



City of Alpine
REGULAR CITY COUNCIL MEETING
803 W. Holland Avenue, Alpine, Texas 79830
Tuesday, October 12, 2021 - 5:30 P.M.

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a meeting at 5:30 P.M. October 12, 2021 in the City Council Chambers, at 803 West Holland, in the City of Alpine, Texas for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act (V.T.C.A, Government Code § 551.043).

PUBLIC NOTICE – THE USE OF CELLULAR PHONES AND SOUND ACTIVATED PAGERS ARE PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL.

Members of the Audience will be provided an opportunity to address the Council on any agenda item after determination of quorum and proof of notice of the meeting. Remarks will be limited to a total of 3 minutes per person. Please speak into the microphone located at the podium and state your name and address. If you have a petition or other information pertaining to your subject, please present it to the City Secretary. State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but, if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. **NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED.** The Mayor and/or City Council Members may call a Point of Order to stop Personal Attacks. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

AGENDA

- 1. Call to Order, Invocation, and Pledge of Allegiance to the Flag.**
- 2. Determination of a Quorum and Proof of Notice of the Meeting.**
- 3. Public Comments – (limited to 3 minutes per person)**
- 4. Presentation, Recognitions, and Proclamations –**

1. Presentation to Rawles Williams for his 4 years of service to the Planning & Zoning Commission.

5. Reports -

City Mayor Report

City Attorney Report

City Manager Report

- Grant Matrix – Future Applications
- Water & Wastewater Updates
- Sanitation Survey
- Community Wide Vaccination Clinics – Flu & Covid
- Airport TXDOT Project Update

City Staff Update

- Gas Utility Department Updates by Randy Guzman
- Police Department Updates by Chief Darrell Losoya

6. Public Hearings -

1. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Applications.

7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.)

Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

1. Approval of September 21, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of Amit Rangra to Chair of the Planning & Zoning Commission, Ward 1 (J. Stokes, City Council)
3. Approval of Animal Control Job Descriptions (M. Antrim, Interim City Manager)
4. Approval of 4th Quarter Investment Report (M. Antrim, Interim City Manager)
5. Approval of Short Term Rental Special Use Permit Applications for:
 - a. **612 E. Ave E:** Owners of Record are Dana Dee Andrade.
 - b. **1208 E. Ave F