the City Secretary, but shall be clearly marked as "Unapproved and Unofficial." The official minutes of Boards should not include discussion or everything that was said at the meeting, but at a minimum shall include:

- (1) Action taken by the Board.
- (2) The text of all main motions, as amended.

- (3) The text of all "points of order" and "appeals" along with the reason given by the Chair, Vice-Chair, or Acting Chair for the ruling.
 - (4) The results of the vote as to whether the motion was "adopted," "lost," or "failed."
 - (5) A record of the Board Member who made the motion, the Board Member who seconded the motion, any Board Member who moves to amend the main motion, and how each Board Member voted on the item.
 - (6) A Board Member may request, through the Chair, the privilege of having an abstract of his/her statement on any subject under consideration by the board, commission, or committee entered in the minutes. If the board consents thereto by a majority vote, such statement shall be entered in the minutes.
 - (7) The board may, by majority vote, request to add or amend minutes as the board deems appropriate.
- (b) Record of board Agenda Packets will be assembled and maintained by the City Secretary, or City Secretary designee, and delivered to the board members electronically prior to the Board meeting.

Sec. 16-7 – 16-30. Reserved.

ARTICLE II. RULES OF PROCEDURE.

Sec. 16-31. Quorum.

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

Sec. 16-32. Parliamentary Procedure.

- (a) *General Procedure.* General rules of parliamentary procedure as defined herein, consistent with the City Charter and any applicable City Ordinance, statute, or other legal requirements, shall govern the proceedings of boards, commissions, or committees (boards). To the extent not inconsistent with these rules, boards shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by a board. These rules of parliamentary procedure are intended solely as a guideline.
- (b) *Duties of the Presiding Officer.* The Presiding Officer of a board shall be the Chair. The Chair shall preserve strict order and decorum at all meetings of the board. The Chair shall state every question coming before the board, announce the decision of the board on all subjects and decide all questions of order, subject, however, to an appeal to the board, in

which event a majority vote of the board shall govern and conclusively determine such question of order. The Chair shall sign all official documents adopted by the board in their presence. In the event of the absence of the Chair, the Vice-Chair or Acting Chair shall sign documents as adopted, respectively.

(1) The Chair shall preside with fairness, impartiality, and maintain absolute neutrality by posture, demeanor, action, and language during all meetings. The Chair, Vice-Chair, Acting Chair, or any board member shall not:

(I) Restrict orderly speech, in any way, of any board member or City staff presentation of any item.

(II) Restrict orderly speech, in any way, of any board member or City staff discussion of any item.

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

(e) *Limits to Deliberations.* After an agenda item is announced or read by the Chair, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. The ensuing discussion must be limited to the subject matter or motion currently being considered.

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

(g) *Motions.* Motions may be made and seconded by any member of the board.

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

(1) The item is announced or read aloud by the Chair or the individual who sponsored the item on the agenda.

(2) A board member may make an affirmative motion on the item before discussion may take place.

(3) A board member may second the motion on the item before discussion may take place.

(4) Once the motion has been properly made and seconded, the Chair shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any board member recognized by the Chair.

(i) *Amendments to Motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order

of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.

- (j) *Motion to Table.* A motion to Table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next board agenda.
- (k) *Motion to Postpone, Motion to Postpone Indefinitely.* A motion to postpone until a specific date may be made if a board member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a board member wishes to postpone an item indefinitely. A motion to postpone may not be offered as an amendment but as a standalone subsidiary motion that would kill the original motion without having to vote on the original motion.
- (l) *Points of Order.* The Chair, a board member, or City staff may call a point of order to facilitate the running of the meeting but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion.
- (m) *Call for the Question, Previous Question, Calling for a Vote.* Any board member may Call for the Question to request that the discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A Call for the Question shall not be used to limit constructive feedback or debate pertaining to the discussion.
- (n) *Continuance of Discussion or Hearings.* Any item being discussed or any public hearing at a board meeting may be continued or tabled to any subsequent meeting by order, notice, or motion. Tabling or continuing the item will not stop the consideration of the item by the board.
- (o) *Recess.* The Chair may call for a recess of up to fifteen (15) minutes at regular intervals at appropriate points in the meeting agenda, subject to appeal and reversal by a majority vote of the board.

Sec. 16-33. Agenda.

- (a) By written request, the Chair, the City Manager, the City Secretary, or any member of the Board may place an item on a board agenda. In addition, designated City staff representatives and Department Heads may add items to a board agenda.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the board (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, and shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) All action items should originate as an information or discussion item before being presented as an action item so that thoughtful input can be provided by board members before an official action item may be presented to the board. This rule excludes items that are routine and administrative in nature, such as periodic permit approvals and other procedural items. Any deviation from this rule should be exceedingly rare, should be of a clearly significant nature, and will be subject to approval by the City Secretary.
- (d) Agenda requests and backup documentation shall be filed with the Chair by 5:00 p.m., 7 (seven) days prior to the board meeting (and a commensurate period for special meetings).

- (e) The agenda and backup documentation must be sent by the Chair to the City Secretary by 5:00 p.m. 6 (six) days prior to the meeting. Deviations from the deadlines or the submission of additional items past the established deadlines or once the agenda has been posted should be exceedingly rare, should be of a clearly significant nature, and will be subjected to approval by the City Secretary.
- (f) The Chair will coordinate the placement and content of items on the agenda and agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (g) Drafts of proposed resolutions, ordinance changes, and other items requiring review should be submitted to the City Secretary or City Staff in a manner timely enough to allow for the proper review of the material. City Staff should be given adequate time to produce proposed ordinance changes or other documents.

Sec. 16-34. Rules for Attendance at Regular Meetings of Boards, Commissions, or Committees.

- (a) All board, commission, or committee members are expected to attend meetings to ensure the community is well represented. Attendance is extremely important to the board, commission, or committee.
- (b) Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board.
- (c) A board member who will not be able to attend a regular board meeting shall make a reasonable effort to notify the Chair or the Office of the City Secretary prior to the meeting and shall indicate the reason for their inability to attend.

Sec. 16-35. Voting.

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

Sec. 16-36. Order of Business.

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

AGENDA

1. Call to Order.
2. Determination of quorum.
3. Public Comments (limited to 3 minutes per person).
5. Approval of Minutes of the previous meeting.
4. Public Hearings.
6. Information or Discussion items.
7. Action Items.
8. Board Member Comments.
9. Adjourn.

Sec. 16-37 – 16-60. Reserved.**ARTICLE III. RULES OF DECORUM.****Sec. 16-61. Decorum.**

- (a) By Board Members. While the board is in session, board members must preserve order and decorum. A board member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the board nor disturb any member while speaking nor refuse to obey the orders of the board or its Chair, except as otherwise herein provided.
- (b) By Attendees. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the board shall immediately be subject to loss of speaking privileges by the Chair unless permission to continue is granted by a majority vote of the board.
- (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the board and during debate between board members are inappropriate and are not permitted. The Chair will ensure that the decorum of the meeting is maintained and is appropriate.

- (2) It is not the intention of the City to provide a public forum for demeaning any individual or group. Neither is it the intention of the board to allow a member or members of the public to insult the honesty and/or integrity of the board as a body, the proceedings of the board, or any member or members of the board, individually or collectively. Therefore, the Chair and board will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
- (3) Members of the public shall not engage in any of the following in the meeting room during a board meeting:
 - (I) Shouting, unruly behavior, distracting side conversations or speaking out when another person is talking.
 - (II) Defamation, intimidation, personal affronts, profanity, or threats of violence.
 - (III) Use of phones, pagers, radios, computers, or other electronic equipment – except as authorized by State law. The Chair may authorize the use of equipment on a case-by-case basis, subject to appeal and/or reversal by a majority vote of the board.
 - (IV) Booming, hissing, foot-stomping, ripping of paper, parading, signing, or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
- (4) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the board on how to conduct a meeting properly. The Chair and the board are the formal authority to determine what is or is not: in order, out of order, or the correct way to conduct the board's business. The Chair, any board member, and City staff are the only individuals permitted to call a point of order or make recommendations on how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.
- (5) No offensive, vulgar, or distracting placards, banners, signs, or apparel shall be permitted to be erected or displayed by persons in attendance in City Council Chambers or in any other room in which the board is holding a meeting. Exhibits, displays, and visual aids used in connection with presentations to the board are permitted.

Sec. 16-62. Enforcement of Decorum.

- (a) Disturbances, transgressions of the rules, or disorderly conduct in the City Council Chambers may cause the transgressor to be removed from the meeting. The Chair of the meeting shall exercise control over persons who disrupt the meeting in the following ascending order of action:

- (1) Call the person to order, advising that person of the infraction.
 - (2) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
 - (3) Order the person to leave the meeting. If the offending person is a member of board, the Chair shall call for a vote on the expulsion of that member from the meeting, with such vote requiring a majority for adoption.
 - (4) A police officer may remove an individual or individuals for disrupting a meeting as authorized by Texas Penal Code Section 42.05.
- (b) Upon instructions of the Chair unless otherwise directed by a majority vote of the board, it shall be the duty of the Alpine Police Department to remove any person who violates the order and decorum of the meeting.

Sec. 16-63. Audience Participation.

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

- (5) Persons may present printed material, subject to approval by the City Secretary, to be included in the board agenda packets one week prior to a meeting. Persons may present printed material to the City Secretary to distribute to the board, commission, or committee during a meeting, subject to the same approval and deadline.

Sec. 16-64. Addressing the Board, Commission, or Committee.

- (a) *Public Comments.* Any city taxpayer or resident may make a public comment during the public comments portion of a meeting. Members of the public that live outside of the City limits of Alpine may make comments at the discretion of the Chair if time permits. Individuals must be physically present to address the Board. Comments by proxy are not allowed.
- (1) Each person addressing the board shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium and shall give their name and ward for the record, and, unless further time is granted by the board, shall limit their address to three (3) minutes. Unused public comment time may not be “designated” or “yielded” to other attendees. All remarks shall be addressed to the board as a body and not to any member thereof.
- (2) Persons wishing to address the board on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their 3-minute presentation. Additional time is not given for additional items (however, emailing, writing, or visiting with board members and City Staff outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).
- (b) *Public Hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items.
- (1) Only comments regarding a Public Hearing agenda item may be made during the Public Hearing portion of the meeting. Each person who wishes to address the board during the Public Hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the Chair that they would like to speak. Once acknowledged by the Chair, the person shall step up to the podium and shall give their name and ward for the record. Unless the Chair grants further time, the person addressing the Council shall limit their address to three (3) minutes. Individuals must be physically present to address the board. Comments by proxy are not allowed.

Sec. 16-65 – 16-130. Reserved.

ARTICLE IV. ANIMAL ADVISORY BOARD.

Sec. 16-131. Created.

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

(Ord. No. 2008-11-01, § 1, 1-6-09)

Sec. 16-132. Purpose.

The purpose of the Animal Advisory Board is to provide recommendations and suggestions to the City Council regarding the welfare of animals within the City.

Sec. 16-133. Duties.

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

Sec. 16-134. Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the health and safety of animals within the City. One (1) member shall be a licensed veterinarian, and one (1) member shall be a representative of the Alpine Humane Society. A minimum of three (3) members shall be resident, qualified voters of the City. One (1) City Council Member and the Head Animal Control Officer/Animal Services Supervisor shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Sec. 16-135. Appointment of Board Members, Vacancies.

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

Sec. 16-136. Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Licensed Veterinarian: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 7: Alpine Humane Society Representative: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by Majority vote of the City Council.

Ex officio: Head Animal Control Officer/Animal Services Supervisor.

Sec. 16-137. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms, except the licensed veterinarian whose position has no term limit. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-138. Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board

member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-139. Board Officers.

The Board shall appoint the Chairperson (Chair) of the Board by majority vote. From among its members, the Board may also elect a Vice-Chairperson (Vice-Chair), and a Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

Sec. 16-140. City Representative.

The head Animal Control Officer / Animal Services Supervisor is the official City representative for the AAB. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, procedures, and communicate issues or areas of concern to the Board. The City representative will serve as an ex officio member of the board and shall not have the privilege of voting.

Sec. 16-141. Board Meetings.

The Animal Advisory Board meets on the second Tuesday of each month at 6:00 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business. The Animal Advisory Board must meet at least quarterly.

Sec. 16-142– 16-170. Reserved.

ARTICLE V. HOTEL OCCUPANCY TAX COMMITTEE.

Sec. 16-171. Created.

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

(Ord. No. 2020-02-02, § 1(Exh. A), 2-18-20)

Sec. 16-172 Purpose.

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

Sec. 16-173.Duties.

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

Sec. 16-174. Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall come from hotels, three (3) members shall come from the arts or historic preservation, and two (2) members, aged 18 years of age or older, will serve at large. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting. The Director of Tourism may only vote to break a tie.

Sec. 16-175. Appointment of Board Members, Vacancies.

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

Sec. 16-176. Placement.

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

Place 1: Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 2: Hotelier: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 3: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 4: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 5: Arts & Historic Preservation: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 6: At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 7: At-Large: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Ex officio: Hot Committee Liaison / Director of Tourism.

Sec. 16-177. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-178. Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-179. Board Officers.

The Director of Tourism shall serve as the official HOT Committee Liaison of the Board. Among the HOT Committee Liaison's duties shall be to call and preside at the meetings of the board, make reports and suggestions to the City Manager and City Council as the board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between the board and the City Manager and City Council. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

Sec. 16-180. City Representative.

The HOT Committee Liaison is the official City representative of the HOT Committee.

Sec. 16-181. Board Meetings.

The HOT Committee must meet at least annually in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Sec. 16-182 – 16-210. Reserved.**ARTICLE VI. MUSIC ADVISORY BOARD.****Sec. 16-211. Created.**

There is created and established for the City, being a home rule municipality, a Music Advisory Board.

(Ord. No. 2020-02-03, § 1(Exh. A), 2-18-20)

Sec. 16-212. Purpose.

The purpose of the Music Advisory Board shall be to receive suggestions, study situations, plans, projects, and generally to act in an advisory capacity to such extent as the City Council may desire to be advised relative to the music industry of the City.

(Ord. No. 2020-02-03, § 1(Exh. A), 2-18-20)

Sec. 16-213. Duties.

The Music Advisory Board shall hold public meetings, conduct work sessions, and make recommendations to the City Council regarding the music industry of the city. The board may, from time to time, advise the City Council on other matters upon which the Council may seek the board's advice.

Sec. 16-214. Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who represent the music industry of the city. A minimum of five (5) members shall be qualified, resident voters of the City. Two (2) members shall be musicians, two (2) members shall represent music venues, two (2) members shall represent music-focused events, and one (1) member shall represent music education. One (1) City Council Member and the Director of Tourism shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. The Director of Tourism may only vote to break a tie.

Sec. 16-215. Appointment of Board Members, Vacancies.

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

Sec. 16-216. Placement.

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

Place 1: Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 2: Musician: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 3: Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 4: Music Venue: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 5: Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 6: Music-Focused Events: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Place 7: Music Education: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Ex officio: Music Liaison / Director of Tourism.

Sec. 16-217. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-218. Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-219. Board Officers.

The Director of Tourism shall serve as the Music Liaison of the Board. Among the Music Liaison's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the City Manager and City Council as such board may vote to be submitted; resolve by his vote any tie of votes of such board and generally act as a liaison between such board and the City Manager and City Council. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term.

Sec. 16-220. City Representative.

The Music Liaison is the official City representative of the Music Advisory Board.

Sec. 16-221. Board Meetings.

The Music Advisory Board meets at least quarterly in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Sec. 16-122 – 16-150. Reserved.

ARTICLE VII. PARKS AND RECREATION BOARD.

Sec. 16-151. Created.

There is created and established, for the City, being a home rule municipality, a Parks and Recreation Board.

(Code 1978, § 19-1; Ord. No. 2016-10-02, 11-1-16; Ord. No. 2020-08-03, 9-1-20)

Sec. 16-152. Purpose.

The purpose of the Parks and Recreation Board is to provide recommendations and suggestions to the City Council regarding the Parks and Recreation endeavors of the City. The Parks and Recreation Board also jointly serves as the Beautification and Environmental Committee with an aim of advising the City Council on the beautification and environmental endeavors of the City.

(Code 1978, § 19-6)

Sec. 16-153. Duties.

The duties of the Parks and Recreation Board shall be to receive suggestions, study situations, plans, and projects, and generally act in an advisory capacity to such extent as the City Council may desire to be advised relative to the parks and recreation program and the beautification and environmental program of the City. The Parks and Recreation Board may make such reports as the Council may request so that the Council may have the benefit of the opinions of interested citizens and groups who have time and are willing to make a more in-depth study of, and reports on, park and recreation matters than time will permit the council to engage in, considering the variety of other city business to be dealt with. Other duties of the Parks and Recreation Board include the evaluation of conservation development and concerns, to inform and engage citizens in environmental issues, to develop and implement land protection techniques, to educate the public on issues relating to environmental concerns, to advise the City Council relative to environmental concerns of the community, to promote preservation and conservation efforts within the community, to evaluate programs and issues that have an environmental impact on the community, and to oversee the planning of open space and development and smart growth issues.

Sec. 16-154. Composition of the Board.

The board shall be comprised of seven (7) Brewster County registered voters who have a vested interest in the enhancement of Parks and Recreation within the City. Five (5) members shall be qualified, resident voters of the City, and no more than two (2) members may reside outside of the City limits. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Sec. 16-155. Appointment of Board Members, Vacancies.

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

Sec. 16-156. Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Sec. 16-157. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-158. Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-159. Board Officers.

The Board shall appoint the Chairperson (Chair) of the Board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

Sec. 16-160. City Representative.

The Parks & Recreation Department of the City will designate an official City representative for the Parks and Recreation Board. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board.

Sec. 16-161. Board Meetings.

The Parks and Recreation Board meets on the second Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Sec. 16-162 – 16-190. Reserved.**ARTICLE VIII. PLANNING AND ZONING COMMISSION.****Sec. 16-191. Created.**

There is created and established for the City, being a home rule municipality, a Planning and Zoning Commission

(Code 1978, § 2-121; Ord. No. 2012-03-01, § 1, 4-3-2012; Ord. No. 2016-10-02, 11-1-2016)

Sec. 16-192. Purpose.

The purpose of the Planning and Zoning Commission is to advise the City Council on matters related to planning, zoning, or other items that the City Council requests to be advised of.

Sec. 16-193. Duties.

The Planning and Zoning Commission shall exercise the powers and duties as prescribed by City Ordinance and as prescribed by Texas Local Government Code, Chapter 211.

Sec. 16-194. Composition of the Board.

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board.

Sec. 16-195. Appointment of Board Members, Vacancies.

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

Sec. 16-196. Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Sec. 16-197. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-198. Removal of Board Members.

Board members serve at the pleasure of the city council. Board members may be removed by the original appointer or by the person who holds the position of the original appointer. The city council may, by majority vote, remove a board member at any time for lack of confidence, incompetence, corruption, misconduct, or malfeasance. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-199. Board Officers.

The Commission shall appoint the Chairperson (Chair) of the board. From among its members the Board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a two (2) year term. The Chair of the Board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

Sec. 16-200. City Representative.

The Building Official / Director of Building Services is the official City representative for the Planning and Zoning Commission. The City representative will attend all meetings of the board, assist board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the board.

Sec. 16-201. Board Meetings.

The P&Z meets on the fourth (4th) Monday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Sec. 16-202 – 16-330. Reserved.**ARTICLE IX. BUILDING AND STANDARDS COMMISSION.****Sec. 16-331. Created.**

There is created and established for the City, being a home rule municipality, a Building and Standards Commission.

(Ord. No. 2015-03-01, § 1, 5-19-15; Ord. No. 2016-10-02, 11-1-16)

Sec. 16-332. Purpose.

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

Sec. 16-333. Duties.

The B&S shall hold public meetings, conduct public hearings, and make decisions related to Building and Building Regulations. The Commission is empowered to (Sec 54.036, Texas Local Government Code):

- (1) Order the repair, within a fixed period, of buildings found to be in violation of an ordinance;
- (2) Declare a building substandard in accordance with the powers granted by Chapter 54 of the Texas Local Government Code;
- (3) Order, in an appropriate case, the immediate removal of persons or property found on private property, enter on private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance, and order action to be taken as necessary to remedy, alleviate, or remove any substandard building found to exist;

- (4) Issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the municipality, to enforce and carry out the lawful orders or directives of the commission panel;
- (5) determine the amount and duration of the civil penalty the municipality may recover as provided by Section 54.017, Texas Local Government Code.

Sec. 16-334. Composition of the Board.

The Board shall be comprised of Seven (7) Brewster County registered voters who are resident citizens, and qualified voters of the City of Alpine. One (1) City Council Member shall serve the board in an ex officio capacity and shall not have the privilege of voting on matters before the board. Voting members of the Building and Standards Commission may not be a member of the City Council or the Planning & Zoning Commission.

Sec. 16-335. Appointment of Board Members, Vacancies.

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

Sec. 16-336. Placement.

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

Place 1: Appointed by Council Member Ward 1, subject to City Council confirmation.

Place 2: Appointed by Council Member Ward 2, subject to City Council confirmation.

Place 3: Appointed by Council Member Ward 3, subject to City Council confirmation.

Place 4: Appointed by Council Member Ward 4, subject to City Council confirmation.

Place 5: Appointed by Council Member Ward 5, subject to City Council confirmation.

Place 6: Appointed by the Mayor, subject to City Council confirmation.

Place 7: Appointed by any Council Member or the Mayor, subject to City Council confirmation.

Ex officio: City Council Member: Appointed by a majority vote of the City Council.

Sec. 16-337. Terms of Board Members.

The term of each board member shall be two (2) years, from July 1st to June 30th, aligning closely with the term of the elected official who appointed the member. Members may serve for a limit of three (3) consecutive terms. Any person who has served on the board during three (3) consecutive terms will be ineligible to occupy any position on the board for a period of two (2) years. A partial term of less than one (1) year will not count in determining the number of consecutive terms. Any person who has not served on the board during the previous two consecutive years shall be eligible to serve under the same conditions as and with no more restrictions than a person who has never served on the board.

Sec. 16-338. Removal of Board Members.

Board members serve at the pleasure of the city council. The city council may by majority vote remove a board member at any time for cause on a written charge (Sec. 54.033, Texas Local Government Code). Before a decision regarding a removal is made, the City Council must hold a public hearing on the matter if requested by the Commission member subject to the removal action. Any board member who misses three (3) consecutive meetings or one-third (1/3) of all regular meetings within a 12-month time period shall be deemed to have automatically vacated his or her position on the board. Any board member who no longer resides within the boundaries as provided above is deemed to have automatically vacated his or her position on the board.

Sec. 16-339. Board Officers.

The Commission shall appoint the Chairperson (Chair) of the Board. The Chair shall administer oaths and compel the attendance of witnesses. From among its members, the board may elect a Vice-Chairperson (Vice-Chair), and Secretary. Officers shall be elected for a one (2) year term. The Chair of the board shall preside over all meetings and may vote. If the chairperson fails or refuses to act, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are absent or refuse to act, any board member may be appointed as Acting Chair by the board to preside over the meeting.

Sec. 16-340. City Representative.

The Building Official / Director of Building Services is the official City representative for the Building and Standards Commission. The City representative will attend all meetings of the Board, assist Board members with questions regarding the department, processes, and procedures, and communicate issues or areas of concern to the Board. The City of Alpine designates the Building Official / Director of Building services as the appropriate official to present all cases before the building and standards commission.

Sec. 16-341. Board Meetings.

The Building and Standards Commission meets on the fourth (4th) Wednesday of each month at 5:30 p.m. in City Council Chambers located at 803 West Holland Avenue. A quorum of four (4) members must be physically present in order to transact business.

Sec. 16-342. Building and Building Regulations.

The building and standards commission shall:

- (a) Use the standards of criteria related to the deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures, and other conditions as recognized by the building codes adopted by the City of Alpine including Chapter 18 – Building and Building Regulations.
- (b) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

Sec. 16-343 – 16-370. Reserved.**Chapter 18 – Buildings and Building Regulations*****ARTICLE X. DANGEROUS BUILDINGS.******DIVISION I. IN GENERAL.*****Sec. 18-281. Definitions.**

The words and phrases contained herein shall have the following meaning ascribed to them unless the context states otherwise:

Abatement. Repairing, removing or demolishing a structure or building so as to bring it into compliance with the minimum standards as set forth in this article.

Accessory structure. A building or structure incidental to the dwelling unit and located on the same property.

Appeal court. The Municipal Court of the City of Alpine, Texas, sitting as a Civil Court.

Building. Any structure built for the support, shelter and enclosure of persons, animals, goods or movable property of any kind. Any roof-covered structure shall be considered a building. Also see "structure."

Building codes. The most recent version of the codes adopted by the City of Alpine, including the International Property Maintenance Code, the International Building Code, International Residential Code, the Uniform Plumbing Code, and the National Electric Code.

Dangerous building. Any building or structure that does not comply with the minimum standards.

Minimum standards. The minimum standards for continued use and occupancy of a building or structure as set forth in section 18-284 herein.

Inspector. The individual designated by the city manager to carry out the duties of this article.

Owner of record. Any person, agent, firm, corporation or governmental agency shown to be the owner or owners of a structure in:

- (1) The real property, assumed name, or appraisal district records of Brewster County;
- (2) The tax and utility records of the City of Alpine; or

- (3) The records of the secretary of State of Texas.

Public nuisance.

- (1) Whatever is dangerous to human life or health; whatever renders the ground, water, air or food hazardous to human life, or health, or that is offensive to the senses; or that is detrimental to the public health; or
- (2) Any structure that creates a hazard to health, safety, comfort or welfare.

Structure. A combination of materials held or put together in a specific way to form a construction for use, occupancy or ornamentation, whether installed on, above, or below the surface of land or water. Structure includes buildings as defined herein.

(Ord. No. 2013-06-04, § 1, 7-2-13)

Sec. 18-282. General information.

- (a) *Notices mailed.* All notices required to be mailed under this article, shall be mailed by certified mail, return receipt requested. When a notice is mailed in accordance with this section and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered delivered.
- (b) *Notices posted.* All notices required to be posted shall be attached to the structure as close to the front door as practicable. If there is no front door, notice shall be attached to the structure in a noticeable place.
- (c) *Change of owner.* If a building or structure has been designated as a dangerous building, it is the owner's responsibility to furnish a purchaser, transferee, grantee, mortgagee or lessee a true and correct copy of the notice of dangerous building and to provide the Inspector written notification of the intent to enter into such transaction, including the name and address of the purchaser, transferee, grantee, mortgagee or lessee. A purchaser shall be bound by the notices and orders issued pursuant to this article. It is the purchaser's responsibility to provide a copy to the inspector of the document changing ownership which has been recorded in the Official Public Records of Brewster County.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-283. Abatement of dangerous buildings.

- (a) It shall be unlawful for any owner, occupant, or other person in control of a structure to allow that structure to be in a condition that does not conform to the minimum standards.
- (b) Any structure that does not conform to the minimum standards is hereby declared to be a public nuisance and shall be abated by vacation, relocation of occupants, repair, demolition, or removal as necessary upon the issuance of an order to abate issued by the board in accordance with the procedures specified in this article.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-284. Conditions requiring abatement.

- (a) Regardless of its date of construction, a structure is considered not to meet the minimum standards of the city and shall not continue to be used or occupied if the following conditions are present and constitute a danger to persons or property:

(1) *Unoccupied structures.*

- a. Any structure or any part thereof constructed or maintained in violation of any provision of this Code, or any law of the county, state or federal government which makes the structure unsafe;
- b. Any structure with roof, ceiling, floors, walls, sills, windows, foundation or any combination thereof, rotted or decayed, and falling apart;
- c. Any structure with shingles or roofing material not in place, or is not free from leaks and sags;
- d. Any structure that is uninhabitable due to obsolescence and deterioration caused by neglect, vandalism, fire damage, old age, or the elements;
- e. Any structure that is in danger of falling and injuring persons or property;
- f. Any structure that is a fire menace because it is in a dilapidated condition, or that is likely to become a fire menace or be set on fire; or contains a fire load with the potential to cause a fire;
- g. Any structure that has been damaged by fire, water, earthquake, wind, hail, rain, vandalism, or other cause to such an extent that the roof, windows or doors or portions of the structure that protect the interior from the weather, no longer reasonably protect from the weather;
- h. Any structure that is open and accessible so as to become a harbor for insects, rodents, vermin, uninvited persons or transients; or a place for potential illegal activity;
- i. Any structure that is in unsanitary condition and likely to create disease because of the presence of insects, rodents or vermin;
- j. Any structure that is damp and in unsanitary condition and is likely to create disease and sickness;
- k. Any structure that has holes, cracks or other defects in it;
- l. Any structure that does not have railings for stairs, steps, balconies, porches;
- m. Any structure that is not weathertight and waterproof, including but not limited to, roofs, walls, windows, doors and flooring;
- n. Any structure that does not have a moisture resistant finish or material for the flooring or subflooring of each bathroom, shower room and toilet room;
- o. Any structure with floors that are missing, buckled, warped, worn, loose, or unlevel;
- p. Any structure with an electric system that is a hazard due to inadequate maintenance, dilapidation, fire hazard, disaster, damage or abandonment or not safely capable of carrying a load imposed by normal use of appliances and fixtures;
- q. Any structure where the deterioration, decay or inadequacy of its floor joists, floors, subfloors, or foundation is likely to cause the structure to partially or completely collapse; or
- r. Any structure not in compliance with the adopted codes of the City of Alpine, specifically including the International Property Maintenance Code, that otherwise fails to meet the requirements of this chapter.

(2) *Occupied structures.* In addition to the conditions for unoccupied structures:

- a. Any structure that does not have in operating condition a connection to discharge sewage from the structure or land into a public sewer system or septic system;

- b. Any structure that does not have the minimum required fixtures as required in the International Property Maintenance Code and the UPC Building Codes; all of which shall be in operating condition and connected to both hot and cold water sources;
 - c. Any structure that does not have electrical service meeting required codes as described by the International Property Maintenance Code or the National Electric Code; or
 - d. Any structure that does not meet the standards established for an occupied structure as established by the adopted building codes of the city.
- (b) Any structure that is not occupied by its owners, lessees or other invitees, has been left unsecured from unauthorized entry to the extent that it may be entered by vagrants, transients or other uninvited persons as a place of harborage or may be entered and utilized by children as a play area, regardless of its structural condition.
- (c) Any structure that is boarded up, fenced or secured if:
- (1) The structure constitutes a danger to the public even though secured from entry; or
 - (2) The means used to secure the structure are inadequate to prevent unauthorized entry or use of the structure.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-285. Inspection and notice of required abatement

- (a) *Inspection.* The inspector shall inspect any structure that he has probable cause to believe does not meet the minimum standards. If the structure is not open and accessible, the Inspector may obtain permission from the owner or a person in control of the premises, or may apply for an administrative search warrant pursuant to Texas Code of Criminal Procedure Section 18.05 unless an exception to the warrant requirement exists.
- (b) *Determination.* The inspector shall use section 18-284 of this article to determine compliance or noncompliance.
- (c) *Notice.*
- (1) After a determination that a structure requires abatement, an initial notice shall be provided to the owner as on file at the Brewster County Appraisal District.
 - (2) The initial notice shall contain the following:
 - a. The nature of the violation(s) of the minimum standards; and
 - b. That the structure is dangerous and that the owner must vacate and/or repair, remove, or demolish the structure for the good of the public health, safety and welfare.
 - (3) A notice shall be posted on the dangerous building as follows:

"THIS STRUCTURE IS DANGEROUS ACCORDING TO THE MINIMUM STANDARDS SET FORTH IN THE CITY OF ALPINE CODE OF ORDINANCES, CHAPTER 18, SECTION 18-284 AND THE OWNER MUST REPAIR, REMOVE, OR DEMOLISH IT. CONTACT _____ AT _____ FOR FURTHER INFORMATION. THIS NOTICE SHALL REMAIN ON THIS STRUCTURE UNTIL IT IS REPAIRED, REMOVED FROM THE CITY OF ALPINE CITY LIMITS, OR DEMOLISHED."

- (d) The owner or the owner's designated representative has 15 days from the date of the notice to contact the inspector regarding their intent to repair, remove or demolish the dangerous building.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-286. Hearing.

A public hearing shall be held so that the court may determine whether the structure complies with the minimum standards set forth in this article.

(a) *Notice of hearing.*

- (1) The inspector shall make a diligent effort to discover the identity and address of the owner(s) of record and any lienholders or mortgagees of the structure and the underlying property.
- (2) The inspector shall notify each owner, lienholder, or mortgagee by mail.
- (3) The inspector shall notify any unknown interested parties by posting a copy of the notice on each structure.
- (4) The inspector shall file a notice of hearing in the official public records of real property in Brewster County.

(b) *Contents of notice of hearing.* The notice of hearing shall contain the following information:

- (1) The owner, lienholder, mortgagee or unknown interested parties have the burden of proof and will be required to submit at the hearing proof of the scope of any work that may be required to make the structure comply with the ordinance and the amount of time it will take to reasonably perform the work.
- (2) The name and address of the owner of record.
- (3) A legal description of the property.
- (4) A general description of the structures not meeting the minimum standards.
- (5) A description of the proceeding.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-287. Orders of the court

(a) The court may issue one of the following orders:

- (1) Order to secure or vacate the structure and relocate the occupants.
- (2) Order to repair, remove or demolish.
- (3) Order to remove or demolish.
- (4) Order to release.

(b) If the structure is occupied and the court issues an order pursuant to subsection (a)(1), the structure shall be vacated and the occupants relocated.

(c) Orders of the court issued pursuant to subsections (a)(2) and (a)(3) shall allow 60 days for the ordered action to be completed.

- (d) If a residential structure is removed or demolished pursuant to this article, any and all accessory structures located on the same property shall be removed or demolished, regardless of structural condition.
- (e) The inspector shall promptly mail a copy of any order issued pursuant to subsection (a) of this section, to the owner of record, any lienholder or mortgagee along with a notice containing the following:
 - (1) An identification of the structure and the property on which it is located;
 - (2) A description of the violation(s) of the minimum standards;
 - (3) A statement that the municipality will secure, vacate, repair, remove or demolish the structure if the ordered action is not taken within sixty (60) days.
- (f) Sixty days after an order to repair, remove or demolish has been issued, the Inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.
- (g) Once an order to remove or demolish has been issued by the court, the inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.
- (h) Within ten days following the date that an order is issued, the inspector shall:
 - (1) File a copy of the order in the office of the city secretary of the City of Alpine; and
 - (2) Publish in a newspaper of general circulation in the city a notice containing the following:
 - a. The street address or legal description of the property;
 - b. The date the hearing was held;
 - c. A brief statement indicating the results of the order; and
 - d. Instructions stating where a complete copy of the order may be obtained.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-288. Permits.

- (a) Any permits issued for work on a structure on which the court has issued an order shall expire on the deadline established by the order.
- (b) Applicants for a permit to make repairs on a structure on which the court has issued an order shall meet with the appropriate inspecting official from the city's code enforcement department and the building official prior to the granting of a permit. The meeting will be to ensure the applicant understands (i) the scope of work required to be completed to comply with the minimum standards, (ii) that such repairs shall be completed by the deadline established by the order and (iii) that if all repairs are not completed by the deadline established by the order, the structure will be demolished. A permit will not be issued unless the applicants comply with this meeting requirement.
- (c) No permits will be issued after the deadline established by the order.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-289. Appeals.

Any owner, lienholder or mortgagee of record of property jointly or severally aggrieved by an order of the court under this article may file in district court a verified petition setting forth that the decision is illegal, in whole or in part, and specifying the grounds of the illegality. The petition must be filed by an owner, lienholder, or mortgagee within 30 calendar days after the date a copy of the court's order is mailed to them in accordance with this article.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-290. Expense of abatement.

- (a) If an owner or other interested party does not secure, vacate, repair, remove, or demolish a structure within 60 days, the inspector may take the ordered action at the city's expense.
- (b) *Calculation of costs.*
 - (1) Costs include all expenses incurred as a result of the enforcement of the order.
 - (2) The general administrative expenses of inspecting structures, locating owners, conducting hearings, and issuing notices and orders, together with all associated administrative functions, require a reasonable minimum charge of \$500.00 per property. The building official shall maintain a log of all expenses incurred during this process. If this total is greater than \$500.00, the cost shall be the greater amount.
- (c) *Lien.* Any expenses incurred by the city pursuant to subsection (a) of this section will be assessed against the property on which the structure stands or stood. The city will have a privileged lien upon filing same in the Official Public Records of Brewster County subordinate only to tax liens against the property unless it is a homestead as protected by the Texas Constitution. The lien will be extinguished if the property owner or other interested party reimburses the city for all expenses and penalties.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-291. Seizure and sale of property to recover expenses.

The city may foreclose a lien on property pursuant to Texas Local Government Code § 214.004:

- (1) In a proceeding relating to the property brought under Subchapter E, Chapter 33, Tax Code; or
- (2) In a judicial proceeding, if:
 - a. A building or other structure on the property has been demolished;
 - b. A lien for the cost of the demolition of the structure or other structure on the property has been created and that cost has not been paid more than 180 days after the date the lien was filed; and
 - c. Ad valorem taxes are delinquent on all or part of the property.

(Ord. No. 2013-06-04, § 1, 7-2-2013)

Sec. 18-292 – 18-300. Reserved.

DIVISION II. BUILDING AND STANDARDS COMMISSION.

Sec. 18-301. In General.

The building and standards commission shall:

- (a) Use the standards of criteria related to: deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures and other conditions as recognized by the building codes adopted by the City of Alpine, Article IX, section 18-260, and Article X, sections 18-281—284;
- (b) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

Sec. 18-302. Notice.

- 1. A public hearing shall be held so that the building and standards commission may determine whether the structure complies with the minimum standards set forth in this section.

(a) Notice of hearing.

- (1) The city secretary shall make a diligent effort to discover the identity and address of the owner(s) of record and any lienholders or mortgagees of the structure and the underlying property.
- (2) The city secretary shall notify each owner by personal delivery, by certified mail with return receipt requested, or by delivery by the United States Postal Service using signature confirmation service, to the record owners of the affected property, and each holder of a recorded lien against the affected property, as shown by the records in the office of the county clerk of the county in which the affected property is located if the address of the lienholder can be ascertained from the deed of trust establishing the lien or other applicable instruments on file in the office of the county clerk lienholder, or mortgagee by mail.
- (3) The inspector shall notify any unknown interested parties by posting a copy of the notice on each structure.
- (4) The inspector shall file a notice of hearing in the official public records of real property in Brewster County.

(b) Contents of notice of hearing. The notice of hearing shall contain the following information:

- (1) The notice must be posted and either personally delivered or mailed on or before the 10th day before the date of the hearing before the commission panel and must state the date, time, and place of the hearing. In addition, the notice must be published in a newspaper of general circulation in the municipality on one occasion on or before the 10th day before the date fixed for the hearing.
- (2) The owner, lienholder, mortgagee, or unknown interested parties have the burden of proof and will be required to submit at the hearing proof of the scope of any work that may be required to make the structure comply with the ordinance and the amount of time it will take to reasonably perform the work.

- (3) The name and address of the owner of record.
 - (4) A legal description of the property.
 - (5) A general description of the structures not meeting the minimum standards.
2. When a municipality mails a notice in accordance with this section to a property owner, lienholder, or registered agent and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered delivered.

Sec. 18-303. Functions of the building and standards commission.

- 1. The building and standards commission may issue one of the following orders:
 - (a) Order to secure or vacate the structure and relocate the occupants.
 - (b) Order to repair, remove or demolish.
 - (c) Order to remove or demolish.
 - (d) Order to release.
- 2. If the structure is occupied and the commission issues an order pursuant to subsection D.1(a), the structure shall be vacated and the occupants relocated.
- 3. Orders of the commission issued pursuant to subsections D.1(b) and D.1(c) shall allow 45 days before the ordered action to be completed.
- 4. If a residential structure is removed or demolished pursuant to this article, any and all accessory structures located on the same property shall be removed or demolished, regardless of structural condition.
- 5. The inspector shall promptly mail a copy of any order issued pursuant to subsection D.1 of this section, to the owner of record, any lienholder or mortgagee along with a notice containing the following:
 - (a) An identification of the structure and the property on which it is located;
 - (b) A description of the violation(s) of the minimum standards;
 - (c) A statement that the municipality will secure, vacate, repair, remove or demolish the structure if the ordered action is not taken within 45 days.
- 6. Forty-five days after an order to repair, remove or demolish has been issued, the inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.
- 7. Once an order to remove or demolish has been issued by the commission, the inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.
- 8. Within ten days following the date that an order is issued, the inspector shall:
 - (a) File a copy of the order in the office of the city secretary of the City of Alpine; and
 - (b) Publish in a newspaper of general circulation in the city a notice containing the following:
 - (1) The street address or legal description of the property;
 - (2) The date the hearing was held;
 - (3) A brief statement indicating the results of the order; and

(4) Instructions stating where a complete copy of the order may be obtained.

Sec. 18-304. Permits.

1. Any permits issued for work on a structure on which the commission has issued an order shall expire on the deadline established by the order.
2. Applicants for a permit to make repairs on a structure on which the commission has issued an order shall meet with the appropriate inspecting official from the city's code enforcement and building official prior to the granting of a permit. The meeting will be to ensure the applicant understands:
 - (a) The scope of work required to be completed to comply with the minimum standards;
 - (b) That such repairs shall be completed by the deadline established by the order; and
 - (c) All repairs are not completed by the deadline established by the order (90 days to repair — everything has to be done in 45 days. Forty-five days for appeal), the structure will be demolished. A permit will not be issued unless the applicants comply with this meeting requirement.
 - (d) No permits will be issued after the deadline established by the order.
3. The building and standards commission may not allow the owner, lienholder, or mortgagee more than 90 days to repair, remove, or demolish the building or fully perform all work required to comply with the order unless the owner, lienholder, or mortgagee:
 - (a) Submits a detailed plan and time schedule for the work at the hearing; and
 - (b) Establishes at the hearing that the work cannot reasonably be completed within 90 days because of the scope and complexity of the work.

Sec. 18-304. Appeal.

Any owner, lienholder, or mortgagee of record of property jointly or severally aggrieved by an order of the building and standards commission may file in district court a verified petition setting forth that the decision is illegal, in whole or in part, and specifying the grounds of the illegality. The petition must be filed by an owner, lienholder, or mortgagee within 30 calendar days after the respective dates a copy of the final decision of the municipality is personally delivered to them, mailed to them by first class mail with certified return receipt requested, or delivered to them by the United States Postal Service using signature confirmation service, or such decision shall become final as to each of them upon the expiration of each such 30 calendar day period.

Sec. 18-304. Expense for abatement.

1. If an owner or other interested party does not secure, vacate, repair, remove, or demolish a structure within 45 days, the inspector may take the ordered action at the city's expense with permission for expenses to be incurred from the Alpine City Council.
2. Calculation of costs.
 - (a) Costs include all expenses incurred as a result of the enforcement of the order.
 - (b) The general administrative expenses of inspecting structures, locating owners, conducting hearings, and issuing notices and orders, together with all associated

administrative functions, require a reasonable minimum charge of \$500.00 per property. The building official shall maintain a log of all expenses incurred during this process. If this total is greater than \$500.00, the cost shall be the greater amount.

3. Lien. Any expenses incurred by the city pursuant to subsection G.1 of this section will be assessed against the property on which the structure stands or stood. The city will have a privileged lien upon filing same in the official public records of Brewster County subordinate only to tax liens against the property unless it is a homestead as protected by the Texas Constitution. The lien will be extinguished if the property owner or other interested party reimburses the city for all expenses and penalties.

Sec. 18-304. Rights and remedies saved.

All rights or remedies of the City of Alpine, Texas, are expressly saved as to any and all violations of any building ordinance or amendments thereto, of the city, that have accrued at the time of the effective date the ordinance from which this section derives; and as to such accrued violation, the building and standards commission shall have all the powers that existed prior to the effective date of this ordinance; and that all existing violations of previous building ordinances which would otherwise become non-conforming under this section but shall be considered as violations of this section are violations of this section in the same manner that they were violations of prior building ordinances of the city.

(Ord. No. 2015-03-01, § 1, 5-19-15, Ord. No. 2016-10-02, 11-1-16)

Chapter 74 – Parks and Recreation

ARTICLE II. PARKS AND RECREATION BOARD.

Sec. 74-36. Board established; appointment, terms.

There is created and established, for the city, being a home rule municipality, a parks and recreation board which shall be composed of a minimum of five members and a maximum of seven members. As a minimum five of members will represent each one of the five wards of the city. Of the additional two members, one would represent the Alpine Independent School District, the other one represent the Alpine Friends of the Park, or similar organization. The members shall be resident citizens or work in the city. The members representing each ward shall [be] recommended by a councilmember representing each ward and shall be confirmed by the city council. The two additional members shall also be confirmed by the city council. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members of the board may be removed with the consent of the city council, after being absent from three consecutive meetings without being excused by the board chairperson. The reason for an absence shall be reported to the board chairperson before the meeting occurs and recorded in the minutes of the scheduled meeting. The members of the board shall serve without compensation.

(Code 1978, § 19-1; Ord. No. 2016-10-02, 11-1-16; Ord. No. 2020-08-03, 9-1-20)

~~Sec. 74-37. General purposes.~~

~~The general purposes of the parks and recreation board shall be to receive suggestions, study situations, plans, projects and generally to act in an advisory capacity to such extent as the city council may desire to be advised, relative to the parks and recreation program of the city and, when requested by the city council, to interview applicants for positions, discuss employee relationships and make such reports as the council may request regarding such, to the end that the council may have the benefit of the opinions of interested citizens and groups who have time, and are willing to make more indepth study of, and reports on, park and recreation matters than time will permit the council to engage in, considering the variety of other city business to be dealt with.~~

(Code 1978, § 19-6)

~~Sec. 74-38. Quorum.~~

~~All members of the parks and recreation board shall have a vote. The minimum number of members present to hold a meeting or conduct business shall be three. Should the number of approved members be at seven, the minimum number of members present to hold a meeting or conduct business shall be four.~~

(Code 1978, § 19-2; Ord. No. 2020-08-03, 9-1-20)

~~Sec. 74-39. Appointment, duties of chairperson.~~

~~A chairperson of the parks and recreation board shall be appointed annually by the city council from among the members of such board, and such chairperson's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the city manager and city council as such board may vote to be submitted; resolve by his vote any tie votes of such board and generally act as liaison between such board and the city manager and city council. The board may appoint an acting chairperson for any regular meeting that such appointed chairperson is unable to attend and, such acting chairperson shall have a vote in all matters before the board requiring a vote.~~

(Code 1978, § 19-3; Ord. No. 2016-10-02, 11-1-16)

~~Sec. 74-40. Regular meetings.~~

~~Regular meetings of the parks and recreation board shall be held at least quarterly at such times and places as the chairman may, from time to time, establish.~~

(Code 1978, § 19-4; Ord. No. 2016-10-02, 11-1-16)

~~Sec. 74-41. Meetings to be public; exception.~~

~~All meetings of the parks and recreation board shall be open to the public except such executive sessions as the city council may authorize to interview applicants for park and recreation work, or to discuss employees and their relationship to the program, when requested to do so by the council.~~

(Code 1978, § 19-5)

~~Sec. 74-42. Suggestions and recommendation; action thereon.~~

~~The parks and recreation board, upon placing its request upon the city council's agenda, may make such suggestions and recommendations to the city council, from time to time, as such board may deem advisable and in the best interest of the parks and recreation programs of the city. Each suggestion and recommendation must first be approved by a majority of those members present and voting, and no such suggestions or recommendations shall be made by the parks and recreation board, as such, unless a quorum is present at the meeting where such is made. Nothing in this section shall be construed to prevent any individual from bringing any matter before the council or to prevent the making of the minority report by the members of such board so desiring. The council may act, or not, upon any matter brought before it by the board, upon any minority report, or any suggestion or recommendation of any individual or group.~~

(Code 1978, § 19-7)

Chapter 90 – Taxation

~~Sec. 90-99. Hotel occupancy tax advisory committee.~~

- ~~(a) *Board established, appointment, terms.* There is created and established for the city, being a home rule municipality, a hotel occupancy tax advisory committee which shall be composed of seven members; two members shall come from hotels, three members shall come from arts or historic preservation, two members shall be any citizen 18 years of age or older. The city manager and the director of tourism shall serve as the ex-officio members. The members shall be taxpayers, qualified voter and city residents of Brewster County within 20 miles of the city. The members shall be recommended by a councilmember representing each ward and shall be appointed by the city secretary subject to confirmation by the city council. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members may be dismissed after being absent from three consecutive meetings without being excused by the city secretary. The reason for an absence shall be reported to the city secretary before the meeting occurs and recorded in the minutes of the scheduled meeting together with the city secretary's decision on the absence. The members of the board shall serve without compensation.~~
- ~~(b) *General purposes.* The general purposes of the hotel occupancy tax advisory committee shall be to receive suggestions, study situations, plans, projects and generally to act in an advisory capacity to such extent as the city council may desire to be advised, relative to hotel occupancy tax funds of the city and, when requested by the city council, to interview applicants for positions, discuss employee relationships and make such reports as the council may request regarding such, to the end that the council may have the benefit of the opinions of interested citizens and groups who have time, and are willing to make more in-depth study of, and reports on, hotel occupancy tax matters than time will permit the council to engage in, considering the variety of other city business to be dealt with.~~
- ~~(c) *Quorum.* All seven members of the hotel occupancy tax advisory committee shall have a vote. A majority of four members shall be necessary to constitute a quorum, hold a meeting and transact business.~~

- ~~(d) *Appointment, duties of chairperson.* A chairperson of the hotel occupancy tax advisory committee shall be appointed annually by the city council from among the members of such board, and such chairperson's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the city manager and city council as such board may vote to be submitted; resolve by his vote any tie votes of such board and generally act as liaison between such board and the city manager and city council. The board may appoint an acting chairperson for any regular meeting that such appointed chairperson is unable to attend and, such acting chairperson shall have a vote in all matters before the board requiring a vote.~~
- ~~(e) *Regular meetings.* Regular meetings of the hotel occupancy tax advisory committee shall be held at least quarterly at such times and places as the chairman may, from time to time, establish.~~
- ~~(f) *Meetings to be public.* All meetings of the hotel occupancy tax advisory committee shall be open to the public.~~
- ~~(g) *Suggestions and recommendations; action thereon.* The hotel occupancy tax advisory committee, upon placing its request upon the city council's agenda, may make such suggestions and recommendations to the city council, from time to time, as such board may deem advisable and in the best interest of hotel occupancy tax funds of the city. Each suggestion and recommendation must first be approved by a majority of those members present and voting, and no such suggestions or recommendations shall be made by the hotel occupancy tax advisory committee, as such, unless a quorum is present at the meeting where such is made. Nothing in this section shall be construed to prevent any individual from bringing any matter before the council or to prevent the making of the minority report by the members of such board so desiring. The council may act, or not, upon any matter brought before it by the board, upon any minority report, or any suggestion or recommendation of any individual or group.~~

(Ord. No. 2020-02-02, § 1(Exh. A), 2-18-20)

Appendix C – Zoning

ARTICLE I. BASIC ORDINANCE.

GENERAL ZONING REGULATIONS.

Section 9. RESERVED.

Section 9. Building and standards commission.

A. Created.

- ~~1. — There is hereby created a building and standards commission consisting of five regular members and two alternates (alternate position 1 and alternate position 2) who are citizens of the city and/or own property as taxpayers and are qualified voters, and who are not members of the city council or the city planning and zoning commission. Each member of the city council will appoint one member to the commission from their ward, for a term of two years which shall align and coincide with that of the appointing councilmember. The two alternate members will be selected by the voting majority of the city council from a list submitted by the city~~

manager; removable for cause by the appointing authority upon written charges after a public hearing. It is the policy of the city council that a member or alternate who misses three consecutive meetings without excuse by the council is cause for removal of said member or alternate. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant for any cause, in the same manner as the original appointment was made. All cases to be heard by the building and standards commission shall be heard by a quorum of members.

2. The two alternate members are required to attend all meetings in the same manner as the regular members of the board. Alternate members shall not vote unless filling an absence of a regular member or the chairperson. If a regular member or the chairperson is absent from a meeting, alternate position 1 shall take his place. If a second regular member and/or the chairperson is absent from a meeting, alternate position 2 shall take his place. Commission shall select a vice chair, to serve when the chair is absent.

B. Proceedings of building and standards commission

1. A chairperson of the building and standards commission shall be selected by the city council. The building and standards commission shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the building and standards commission shall be held at the call of the chairperson and at such other times as at least a quorum of the commission may determine and at least quarterly. Such chairperson, or in his absence the vice chairperson, may administer oaths and compel the attendance of witnesses.
2. All meetings of the building and standards commission shall be open to the public. The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city secretary and shall be a public record.
3. The City of Alpine designates the building official as the appropriate official to present all cases before the building and standards commission.
4. The building and standards commission shall:
 - (a) Use the standards of criteria related to: deterioration of the building or structure, fire hazard, pestilence, structural deformity, inadequate fire safety measures and other conditions as recognized by the building codes adopted by the City of Alpine, Article IX, section 18-260, and Article X, sections 18-281—284;
 - (b) Hear evidence and shall, upon a finding that the conditions as set out in the ordinances have been met, declare a structure substandard.

C. Notice:

1. A public hearing shall be held so that the building and standards commission may determine whether the structure complies with the minimum standards set forth in this section.
 - (a) Notice of hearing:

- ~~(1) The city secretary shall make a diligent effort to discover the identity and address of the owner(s) of record and any lienholders or mortgagees of the structure and the underlying property.~~
 - ~~(2) The city secretary shall notify each owner by personal delivery, by certified mail with return receipt requested, or by delivery by the United States Postal Service using signature confirmation service, to the record owners of the affected property, and each holder of a recorded lien against the affected property, as shown by the records in the office of the county clerk of the county in which the affected property is located if the address of the lienholder can be ascertained from the deed of trust establishing the lien or other applicable instruments on file in the office of the county clerk lienholder, or mortgagee by mail.~~
 - ~~(3) The inspector shall notify any unknown interested parties by posting a copy of the notice on each structure.~~
 - ~~(4) The inspector shall file a notice of hearing in the official public records of real property in Brewster County.~~
- ~~(b) Contents of notice of hearing. The notice of hearing shall contain the following information:~~
- ~~(1) The notice must be posted and either personally delivered or mailed on or before the 10th day before the date of the hearing before the commission panel and must state the date, time, and place of the hearing. In addition, the notice must be published in a newspaper of general circulation in the municipality on one occasion on or before the 10th day before the date fixed for the hearing.~~
 - ~~(2) The owner, lienholder, mortgagee or unknown interested parties have the burden of proof and will be required to submit at the hearing proof of the scope of any work that may be required to make the structure comply with the ordinance and the amount of time it will take to reasonably perform the work.~~
 - ~~(3) The name and address of the owner of record.~~
 - ~~(4) A legal description of the property.~~
 - ~~(5) A general description of the structures not meeting the minimum standards.~~
- ~~2. When a municipality mails a notice in accordance with this section to a property owner, lienholder, or registered agent and the United States Postal Service returns the notice as "refused" or "unclaimed," the validity of the notice is not affected, and the notice is considered delivered.~~
- ~~D. Functions of the building and standards commission.~~
- ~~1. The building and standards commission may issue one of the following orders:~~
 - ~~(a) Order to secure or vacate the structure and relocate the occupants.~~
 - ~~(b) Order to repair, remove or demolish.~~
 - ~~(c) Order to remove or demolish.~~
 - ~~(d) Order to release.~~
 - ~~2. If the structure is occupied and the commission issues an order pursuant to subsection D.1(a), the structure shall be vacated and the occupants relocated.~~

3. ~~Orders of the commission issued pursuant to subsections D.1(b) and D.1(c) shall allow 45 days before the ordered action to be completed.~~
4. ~~If a residential structure is removed or demolished pursuant to this article, any and all accessory structures located on the same property shall be removed or demolished, regardless of structural condition.~~
5. ~~The inspector shall promptly mail a copy of any order issued pursuant to subsection D.1 of this section, to the owner of record, any lienholder or mortgagee along with a notice containing the following:~~
 - ~~(a) An identification of the structure and the property on which it is located;~~
 - ~~(b) A description of the violation(s) of the minimum standards;~~
 - ~~(c) A statement that the municipality will secure, vacate, repair, remove or demolish the structure if the ordered action is not taken within 45 days.~~
6. ~~Forty five days after an order to repair, remove or demolish has been issued, the inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.~~
7. ~~Once an order to remove or demolish has been issued by the commission, the inspector has the authority to request the utilities be disconnected at the structure in order to prepare for demolition.~~
8. ~~Within ten days following the date that an order is issued, the inspector shall:~~
 - ~~(a) File a copy of the order in the office of the city secretary of the City of Alpine; and~~
 - ~~(b) Publish in a newspaper of general circulation in the city a notice containing the following:~~
 - ~~(1) The street address or legal description of the property;~~
 - ~~(2) The date the hearing was held;~~
 - ~~(3) A brief statement indicating the results of the order; and~~
 - ~~(4) Instructions stating where a complete copy of the order may be obtained.~~

~~E. Permits.~~

1. ~~Any permits issued for work on a structure on which the commission has issued an order shall expire on the deadline established by the order.~~
2. ~~Applicants for a permit to make repairs on a structure on which the commission has issued an order shall meet with the appropriate inspecting official from the city's code enforcement and building official prior to the granting of a permit. The meeting will be to ensure the applicant understands:~~
 - ~~(a) The scope of work required to be completed to comply with the minimum standards;~~
 - ~~(b) That such repairs shall be completed by the deadline established by the order; and~~
 - ~~(c) All repairs are not completed by the deadline established by the order (90 days to repair — everything has to be done in 45 days. Forty five days for appeal), the structure will be demolished. A permit will not be issued unless the applicants comply with this meeting requirement.~~
 - ~~(d) No permits will be issued after the deadline established by the order.~~

3. ~~The building and standards commission may not allow the owner, lienholder, or mortgagee more than 90 days to repair, remove, or demolish the building or fully perform all work required to comply with the order unless the owner, lienholder, or mortgagee:~~
- ~~(a) Submits a detailed plan and time schedule for the work at the hearing; and~~
 - ~~(b) Establishes at the hearing that the work cannot reasonably be completed within 90 days because of the scope and complexity of the work.~~
- F. ~~Appeal. Any owner, lienholder, or mortgagee of record of property jointly or severally aggrieved by an order of the building and standards commission may file in district court a verified petition setting forth that the decision is illegal, in whole or in part, and specifying the grounds of the illegality. The petition must be filed by an owner, lienholder, or mortgagee within 30 calendar days after the respective dates a copy of the final decision of the municipality is personally delivered to them, mailed to them by first class mail with certified return receipt requested, or delivered to them by the United States Postal Service using signature confirmation service, or such decision shall become final as to each of them upon the expiration of each such 30 calendar day period.~~
- G. ~~Expense for abatement.~~
- 1. ~~If an owner or other interested party does not secure, vacate, repair, remove, or demolish a structure within 45 days, the inspector may take the ordered action at the city's expense with permission for expenses to be incurred from the Alpine City Council.~~
 - 2. ~~Calculation of costs.~~
 - ~~(a) Costs include all expenses incurred as a result of the enforcement of the order.~~
 - ~~(b) The general administrative expenses of inspecting structures, locating owners, conducting hearings, and issuing notices and orders, together with all associated administrative functions, require a reasonable minimum charge of \$500.00 per property. The building official shall maintain a log of all expenses incurred during this process. If this total is greater than \$500.00, the cost shall be the greater amount.~~
 - 3. ~~Lien. Any expenses incurred by the city pursuant to subsection G.1 of this section will be assessed against the property on which the structure stands or stood. The city will have a privileged lien upon filing same in the official public records of Brewster County subordinate only to tax liens against the property unless it is a homestead as protected by the Texas Constitution. The lien will be extinguished if the property owner or other interested party reimburses the city for all expenses and penalties.~~
- H. ~~Rights and remedies saved. All rights or remedies of the City of Alpine, Texas, are expressly saved as to any and all violations of any building ordinance or amendments thereto, of the city, that have accrued at the time of the effective date the ordinance form which this section derives; and as to such accrued violation, the building and standards commission shall have all the powers that existed prior to the effective date of this ordinance; and that all existing violations of previous building ordinances which would otherwise become non-conforming under this section but shall be considered as violations of this section are violations of this section in the same manner that they were violations of prior building ordinances of the city.~~

(Ord. No. 2015-03-01, § 1, 5-19-15; Ord. No. 2016-10-02, 11-1-16)

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 11D

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Discussion regarding allocation of \$100,000 from Hotel Occupancy Tax (HOT) Fund Balance for FY 2026 Grant Awards. (C. Ruggia, Director of Tourism)

EXECUTIVE SUMMARY

The City of Alpine administers annual HOT-funded grants to support tourism, arts, cultural events, and promotional activities that directly enhance and promote tourism in accordance with Texas Tax Code Chapter 351. These grants have historically supported events and organizations that generate overnight stays and contribute to the local economy.

The HOT Fund currently maintains a positive fund balance. Under the City's adopted Budget Policy, the use of fund balance is permitted for **one-time expenditures**, including programmatic allocations that do not create ongoing structural obligations. *(Budget Policy reference: fund balance may be appropriated for one-time expenditures with Council approval.)*

Proposal

City staff recommends that the Council discuss allocating **\$100,000** from the HOT Fund Balance for **2026 HOT Grant Awards**. This allocation would:

- Provide predictable funding for tourism-related programs in the upcoming fiscal year
- Support local organizations in planning and marketing events well in advance
- Ensure continued investment in activities that drive hotel occupancy and economic activity
- Utilize fund balance in a manner consistent with policy guidance for one-time expenditures

Requested Council Action

Staff seeks direction from Council on whether to include a **\$100,000 HOT Fund Balance allocation** in the FY 2026 Proposed Budget for tourism-related grant awards.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 12A

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approve the second and final reading of Ordinance 2026-07-01, an Ordinance Approving Rezone Application 2026-07-01; Amending the Official Zoning Map of the City by Rezoning the Property Located at 1301 W Ave J and Legally Described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision “A”, to the City of Alpine, Brewster County, Texas, as the Same Appears in the Map or Plat Records on File in the Office of the County Clerk of Brewster County, Texas; Rezoning the Subject Property from R-2 Multi-Family District to R-4 Mixed Residential District; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

The City Council will receive information and engage in discussion regarding a proposed zoning change for the property located at 1301 W Ave J, legally described as the 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision “A”, to the City of Alpine. The applicant, Thomas R. Lancaster, has requested that the zoning designation be changed from R-2 Two Family District to R-4 Mobile Home District.

The purpose of the request is to allow additional flexibility for residential development.

In accordance with statutory requirements and City procedures, the Planning & Zoning Commission conducted a public hearing on June 22, 2026, after proper notice was published and mailed to nearby property owners. Following consideration of public input and staff review, the Commission voted to recommend approval of the rezoning request to the City Council.

The proposed ordinance is scheduled for consideration by the City Council on first reading on July 7, 2026, and second and final reading on July 21, 2026. Public hearings will be held in conjunction with these readings to allow interested parties an opportunity to provide comments before final action is taken.

SUPPORTING MATERIALS

1. 2026-07-01 Rezone 1301 W Ave J -Lancaster Ordinance
2. Rezone App - Lancaster,Thomas 1301 W Ave J_Redacted

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

ORDINANCE 2026-07-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING REZONE APPLICATION 2026-07-01; AMENDING THE OFFICIAL ZONING MAP OF THE CITY BY REZONING THE PROPERTY LOCATED AT 1301 W AVE J AND LEGALLY DESCRIBED AS 2.0 ACRE TRACT OF LAND, MORE OR LESS, KNOWN AS TRACK ONE (1), OUT OF THE EAST ONE-HALF (E/2) OF LOT TWO (2), MEANS ADDITION, SUBDIVISION “A” TO THE CITY OF ALPINE, BREWSTER COUNTY, TEXAS, AS THE SAME APPEARS IN THE MAP OR PLAT RECORDS ON FILE IN THE OFFICE OF THE COUNTY CLERK OF BREWSTER COUNTY, TEXAS; REZONING THE SUBJECT PROPERTY FROM R-2 MULTI-FAMILY DISTRICT TO R-4 MIXED RESIDENTIAL DISTRICT; PROVIDING FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE, AND HEARING CLAUSES.

WHEREAS, Thomas R. Lancaster initiated a zoning change to update the zoning designation from R-2 Multi-Family District to R-4 Mixed Residential District for the property located at 1301 W Ave J; and

WHEREAS, the subject property is legally described as 2.0 acre tract of Land, more or less, known as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision “A” to the City of Alpine, Brewster County, Texas, as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas; and

WHEREAS, the subject property has a property identification number of 34385 in the public records of Brewster County, Texas, and the record owner of the property is Thomas R. Lancaster & Maribel Chacon Pena; and

WHEREAS, the applicant of the rezoning application seeks to add flexibility for residential development, including casita-style housing, the use of which is not acceptable under the current zoning designation; and

WHEREAS, on June 22, 2026, the Planning & Zoning Commission of the City of Alpine held a public hearing regarding the request to rezone, public notice of which was duly provided to the public in the June 4, 2026 edition of the City’s official newspaper; and

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

WHEREAS, the City Council held a public hearing on July 7, 2026 and July 21, 2026, regarding the request to rezone, public notice of which was duly provided to the public in the June 4, 2026 and July 2, 2026 edition of the Official Newspaper of the City; and

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

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

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

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

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

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

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

SECTION I FINDINGS OF FACT

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

The zoning designation of R-4 Mixed Residential District is hereby approved for the property located at 1301 W Ave J and legally described as Track One (1), out of the East One-half (E/2) of Lot Two (2), Means Addition, Subdivision "A" to the City of Alpine, Brewster County, Texas, as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas.

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

SECTION II CUMULATIVE CLAUSE

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

SECTION III SEVERABILITY CLAUSE

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

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

**SECTION IV
PROPER NOTICE AND MEETING**

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

**SECTION V
PUBLIC HEARING**

A public hearing was held on July 7, 2026 and July 21, 2026, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearings, and notice of how to obtain copies of the proposed documents, was published in the Alpine Avalanche, the official newspaper of the City of Alpine, on June 4, 2026 and July 2, 2026.

**SECTION VI
EFFECTIVE DATE**

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

PASSED AND ADOPTED THIS 21ST DAY OF JULY 2026 BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

JULY 7, 2026

SECOND AND FINAL READING

JULY 21, 2026

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Clarinda Espinoza, Interim City
Secretary

APPROVED AS TO FORM:

City Attorney



APPLICATION FOR REZONE

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)

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

*Application must be completely filled out. Subsequent applications will require a new fee.

PROPERTY INFORMATION	
Address of property 1301 W. Ave J	Parcel ID# 34385
Legal Description MEANS A, Block 2 TR: 1, E/2 of Lot: 2	
Acreage of Site 2	Current Zone R2
OWNER INFORMATION	
Property Owner Thomas R. Lancaster	
Applicant Name Thomas R. Lancaster	
Applicant Mailing Address PO Box 269	
City, State, Zip Alpine, Tx 79831	
Telephone Number	Email Address
Project for which Rezoning is Sought 4 For more flexibility ^{to build} more creative and affordable housing.	
Applicable Section/ Subjection Ordinance Appendix C zoning - schedule of districts	Specific Use of the Property Residential
Existing Uses of Adjacent Properties Residential	Survey Included Yes ☒ No ☐

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

REZONING CHECKLIST

Initiation of zoning or rezoning:

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

☐ Petition of:

- a. The owners of at least 51 percent of the land, by land area, in the proposed district; or
- b. At least 51 percent of the owners of individual properties in the proposed district.

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

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

☐ Section 21.02. Proposed district boundaries must be contiguous.

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

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

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

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

OPTIONAL:

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

Thomas R. Lancaster Thomas R. Lancaster 5/22/26
Applicant's Signature Printed Name Date

FOR STAFF USE ONLY		
Permit No. 26-008616	Total Fees \$50000	Date 05/26/26

Section 21.15 Refunds

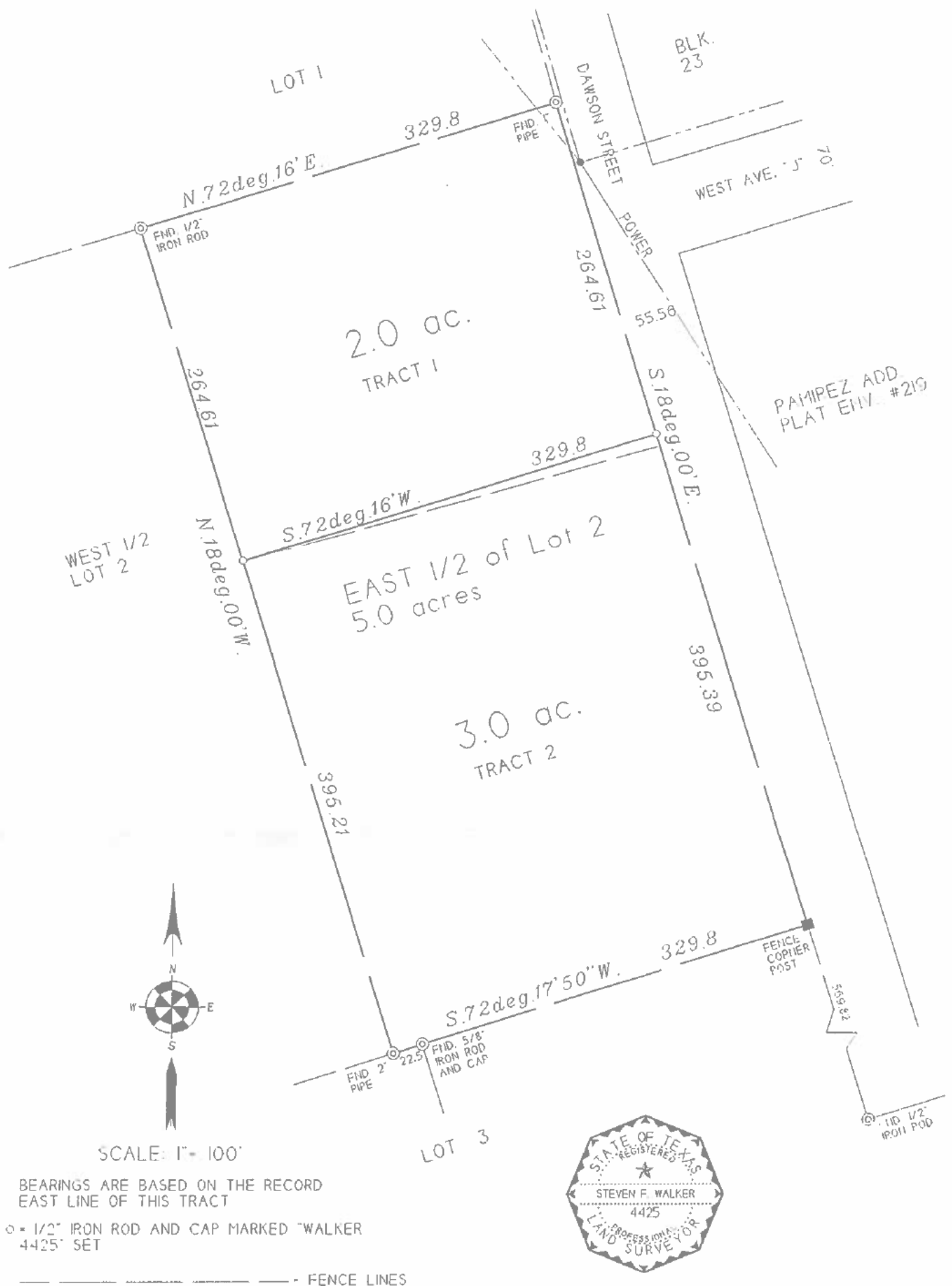
The fees established shall be non-refundable to the applicant, unless the request is completely withdrawn before the procedure of notices as set forth in section 20.13 have begun.

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

Section 21.04

Fee is non-refundable. Subsequent applications will require a new fee.





PLAT of a survey of two tracts of land known as Tract 1 and Tract 2 out of the East 1/2 of Lot 2. Means Addition Subdivision "A", as per a plat on file in Envelope #63. Plat Records, in the office of the County Clerk, City of Alpine, Brewster County, Texas

ACCORDING TO THE FIRM MAP, COMMUNITY-PANEL NUMBER 480085 0002 B, DATED NOVEMBER 16, 1990, THIS TRACT IS IN ZONE X. AREAS OUTSIDE THE 500 YEAR FLOODPLAIN

TWO METES AND BOUNDS DESCRIPTIONS ACCOMPANY THIS PLAT

I hereby certify that this plat represents the results of an actual survey on the ground made by me and that the lines and corners found or set are true and correct to the best of my knowledge and belief.

Steven F. Walker
Steven F. Walker
Registered Professional Land Surveyor #4425
Date: July 9, 2015

WALKER LAND SURVEYING
405 E. Ave "B"
Alpine, TX
79830
432-837-7272
FIRM NO 10097800



CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 12B

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Award contract for RFP 2026-06-01 Road Materials to Jarrett Dirt Work & Paving for Grade 3 Topping Rock & Base Mate; and authorize the City Manager to execute all necessary agreements and related documents. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

The City publicly solicited proposals for roadway materials through RFP 2026-06-01 in accordance with the City's procurement procedures. The proposal was 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 Jarrett Dirt Work & Paving for Grade 3 Topping Rock & Base Mate, as the proposal determined to provide the best overall value to the City.

SUPPORTING MATERIALS

1. RFP Evaluation Criteria Road Materials 070226 BID WINNER

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

	RFP EVALUATION CRITERIA: 2026-06-01 ROAD MATERIALS II						
ITEMS EVALUATION	POSSIBLE POINTS	Jarrett Dirt Work & Paving		SCORE	A	B	C
Purchase Price for Road Materials (including delivery	60				60	60	60
Ability to deliver product in a timely manner	25				25	25	25
Vendor Reputation, Experience & References	15				15	15	15
TOTAL	100						

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 12C

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approve Resolution 2026-06-13, a resolution adopting the City of Alpine Master Fee Schedule; Establishing Appendices A through H; Authorizing the periodic update of fees by resolution; Repealing conflicting resolutions; Directing implementation; And providing for an Effective Date. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

This resolution adopts the City of Alpine Master Fee Schedule, establishing a consolidated and standardized schedule of fees for municipal services, permits, facilities, and administrative functions. The Master Fee Schedule is designed to improve transparency, ensure consistency in fee administration, support cost recovery for City services, and provide a single reference document for residents, businesses, and City staff.

The Master Fee Schedule is organized into the following appendices:

- Appendix A: Utilities Fees
- Appendix B: Building Services Fees
- Appendix C: Animal Services Fees
- Appendix D: Administrative Fees
- Appendix E: Environmental Services Fees
- Appendix F: Parks and Recreation Fees
- Appendix G: Alpine Police Department Fees
- Appendix H: Airport Fees

Adoption of this resolution authorizes the implementation and use of the Master Fee Schedule as the official fee structure for the City of Alpine and provides a framework for future updates as needed by the City Council.

SUPPORTING MATERIALS

1. 2026-06-13 Master Fee Schedule Resolution 1
2. 2026-06-13 Master Fee Schedule (1)

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

RESOLUTION 2026-06-13

A RESOLUTION OF THE CITY OF ALPINE, TEXAS ADOPTING THE CITY OF ALPINE MASTER FEE SCHEDULE; ESTABLISHING APPENDICES A THROUGH H; AUTHORIZING THE PERIODIC UPDATE OF FEES BY RESOLUTION; REPEALING CONFLICTING RESOLUTIONS; DIRECTING IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine, Texas, periodically reviews municipal fees, rates, charges, permits, licenses, and service costs to ensure consistency, transparency, administrative efficiency, and the continued delivery of quality municipal services; and

WHEREAS, the City Council previously adopted and amended various departmental fee schedules through separate resolutions, including but not limited to utility fees, building services fees, animal services fees, administrative fees, and environmental services fees; and

WHEREAS, the City Council finds that consolidating municipal fee schedules into a unified Master Fee Schedule will improve administrative organization, simplify annual updates, enhance public accessibility, and promote consistency throughout the City's Code of Ordinances and municipal operations; and

WHEREAS, the City Council further finds that allowing fee schedules to be updated periodically by resolution provides flexibility necessary for efficient municipal administration while maintaining public transparency and Council oversight.

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

SECTION I.

The City of Alpine Master Fee Schedule, attached hereto as Exhibit "A" and incorporated herein for all purposes, is hereby adopted as the official consolidated fee schedule of the City of Alpine.

SECTION II.

The Master Fee Schedule shall consist of the following appendices:

- Appendix A: Utilities Fees
- Appendix B: Building Services Fees
- Appendix C: Animal Services Fees
- Appendix D: Administrative Fees
- Appendix E: Environmental Services Fees
- Appendix F: Parks and Recreation Fees
- Appendix G: Alpine Police Department Fees

SECTION III.

The fee amounts contained within each appendix may be amended, revised, updated, added, or repealed by subsequent resolution of the City Council unless otherwise required by the City Charter, state law, or specific ordinance provisions.

SECTION IV.

The City Manager, or designee, is hereby directed to implement and maintain the Master Fee Schedule and ensure the current fee schedules are made publicly available on the City's website.

SECTION V.

All resolutions or portions of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION VI.

This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY MAJORITY VOTE ON THIS 21ST DAY OF JULY, 2026 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Catherine Eaves, Mayor

ATTEST:

Clarinda Espinoza
Interim City Secretary

**EXHIBIT “A”
CITY OF ALPINE MASTER FEE SCHEDULE**

APPENDIX A: UTILITIES FEES

FRANCHISE APPLICATION	FEE
Franchise Application Fee	\$250
SECURITY DEPOSIT	FEE
Residential water, sewer, and sanitation	\$200.00
Small Commercial water, sewer, and sanitation	\$250.00
Laundromats, recreational vehicle parks, washaterias, and any small business franchise	\$500.00
Housing units, industrial and/or agricultural users, motels, and concrete plants	\$1,500.00
WATER AND SEWER EXTENSIONS	FEE
1” or less Water extension of front footage, per linear foot	AT COST
Greater than 1” water extension of front footage, per linear foot	AT COST + \$60/hour of labor + \$100/hour for Equipment – MINIMUM of two hours
Water extension of front footage, per linear foot outside CCR	AT COST + \$60/hour of labor + \$100/hour for Equipment – MINIMUM of two hours
4” Sewer extension of front footage, per linear foot	\$35.00
Greater than 4” sewer extension of front footage, per linear foot	At Cost
Sewer extension of front footage outside CCR	At Cost
WATER TAPS AND METER SETTINGS	FEE
¾ inch tap	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two hours
1 inch tap	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two hours
2 inch tap	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two hours
Greater than 2 inch tap	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two (2) hours
Water tap Impact fee	\$500.00 / Each street cut required

Residential 4 inch sewer tap	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two (2) hours
All other sewer taps	AT COST + \$60/hour of labor and \$100/hour for Equipment – MINIMUM of two (2) hours
Sewer tap Impact fee	\$500.00 / Each street cut required
METER AND CUTOFF	FEE
5/8 - inch meter	\$150.00
3/4 - inch meter	\$150.00
MINIMUM CHARGES FOR METERED ACCOUNTS – RESIDENTIAL RATES	FEE
3/4-inch	\$12.00
1-inch	\$15.00
1½-inch	\$20.00
2-inch	\$24.00
MINIMUM CHARGES FOR METERED ACCOUNTS – COMMERCIAL AND SUL ROSS STATE UNIVERSITY RATES	FEE
3/4-inch	\$13.00
1-inch	\$16.00
1½-inch	\$21.00
2-inch	\$25.00
3-inch	\$38.00
4-inch	\$47.00
6-inch	\$62.00
8-inch	\$73.00
RESIDENTIAL AND COMMERCIAL WATER RATES PER METER	FEE
Minimum for the first 2,000 gallons	\$10.07
For every 1,000 gallons over 2,000 gallons	\$4.80
For every 1,000 gallons over 5,000 gallons	\$4.80
For every 1,000 gallons over 12,000 gallons	\$4.85
For every 1,000 gallons over 25,000 gallons	\$4.90
For every 1,000 gallons over 100,000 gallons	\$5.00
<i>Rates Outside the City Limits</i>	<i>Water Rates outside the City Limits shall be one and one-half times the minimum in-city amended rates</i>

BULK WATER RATES	FEE
For first 1,000 gallons	\$50.00
For the next 1,000 gallons and thereafter/per 1,000	\$45.00
Effluent bulk water	Determined by Agreement and/or by City Council Resolution
DELINQUENCY	FEE
Disconnect Fee	\$35.00
Reconnect Fee	\$35.00
Meter re-read after 1st re-read within 1 year of service	\$25.00
Vacation fee on	\$25.00
Vacation fee off	\$25.00
Meter testing fee	\$25.00
Faulted Meters	Expense of the City
Non-Faulted meters	Expense of the customer AT COST plus \$60/hour of labor and \$100/hour for Equipment – MINIMUM of one (1) hour
TAMPERING CHARGE	FEE
Tampering Fee	\$300 + Damages, any additional cost to fix, water usage, and possible criminal charges
SEWER RATES	FEE
Residential flat rate	\$20.00
<i>Commercial</i>	
Minimum rates for the first 4,000 gallons on the average water consumption of the previous 12 months	\$17.05
Minimum rates for every 1,000 gallons over 4,000	\$2.78
Camera Fee	\$75.00
LIQUID SEWAGE WASTES FEES	FEE
0 to 300 gallons	\$75.00
Spillage cleanup fee	\$150.00
GAS RATES	
Gas rates are set by City Council via contract with Natural Gas Vendor	
To determine the Spot Rate: Cost of gas 5% allowance for losses, Contracted Rate x 1.05 = Amount	
Plus, Cost of Service, City of Alpine	\$12.00
EXCESS FLOW VALVE (EFV) IN GAS DISTRIBUTION SYSTEMS: EFFECTIVE JUNE 20, 2017	FEE

Poly Services	\$250.00
Steel Services	\$750.00
SECURITY DEPOSIT	FEE
Residential Deposits	\$250.00
Small commercial to include but not be limited to grocery stores, shops, storages, automatic laundry, automobile parking lots, bakery, bank, barber and beauty shops, billiard or pool hall, cafeteria, clinic, cleaning and pressing shops, drug store, filling station, florists shop, ice retail distributing, mortuaries, picture theater, office, radio repair and sales, real estate office, restaurants, taverns, radio studio, shoe repair, stores and shops for the sale of products at retail, stores and shops for custom work or the making of articles to be sold at retail on the premises, and studios (art, music, photo, etc.)	\$300
Laundromats, recreational vehicle parks, washaterias and any small business franchise	\$500.00
Housing units, industrial and/or agricultural users, motels and concrete plants	\$1,500.00
PENALTIES, DISCONNECT, RECONNECT, AND OTHER MISCELLANEOUS SERVICE FEES	FEE
Meter re-read after first re-read within one year of service	\$25.00
Vacation fee on	\$25.00
Vacation off	\$25.00
Customers with 500 MCF'S and over shall receive a \$3.00 per MMBTU discount.	NO CHANGE
Disconnect Fee	\$35.00
Reconnect Fee	\$35.00
Late Fee	%5 of Gas Billed
Meter Guard Fee	\$200.00
TAMPERING CHARGE	FEE
Tampering Fee	\$300 + Damages, any additional cost to fix, gas usage, and possible criminal charges.

GAS TAP FEES	FEE
Retirement of gas tap	\$500.00
1" gas tap	\$1,000.00
Retirement of gas tap & relocate	\$1,500.00
Over 1" gas tap	At Cost
Main Extensions	\$10.00 per linear foot
Gas tap Impact fee...\$500.00 each cut required	\$500.00 each cut required
GARBAGE & SANITATION RATES	
<i>Garbage & Sanitation Rates are set by City Council via Contract with Waste-Hauler Contractor Company</i>	
Garbage Permit Deposit	\$200.00

APPENDIX B: BUILDING SERVICES FEES

**Administrative Note:* The last resolution that the Council adopted to adopt the prior Building Services Fee is Resolution 2025-10-14. The changes in this fee schedule were minimal, so all additions are recorded here in underlined text, while ~~omissions appear in strikethrough red text~~.

DISCOUNTED RATES	FEE
501(c)(3) Organizations	Building Permit Fees Waived, excluding a \$50.00 Application Fee. Will need verification of 501(c)(3) status.
City of Alpine Full Time Employees actively employed	Permit Fees Waived, excluding a \$50.00 Application Fee. Verification of employment with current pay stub required.
PERMIT FEES FOR RESIDENTIAL AND COMMERCIAL	
ALL PERMIT FEES DO NOT INCLUDE \$100 INSPECTION FEE(S)	
NEW CONSTRUCTION	FEE
R-1 & R-2, R-4, all residential dwellings (detached one- and two family dwellings, townhomes, multi-family quadplex or triplex, cottage accessory dwelling units, <u>garages</u> and casitas,	\$0.55/square foot total area under roof
R-3 residential dwellings (apartments, condominiums, three and four family dwellings), multi-family quadplex or triplex,	\$0.30/square foot total area under roof
New Commercial Building (C0, C-1, C-2, C1a)	\$700.00 Flat fee + \$.06 per sq/ft
ALTERATIONS	FEE

R-1, R-2, R-4, and all residential dwellings, detached one- and two-family dwellings, townhomes, <u>multi-family quadplex or triplex, cottage, accessory dwelling units, casitas, townhomes</u> and garages	\$0.25/square foot total area of alteration
R-3 residential dwellings (apartments, condominiums, three and four family dwellings), multi-family quadplex or triplex	\$0.20/square foot total area of alteration
Commercial Building (C0, C-1, C-2, C1a)	\$0.15/square foot total area of alteration
ADDITIONS	FEE
R-1 & R-2 residential dwellings, detached one- and two-family dwellings, cottage, accessory dwelling units, casitas, townhomes and garages	\$1.00/square foot total area of addition
R-3 residential dwellings (apartments, condominiums, three and four family dwellings), multi-family quadplex or triplex	\$0.75/square foot total area of addition
Commercial Building (C0, C-1, C-2, C1a)	\$0.50/square foot total area of addition
MISCELLANEOUS DEVELOPMENT FEES	FEE
Stand-Alone permits or permits not stated (foundation repair, <u>window replacement, insulation energy compliance, demolition</u>)	\$75.00
Residential Pool	\$150.00
Carport / Pergola (Detached/ <u>stand alone</u> Non-Conforming)	\$50.00
Accessory building permit	\$50.00 Flat Fee
Residential Fence	\$50.00 Flat Fee
Roofing Replacement/Repair	\$0.05/square foot
OTHER INSPECTIONS AND FEES	
ALL PERMIT FEES DO NOT INCLUDE \$100 INSPECTION FEE(S)	
DESCRIPTION	FEE
Electric Reconnect (outside inspection Only)	\$50.00 Inspection Fee only
Gas Test Only	\$50.00 \$100.00 Inspection Fee only
Certificate of Occupancy	\$100.00
Inspections outside of normal business hours	\$100.00
Work commencing before permit issuance	\$500.00
Reinspection Fee (Fee applied at discretion of Building Official)	\$100.00
TOTAL VALUATION	FEE
<u>\$1.00 TO \$ 500.00</u>	<u>\$ 21.00</u>

<u>\$501.00 TO \$2,000</u>	<u>\$ 21.00 for the first\$ 500.00 plus\$ 2.75 for each additional\$ 100.00, or fraction thereof, to and including\$ 2000.00</u>
<u>\$ 2,001.00 TO\$ 25,000</u>	<u>\$ 62.25 for the first\$ 2,000.00 plus\$ 12.50 for each additional \$ 1,000.00, or fraction thereof, to and including\$ 25,000.00</u>
<u>\$ 25,000 TO\$ 50,000.00</u>	<u>\$ 349.75 for the first\$ 25,000.00 plus\$ 9.00 for each additional\$ 1,000.00, or fraction thereof, to and including \$1,000,000.00</u>
<u>\$ 50,000.00 TO \$ \$ 100,000.00</u>	<u>\$ 574.75 for the first\$ 50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00</u>
<u>\$ 100,000.00 TO \$ 500,000.00</u>	<u>\$ 887.25 for the first \$100,000.00 plus\$ 5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,00.00</u>
<u>\$ 500,000.00 TO \$ 1,000,000.00</u>	<u>\$2,887.25 for the first \$1,000,000.00 plus\$ 4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</u>
<u>\$ 1,000,000.00 AND UP</u>	<u>\$ 5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional\$1,000.00 or fraction thereof</u>
DESCRIPTION	FEE
Permit Extension Fee	\$100.00
Additional plan review required by changes, additions or revisions to plans	\$42.00 per hour
Use of outside consultants for plan checking/inspections	Actual Cost
Plan review fee	45% of building permit fee in addition to building permit fee
Alpine ISD	25% of fees established in Appendix B; Section 1
Lot drainage fee	\$50.00
Automatic Fire Extinguisher systems Compressed Gases, Fire alarm detection systems and related equipment	3 rd Party testing and inspections required
TRADES PERMIT FEES	
ALL PERMIT FEES DO NOT INCLUDE \$100 INSPECTION FEE(S)	
All applications must include square footage of project in addition to all work conducted unless specific work is isolated to exterior work only.	

TYPE OF OCCUPANCY	BUILDING AREA SQ/FT	PERMIT FEES
All residential, R-1, R-2 single family, duplex, townhouse, new construction, additions (per unit), multi-family quadplex or triplex, cottage accessory dwelling units, and casitas Total sq/ft under roof	1-749	\$50.00
	750-1,199	\$65.00
	1,200-1,500	\$75.00
	1,501-1,750	\$85.00
	1,751-2,000	\$90.00
	2,001-2,250	\$100.00
	2,251-3,000	\$105.00
	3,001-3,500	\$115.00
	3,501-4,000	\$120.00
	4,001+	\$140.00
TYPE OF OCCUPANCY	BUILDING AREA SQ/FT	PERMIT FEES
A,E,I,R-3, Hotels, apartments, drinking/dining, educational, assembly, institutional	1-500	\$50.00
	501-100,000	\$50.00 + \$0.035/sqft
	100,001-500,00	\$3,500 + \$0.03/sqft
	500,001+	\$15,000 + \$0.02/sqft
B,F,H,M,S,U, Office retail, wholesale, garages, factories, workshops, service stations, warehouse	1-500	\$50.00
	501-50,000	\$50.00 + \$0.01/sqft
	50,001-100,00	\$182.00 + \$0.007/sqft
	100,001+	\$582.00 + \$0.003/sqft
CONTRACT		
MECHANICAL	FEE	
Mini Split/Air Handler	\$50.00	
Condensing Unit (# tons)	\$50.00	
Condensing Unit/Heat Pump	\$10.00	
Indoor Condensing Unit	\$10.00	
Walk-In Freezer	\$50.00	
Duct Outlet	\$20.00	
Heat Pump	\$60.25	

Refrigeration Unit (# tons)	\$60.25
Electric Heat Strips	\$60.25
Cooling Coil	\$60.25
Gas Furnace, Gas	\$90.60
Wall Furnace, Gas	\$90.60
Unit Heater, Gas	\$90.60
Radiant Heater, Gas	\$90.60
Exhaust Fan, Commercial/Residential	\$60.25
Curtain Fire Damper	\$20.00
Fire Damper	\$20.00
Condenser, No Compressor	\$60.25
Residential Dryer Exhaust Duct	\$60.25
Rooftop Unit, Electric ____ SEER	\$15.85
Fan Coil Unit	\$60.25
Fan Powered Box	\$60.25
Type II Range Hood (Steam)	\$60.25
Chiller (#)	\$60.25
Absorption Unit (# tons)	\$60.25
Reach-In Cooler	\$60.25
Wall Mounted Unit	\$60.25
Gas Boiler, Steam	\$90.60
Make-Up Air	\$60.25
Electric Furnace	\$60.25
Floor Furnace, Gas	\$90.60
Unit Heater, Electric	\$60.25
Radiant Heater, Electric	\$60.25
Ventilation/Energy Recovery Unit Fan	\$60.25
Ceiling Fire Damper	\$20.00
Smoke/Fire Damper	\$20.00
Commercial Dryer Exhaust Duct	\$90.60
Rooftop Unit, Gas ____ SEER	\$15.85
Variable Air Volume Unit	\$60.25
Type I Range Hood (Grease)	\$60.25
Fume Hood	\$60.25
Cooling Tower (# tons)	\$60.25
Walk-In Cooler	\$60.25
Icemaker (Split System)	\$60.25
Gas Boiler, Hot Water	\$90.60
Evaporative Cooler	\$60.25
Duct Heater, Gas	\$90.60

Hot Water Coil	\$60.25
ELECTRICAL	FEE
General Purpose Outlets/Equipment Devices Less Than 1 HP Motor	\$50.00
Dedicated Equipment/Appliance Outlets 20 Amp and Above	\$50.00
Motors	\$50.00
Gear Items	\$50.00
ELECTRICAL - MISCELLANEOUS	FEE
Underground Work/100 Linear Feet	\$50.00
Outside Overhead Work/100 Linear Feet	\$50.00
Foundation/Concrete Encased Electrode	\$50.00
Control/Low Voltage Systems Over 50 Volts	\$50.00
ELECTRICAL - LIGHT FIXTURE	FEE
HID Fixtures/Ceiling Fans	\$50.00
Fluorescent Fixtures & Ballast Retrofits	\$50.00
Sign Circuit	\$50.00
UPS/Generator (Emergency & Temporary)/Distributed Generation/Storage Batteries/Solar Panel (Each)	\$10.00
Temporary Wiring: Temporary Pole	\$25.00
Service Upgrade	\$100.00
PLUMBING	FEE
Water Heater Gas/Electric	\$8.00
Water Heater Vent	\$8.00
Water Softener	\$17.00
Plumbing Fixture (replacement of water or drain lines, water tempering or tub/shower valves, expansion tank, PRV, etc.)	\$7.00
Roof Drains	\$7.00
Reverse Osmosis	\$7.00
GAS RELATED	FEE
1-5 Terminations	\$10.00
Each Additional Termination	\$3.00

Termination Extension	\$8.00
Replace Gas Line	\$8.00
Split Meter	\$8.00
Move Meter	\$8.00
Gas Conversion	\$8.00
MEDICAL GAS	FEE
1-5 Terminations	\$13.00
Each Additional Termination	\$3.00
RESIDENTIAL FIRE SPRINKLER SYSTEMS (MRFPSS)	FEE
Per Fixture/Head	\$7.00
BACKFLOW PREVENTION ASSEMBLIES	FEE
Install or Replacement	\$15.00
Customer Service Inspection	\$8.00
TRAPS AND INTERCEPTORS	FEE
0-500 gal	\$12.00
501+ gal	\$17.00
IRRIGATION	FEE
Residential Irrigation	\$150.00
Commercial Irrigation	\$200.00
Plan Review	\$100.00
<u>GAS & WATER SUPPLY LINES</u>	FEE
0-100 ft	\$50.00
101-250 ft	\$55.00
251-500 ft	\$60.00
501-1000 ft	\$75.00
1001-2000 ft	\$100.00
2001-3000 ft	\$125.00
Over 3001 ft	\$150.00
Additional fee for each 200 ft or part thereof over 3001 ft	\$25.00
SEWER	FEE
0-60 ft	\$50.00
61-150 ft	\$60.00
151-300 ft	\$75.00
301-500 ft	\$90.00
501-750 ft	\$100.00
751-1000 ft	\$120.00
Over 1000 ft	\$150.00

Additional fee for each additional 100 ft or part thereof over 1000 ft	\$100.00
RECLAIMED WATER / DRAIN LINE	FEE
1-4 Openings	\$40.00
Each Additional Opening	\$5.00
ZONING AND LAND USE	
Sign Permit	\$75.00
Short Term Rental Annual Permit and Renewal	\$250.00 Flat fee
<u>Short Term Rental Application / Special Use</u>	<u>\$500.00</u>
Moving Permit	\$25.00 plus \$0.20 per square foot of the building to be moved.
Rezone	\$500.00 Flat fee
Special Use/ Conditional Use	\$500.00 Flat fee
Residential Flat Work (Driveways, Sidewalks, Curb Cuts)	\$50.00 Flat fee
<u>Variance</u>	<u>\$500.00 Flat fee</u>
<u>Coin Establishment / Special Use</u>	<u>\$500.00 Flat fee</u>

APPENDIX C: ANIMAL SERVICES FEES

IMPOUND	FEE
Regular impound fee/ night stay	\$20
Impound fees for large animals (livestock)	At Cost
Small animal quarantine fee for full 10 night stay	\$250
Small animal quarantine fee/ night stay \$20	\$25
Large animal quarantine fee due to known exposure	At Cost
Small animal quarantine due to known exposure	\$50/day
CREMATION	FEE
0-30 lbs	\$40
31-50lbs	\$55
51-70 lbs	\$70
71-90 lbs	\$85

over 90 lbs	\$100
0-30 lbs	\$110
31-50 lbs	\$130
51-70 lbs	\$150
71-90 lbs	\$170
over 90 lbs	\$190
Pets (owned pets)	\$15
UPS shipping of remains	\$40
MICROCHIPPING	FEE
Includes chipping and registration	\$15
MEDICAL	FEE
Feline Felv/FVRCP combo	\$25
Canine bordetella	\$18
Canine Distemper	\$18
<i>Snap tests</i>	
Feline Felv/FIV snap test	\$25
Canine 4DX snap test	\$25
Other medical	
Small animal euthanasia	\$50
Large animal euthanasia	At Cost
ADOPTION	FEE
Regular adoption	\$100
Thrift store cats	\$50
Pet of the week	\$50
Adoption events	\$50
SURRENDER	FEE
Cat or dog surrender	\$40
CITY LICENSING	FEE
City license for spayed/ neutered animals	\$10
City license for unaltered animals	\$20
City license renewal	\$5
PERMITS	FEE
Large livestock	\$25
Small livestock	\$25
Yearly renewal for large and small	\$10
Relocation of permit to different address	\$25
Permit for kennels	\$50

Yearly renewal for kennels	\$25
DANGEROUS DOGS	FEE
Registration fee	\$100
Removal of animal from City Limits	\$100

APPENDIX D: ADMINISTRATIVE FEES

Appendix D: Administrative Fees	
ADMINISTRATION	FEE
Alcohol Permit	\$25.00
Banner Permit	\$25.00
Live Music Permit - Single	\$50.00
Live Music Permit - Annual	\$250.00
Movie Filming - Processing Application Fee	\$25.00
Movie Filming - Use of City Equipment and Personnel (determined by City Manager)	Determined by City Manager
Movie Filming - Use of City - Owned Real Estate	Determined by City Manager
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public areas.	\$500.00
Partial, non-disruptive use of a public building, park right-of-way, or public area.	\$250.00
Total closure or obstruction of public street or right -of-way, including parking lots and on- street parking.	\$50.00
Partial closure or obstruction of public street or right-of-way, including parking lots and on street parking.	\$25.00
Use of City parking lots, parking areas, and City streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00
ALCOHOL PERMIT	FEE
Application/Permit Fee	\$25.00
Deposit for any Park in City of Alpine	\$30.00
CIVIC CENTER	FEE
Full Day Rental Fee Commercial General Public (keys are picked up prior day and are given day after event to clean)	\$600.00

Additional fee for days prior to event	\$50.00
Full Day Non-Profit Organization	\$100.00 for any additional days
Full Day Government Agency	\$100.00 for any additional day
Security per hour for 2 officers	\$40.00 per hour for 1 officer
Deposit (facility rental damage & cleaning fee)	\$250.00
Cost for Damages	
Rectangle Table	\$150.00
Round Table (5')	\$225.00
Chair	\$75.00
Lost key	\$100.00
Late return Key (per day)	\$75.00
Unlocked Door (per day)	\$75.00
Lights left on overnight (per day/night)	\$50.00
A/C's or Heater not turned off (per day)	\$50.00
Alcohol penalty charge	\$500.00
Damages to facilities, window, doors, wall, etc.	Repair/Replacement Cost
Miscellaneous	
Fee for Electric Pedestal	\$50.00
Fee for Stage (taking it down and setting it up)	\$250.00
Minimum fee for any other damages (throwing of trash-sweeping, décor left behind, etc.)	\$100.00
Speaker (Sound System)	\$100.00
Adding a provision to the Civic Center's rules and regulations of a \$25 fee be applied for each instance and individual rule is broken.	\$25.00 for any rule broken
PUBLIC INFORMATION	
Public Information Request	Set by State Law

APPENDIX E: ENVIRONMENTAL SERVICES FEES*

**Administrative Note:* The last resolution that the Council adopted to adopt the prior Environmental Services Fees is Resolution 2025-11-04. The changes in this fee schedule were minimal, so all additions are recorded here in underlined text, while ~~omissions appear in strikethrough red text.~~

TIRES	FEE
Passenger Car/Light Truck Tire (Up to 22")	\$5.00
Passenger Car/Light Truck Tire & Rim (Up to 22")	\$10.00
Oversized Truck Tire (23" and up)	\$35.00
Oversized Truck Tire & Rim (23" and up)	\$50.00
Tractor Tire	\$75.00
Tractor Tire	\$100.00
Service Fee A	2.6%
Service Fee B	\$0.22
REFRIGERANT REMOVAL	FEE
Refrigerant Removal <i>(With Sanitation Account or permit)</i>	\$0.00
Refrigerant Removal Residential Source <i>(No sanitation account or permit)</i>	\$75.00
TREE LIMBS / YARDWASTE	FEE
Residential DIY Tree limbs <i>(With Sanitation Account or permit)</i>	\$0.00
Tree limbs Commercial Sources (<u>Residential Source</u>) <i>(or For-large trailers, No sanitation account or permit)</i>	\$50.00/CUBIC YARD (CY)
ELECTRONICS	FEE
City of Alpine Resident <i>(With Sanitation Account or permit)</i>	\$0.00
Small Electronic <i>(No sanitation account or permit)</i>	\$5.00
Medium Electronic <i>(No sanitation account or permit)</i>	\$10.00
Large Electronic <i>(No sanitation account or permit)</i>	\$20.00
BULK ITEM	FEE
City of Alpine Resident <i>(With Sanitation Account or permit)</i>	\$0.00
Residential Source <i>(No Sanitation Account or permit)</i>	\$65.00/item
<u>Item are limited: 5 items or 3 cy (per month)</u>	

APPENDIX F: PARKS AND RECREATION FEES

KOKERNOT PARK PAVILLION RENTAL RATES & FEES	FEE
Kokernot Park Pavilion Rental Deposit (Refundable)	\$30
Kokernot Pavilion Rental Fee (9:00 a.m. to 9:00 p.m.)	\$30
PUEBLO NUEVO PAVILLION RENTAL RATES & FEES	FEE
Pueblo Nuevo Pavilion Rental Deposit (Refundable)	\$30
Pueblo Nuevo Pavilion Rental Fee (9:00 a.m. to 9:00 p.m.)	\$30
POOL RATES & FEES	FEE
Municipal Pool Rates	Set by Council Resolution
General Admissions	\$4 flat rate per person
Private Pool Party Deposit (Refundable)	\$25
Private Pool Party Reservation	\$250
Swimming Program/Camp	\$45 per person
Food Truck Vendor Fee for Occasion/Holiday Event	\$175 per vendor
RECREATIONAL ACTIVITIES / EVENTS	FEE
5K / 10K Race Events	\$2,000
Seasonal Youth Camps	\$2,500
Indoor / Outdoor Game Challenge Events Adult / Youth	\$3,000
Seasonal Park Projects	\$3,000

APPENDIX G: ALPINE POLICE DEPARTMENT FEES

GOLF CART / REGULATED VEHICLE	FEE
Initial Registration	\$50
Biennial Reinspection	\$25
VEHICLE IMPOUND FEES	FEE
Impound Fee (Cost Charged by Towing Company)	At Cost
Storage Fee	\$25/Day
Notification Fee (Cover Cost Associated with Sending Certified Mail Notification, if applicable)	\$20

APPENDIX H: AIRPORT FEES

AFTER HOURS CALL-OUT FEE	FEE
---------------------------------	------------

After Hours Call-Out Fee	\$75
Holiday After Hours Call-Out Fee	\$100

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 12D

Department: Administration

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Records Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approve the City's Capital Improvement Plan (CIP) Updates, including project priorities, funding considerations, and next steps in the planning process. (H. Arredondo, City Manager).

EXECUTIVE SUMMARY

The Capital Improvement Plan (CIP) has been updated to reflect the City's current and anticipated infrastructure and facility needs. The update includes a review of proposed projects, recommended project priorities, estimated costs, potential funding sources, and anticipated implementation timelines.

This item is presented to provide the City Council with an overview of the updated CIP and to receive direction regarding project prioritization, funding considerations, and the next steps in the capital planning process. Council feedback will assist staff in refining the plan and aligning future capital investments with the City's operational needs, available resources, and long-term goals.

SUPPORTING MATERIALS

1. Executive Summary City of Alpine Capital Improvement Plan (FY 2026-2030) 07-21-26 (AutoRecovered)
2. CIP Executive Summary 2026 2031 Tabloid size (07-17-26)

BUDGET CONSIDERATIONS

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

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

Date: July 21, 2026

1. Introduction

This document provides an executive summary of the City of Alpine's Capital Improvement Plan (CIP) for the fiscal years 2026 through 2031. The comprehensive plan outlines a wide range of proposed projects across numerous municipal departments, reflecting a strategic vision for the city's growth, safety, and modernization. The plan details projects with a total projected expenditure exceeding \$16.5 million, addressing critical infrastructure needs, equipment replacement, and new initiatives aimed at enhancing operational efficiency and community services. The projects are phased over multiple years and are funded through a combination of the general fund, departmental operating budgets, Hotel Occupancy Tax (HOT) funds, and various external grants including FEMA, TxDOT, USDA, and the Texas Water Development Board.

2. Strategic Priorities

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

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

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

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

Public Safety Enhancement is a second major focus area. The Alpine Police Department has submitted numerous requests for new patrol vehicles, facility renovations, and a long-range plan for a new police station. Animal Control Services has identified several high-priority needs, such as the animal shelter repairs and maintenance, building improvements including a standby emergency generator, outside lightning, security camera system — to ensure the welfare of animals in the shelter's care and the safety of staff.

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

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

3. Departmental Funding Overview

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

Department	Total Projected Expense
Utilities (Water/Wastewater/Sanitation)	\$10,587,000
Gas Department	\$1,210,000
Police Department	\$2,250,000
Airport (Alpine-Casparis Municipal)	\$766,706
Public Works (Streets & Parks)	\$733,000
Administration	\$525,000
Tourism & Visitor Center	\$375,000
Animal Control Services	\$109,000
Grand Total (Estimated)	\$16,555,706

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

4. High-Priority Initiatives (Priority Level 1)

The plan designates a number of projects as Priority Level 1, indicating they are the most urgent and critical for the city to address in the near term. These projects are foundational

to maintaining essential services, ensuring public safety, and supporting the city's broader strategic goals.

Project Title	Department	Projected Expense
Animal Shelter Repairs & Maintenance, Appliance Replacement, Building improvements such as the Security Camera System and the outside lightning.	Animal Control Services	\$59,000
AWOS Upgrade and Relocation	Airport	\$456,707
Runway 5/23 Crack Seal/Sealcoat	Airport	\$50,000
Computer Replacement (City Wide)	Office of the City Manager/ Administration	\$250,000
Downtown Visitor Kiosk & Mural Park	Tourism	\$100,000
Alpine Police Station Building Maintenance – Remodel/Holding Cells	Police Department	\$2,150,000
APD Dispatch Computers	Police Department	\$50,000
Fleet Maintenance Facility (Washbay)	Public Works	\$80,000
Streets Road Improvements	Public Works	\$93,000
Parks Trencher, Automotive Tire Changing Machine	Public Works	\$50,000
Building Maintenance – City Hall Entrance Repairs	Public Works	\$50,000
Old Infrastructure Location & Replacement	Utilities	\$125,000
Smart Water Meters - AMI (Automated Meter Infrastructure)	Utilities	\$1,800,000
Wastewater Treatment Plant Complete update and rehabilitation manhole and mainline condition assessment (Insituform)	Utilities	\$700,000
Gas Dept. Rectifier Replacement	Gas Department	\$160,000
AMI (Automated Meter Infrastructure)	Gas Department	\$1,000,000

5. Key Funding Sources and Grant Opportunities

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

Funding Source	Applicable Projects
TxDOT Aviation Division (90/10 split)	Airport AWOS, Runway Resurfacing, Runway Lighting
FEMA BRIC Program (75% grant, 25% City match)	Hazard Mitigation Program
USDA Matching Grant Texas Water Development Board (TWDB)	
	Smart Meters, Eastside Sewer Extension, Infrastructure
Hotel Occupancy Tax (HOT) Funds	All Tourism & Visitor Center Projects
American Rescue Plan Act / Infrastructure Bill	Smart Water Meters
Law Enforcement Grants	APD Evidence Room, APD K-9 Unit, Weaponry

6. Conclusion

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

depend on disciplined financial management, the aggressive pursuit of external grant funding, and the coordinated effort of all city departments working toward a shared vision.

Department	Description	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total for 5 Years
		Year 1	Year 2	Year 3	Year 4	Year 5	
Office of the City Manager	OCM - Replacement of Computers	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
	Hazard Mitigation Program:		\$100,000				
	Outdoor Lighting Ordinance			\$50,000	\$75,000	\$50,000	
Total Office of the City Manager		\$50,000	\$150,000	\$100,000	\$125,000	\$100,000	\$525,000
Animal Services	Animal Shelter Repairs & Maintenance / Appliance Replacement / Building Improvements (outside lightning, security camera system)	\$59,000					
	Generator				\$50,000		
	Total Animal Services	\$59,000	\$0	\$0	\$50,000	\$0	\$109,000
Alpine Police Department	Alpine Police Station Building Maintenance - Remodel /Holding Cells	\$50,000	\$50,000		\$50,000	\$2,000,000	
	Office Related Furniture / Evidence Room Update			\$50,000			
	Dispatch & Police Computers	\$50,000					
Total APD:		\$100,000	\$50,000	\$50,000	\$50,000	\$2,000,000	\$2,250,000
Gas Department	Gas Automated Meter Reading	\$1,000,000					
	Building Updates		\$50,000				
	Gas - Rectifier	\$160,000					
Total Gas:		\$1,160,000	\$50,000	\$0	\$0	\$0	\$1,210,000
HOT Hotel Occupancy Tourism	Mural Park & Visitor Center Kiosk - Corner of 5th Street	\$100,000					
	Visitor Center Windows & Wall Restoration		\$75,000				
	Visitor Center Roof, Ceiling & Lighting Restoration			\$75,000			
	Visitor Center Interior Layout & Flooring				\$50,000		
	Visitor Center Porch & Sidewalks					\$75,000	
Total HOT / Visitor Center		\$100,000	\$75,000	\$75,000	\$50,000	\$75,000	\$375,000
Airport	AWOS Upgrade and Relocation: TxDOT Aviation Division grant support project: 90% funded by State(\$411,036), 10% funded by City of Alpine(\$45,671). TxDOT Aviation CIP lists the project to be eligible for funding	\$456,706					
	Airport Runway 5/23 - Crack Seal / SEALCOAT	\$50,000					
	Airport Ramp Expansion (90'x120')		\$60,000				
	Airport Kubota			\$50,000			
	Airport Covered Structure for Self Serve / Airport Covered Parking				\$50,000		
	Airport Runway Lighting 5-23			\$50,000			
	Airport Generator				\$50,000		
	Total Airport	\$506,706	\$60,000	\$100,000	\$100,000	\$0	\$766,706
Utilities	Wastewater Treatment Plant complete update and rehabilitation			\$5,200,000			
	Manhole and Mainline Condition Assessment (Insituform)	\$700,000					
	Wastewater - Update Current Two Facilities		\$50,000				
	Eastside Sewer Extension: To provide service to the Eastside of Alpine, to include annexed areas with no current access to sewer services						
	Utilities - Automated Well Meters			\$1,700,000			
	Utilities - Marquiz Well Refurbishment		\$150,000	\$90,000			
	Utilities - Smart Water Meters Modernization	\$1,800,000					
	Utilities - Refurbishment of 2 storage tanks located at SRSU			\$50,000			
	Utilities - Manholes addition, replacement						
	Utilities - Infrastructure and Replacement plan	\$125,000	\$125,000	\$125,000	\$125,000	\$100,000	
	Environmental Services - Household Hazardous Waste		\$50,000				
	Environemtnal Services - Bobcat UW56		\$72,000				
	Environmental Services - Portable water/bathroom/septic		\$50,000				
	Environmental Services - New Glass Tub Grinder			\$75,000			
Total Utilities		\$2,625,000	\$497,000	\$7,240,000	\$125,000	\$100,000	\$10,587,000
Public Works	Streets - Fleet Maintenance Facility: construction of an addition (washbay) to the current yard facility.		\$80,000				
	Streets - 10' Blade Maintainer				\$150,000		
	Parks - Kokernot Park Inner Walking Trail Dark Skies lights			\$120,000			
	Parks - Kokernot Park Loop Walking Trail Dark Sky lights			\$190,000			
	Streets - Road Improvements	\$93,000					
	Parks Trencher, Automotive Tire Changing Machine	\$50,000					
	Building Maintenance - City Hall entrance repairs	\$50,000					
	Total Public Works	\$193,000	\$80,000	\$310,000	\$150,000	\$0	\$733,000
		\$4,793,706	\$962,000	\$7,875,000	\$650,000	\$2,275,000	\$16,555,706

CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 12E

Department: Office of the City Manager

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Vianey Olivas, Recods Clerk

Staff Recommendation: Approve



AGENDA ITEM

Approve agreement of the New Roberts No. 3 Well with Jacob & Martin, LLC for professional engineering services related to the New Roberts No. 3 Well project. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

The City of Alpine recently experienced a critical failure of the existing **Roberts No. 3 Well**, one of the City's major producing wells in the Sunny Glen well field. As described in the Task Authorization, *"The failure of the well resulted in a water supply emergency for the City."*

To address this emergency, the City is engaging **Jacob & Martin, LLC** to provide professional engineering services necessary to plug the failed well and support the development of a **new Roberts No. 3 Well** at a nearby location. The consultant will assist with technical coordination, regulatory compliance, and documentation required by the **Texas Commission on Environmental Quality (TCEQ)** and the **Brewster County Groundwater Conservation District**. The scope includes preparation of plans, specifications, as-built documentation, and assistance with the Production Permit application. *"JM will also provide assistance with the application for a Production Permit... as well as other technical assistance requested by the City."*

The work will be performed under the City's existing **Professional Services Agreement for General Engineering Services** (dated April 21, 2020). Compensation will be **time and expense** based on the consultant's approved rate schedule. The project schedule is intentionally flexible to accommodate operational needs of City staff.

This authorization does **not** include full design documents for bidding a new well construction. As stated in the document, *"The scope of work... does not include JM producing design documents for the purpose of bidding a new well construction."* The design approach will rely on coordination with the contracted well driller due to the emergency nature of the project.

Approval of Task Authorization #15 enables the City to move forward with essential engineering support to restore water production capacity, ensure regulatory compliance, and maintain the reliability of the municipal water system.

SUPPORTING MATERIALS

1. 1 Jacob and Martin Task Authorization 15

BUDGET CONSIDERATIONS

Expenditure Required: N/A

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

APPROVERS

Alexandra Tackett, Deputy City Secretary

Task Authorization #15

Task Authorization Description: New Roberts No. 3 Well

Effective Date: _____

City Department: Public Works

Project/Item/Contract No.: JM Project #23357

Consultant and City agree that this Task Authorization will be governed by the terms and conditions of the Professional Services Agreement – General Engineering Services (the “Agreement” or “PSA”) dated April 21, 2020 between Jacob & Martin, LLC and the City of Alpine unless specifically modified herein with reference to the PSA.

Scope of Services

I. Project Understanding

The City of Alpine (“City”) has recently had a failure to existing Roberts No. 3 Well, which is a large producing well in the Sunny Glen well field. The failure of the well resulted in a water supply emergency for the City. The City has engaged Jacob & Martin, LLC (“JM” or “Consultant”) to provide professional services to assist with providing technical assistance for the plugging of the existing well and development of a new Roberts No. 3 Well in a nearby location. The City has contracted with a local Contractor to execute the work and JM will provide professional services to assist with design and as-built information, as well as coordination with the TCEQ. JM will also provide assistance with the application for a Production Permit for the Brewster County Groundwater Conservation District, as well as other technical assistance requested by the City.

II. Services to be provided by the Consultant

Task 2: Evaluation Phase

1. Plans, Specifications, As-Built, and other needed information for TCEQ for the plugging of existing Roberts Well No. 3 and the Approval to Construct and the Approval to Use the new Roberts Well No. 3.
2. Coordination and Assistance for the Application for Production Permit for the Brewster County Groundwater Conservation District.
3. Other services or technical assistance as requested by City Council or City Manager directly related to the City of Alpine Water System.

III. Schedule

From the date of this agreement Jacob Martin, LLC will complete the project according to the following schedule.

- Project schedule will remain flexible to meet the needs and time allotment of City Staff.

IV. Compensation

Compensation for Water System Investigation Phase 3 shall be Time and Expense per the attached rate schedule.

V. Services to be provided by the City

1. The City shall provide pertinent and available project-related information in a timely manner to assist the Consultant in meeting expected deadlines.
2. The City shall complete the requested tests, operational changes, or field investigations as requested or recommended by the Consultant. The City shall provide the Consultant feedback regarding such requests.
3. The City shall review and provide comments regarding project documents in a timely manner. Delayed responses from the City may impact project schedule contained within this Task Authorization.

V. Exclusions

The scope of work for this task authorization does not include JM producing design documents for the purpose of bidding a new well construction. The design and plan production is based on a cooperative relationship with the well driller Contractor due to the emergency situation.

VI. Additional Services

The Consultant can provide services not defined herein subject to establishment of a mutually agreeable adjustment to the Scope of Services, schedule, and budget. Examples of additional services could include additional site visits, meetings and presentations, or additional sensitivity cases and analyses requested by the City. If and to the extent that there are material adjustments to information provided by the City, or errors or omissions in the records provided by the City, as determined by the Consultant and with the concurrence of the City, any additional services provided by the Consultant as a result thereof shall be considered additional services under this section. While not included in the Scope of Services described above, the Consultant can conduct such services as requested by the City.

VII. Amendment(s) to Terms of the Agreement

None.

VIII. Approval

IN WITNESS WHEREOF, the Parties have signed this Task Authorization Number 15 as of the date first written above.

CITY OF ALPINE, TEXAS

Henry Arredondo

Printed Name

City Manager

Title

Date

Jacob & Martin, LLC

Consultant



Kirt Harle, P.E.

Printed Name

Principal

Title

6-30-26

Date



INTEGRITY
EXCELLENCE
TRUST

ATTACHMENT B
TO AGREEMENT FOR PROFESSIONAL SERVICES
HOURLY RATES FOR PROFESSIONAL SERVICES

ENGINEERING SERVICES

Principal Engineer	250.00
Registered Professional Engineer - 1	200.00
Registered Professional Engineer - 2	165.00
Engineer-in-Training (E.I.T.)	150.00
Engineering Technician - 1	145.00
Engineering Technician - 2	115.00
CAD Draftsman - 1	110.00
CAD Draftsman - 2	90.00
Engineering/Architectural Intern	80.00

ARCHITECTURAL SERVICES

Principal Architect	\$ 225.00
Licensed Architect - 1	200.00
Licensed Architect - 2	165.00
Licensed Interior Designer	125.00
Architectural Associate	115.00
Architectural Intern	80.00

ANCILLARY SERVICES

Environmental Scientist	\$ 135.00
Environmental Technician	90.00
GIS Technician - 1	150.00
GIS Technician - 2	100.00
Senior Land Man	130.00
Clerical - 1	125.00
Clerical - 2	100.00

Effective 1/1/2026



3465 Curry Lane
Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
325.695.1070

4920 S. Loop 289, Suite 106
Lubbock, TX 79414
806.368.6375

36 E. Twohig, Suite 101
San Angelo, TX 76903
325.695.1070

1925 Fort Worth Highway
Weatherford, TX 76086
817.594.9880



INTEGRITY
EXCELLENCE
TRUST

SURVEYING SERVICES

Principal Surveyor	\$ 185.00
Registered Professional Land Surveyor	175.00
Surveyor-in-Training (S.I.T.)	110.00
1-Man Survey Team	195.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	230.00
2-Man Survey Team	230.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	265.00
3-Man Survey Team	265.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	300.00
Vehicle Charge (per day) plus IRS rate per mile	50.00

FIELD SERVICES

Resident Project Representative - 1	\$ 120.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	150.00
Resident Project Representative - 2	100.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)	125.00
Licensed Water/Wastewater Operator (A/B)	125.00
Licensed Water/Wastewater Operator (C/D)	95.00
Vehicle Charge (per day) plus IRS rate per mile	50.00

A FACTOR OF 1.1 SHALL BE APPLIED TO THE FOLLOWING

1. Actual cost of subsistence and lodging
2. Actual cost of postage and shipping fees
3. Actual cost of materials required for the project used in surveying, drafting and associated activities
4. Actual cost of special tests and services of special consultants, if required

Effective 1/1/2026



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Weatherford, TX 76086
817.594.9880



INTEGRITY
EXCELLENCE
TRUST

CONSTRUCTION MATERIALS ENGINEERING AND TESTING FEES

SERVICE TIME

Registered Professional Engineer	\$	250.00
Materials Technician Service Time		80.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)		108.00
Pier Observation, Hot Mix, Reinforcing Steel		95.00
General Overtime (Weekends, Holidays or before 8 am or after 5 pm)		110.00

CONCRETE

Concrete Cylinder Compressive Strength Tests	\$	35.00
Client Made Cylinder		45.00
Entrained Air Content Test		41.00
Slump Tests, when cylinders are not made		32.00
Concrete Mix Design		1250.00
Concrete Design Confirmation Cylinder		45.00

SOILS

Atterberg Limits (Liquid Limit, Plastic Limit & P.I.)	\$	97.00
Field Compaction Test		36.00
Moisture-Density Curve (Proctor)		335.00
Washed Sieve Analysis (Soil)		83.00
Washed Sieve Analysis (Base Material)		97.00
Unit Weight		54.00
Absorption		54.00
Decantation		54.00
Moisture Content		54.00

ASPHALT

Rice Theoretical Specific Gravity	\$	98.00
Field Density, Hot Mix (Nuclear Method)		45.00

Local Vehicle Charge (within 20 miles of Abilene) - \$37.00 per trip to the project
Travel from and return to office at IRS rate per mile, plus service time at above rates
Travel Charges (outside 20 miles of Abilene) – Round trip mileage at IRS current rate, plus

A FACTOR OF 1.1 SHALL BE APPLIED TO THE FOLLOWING

1. Actual cost of subsistence and lodging
2. Actual cost of postage and shipping fees
3. Actual cost of materials required for the project used in surveying, drafting and associated activities
4. Actual cost of special tests and services of special consultants, if required

Effective 1/1/2026



3465 Curry Lane
Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
325.695.1070

4920 S. Loop 289, Suite 106
Lubbock, TX 79414
806.368.6375

36 E. Twohig, Suite 101
San Angelo, TX 76903
325.695.1070

1925 Fort Worth Highway
Weatherford, TX 76086
817.594.9880



Henry Arredondo <h.arredondo@ci.alpine.tx.us>

Complete with DocuSign: 00. TCM Enrollment Form - City of Alpine 6.2026.pdf, BOB List of Account...

1 message

WTNB Treasury Management Team via DocuSign <dse_NA3@docuSign.net>

Reply-To: WTNB Treasury Management Team <treasurymgmt@wtnb.com>

To: Henry Arredondo <h.arredondo@ci.alpine.tx.us>



WEST TEXAS NATIONAL
MEMBER FDIC  EQUAL HOUSING



WTNB Treasury Management Team sent you a document to review and sign.

Review Documents

WTNB Treasury Management Team
treasurymgmt@wtnb.com

Henry Arredondo,

Complete with DocuSign: 00. TCM Enrollment Form - City of Alpine 6.2026.pdf, BOB List of Accounts.pdf, 00. Digital Banking Agreement - City of Alpine 6.2026.pdf, 2. TM Services Main Agreement - City of Alpine 6.2026.pdf, ACH Agreement - City of Alpine 6.2026.pdf, P 6.2026.PDF, Wire Transfer Agreement - City of Alpine 6.2026.pdf

Thank You, WTNB Treasury Management Team

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CITY COUNCIL AGENDA ITEM REPORT

July 21, 2026

Agenda Item No. 15A

Department: City Attorney

Sponsor: Henry Arredondo, City Manager

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



AGENDA ITEM

Consultation with Attorney § 551.071, Texas Government Code:

- a. Consultation with City Attorney regarding the receipt of a Dis-annexation Petition for the properties known respectively as 2701 US 90, 2801 A US 90, and 2801 B US 90, Alpine, TX. (H. Arredondo, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY 2025-2026: N/A

Additional Funding: N/A

APPROVERS

Alexandra Tackett, Deputy City Secretary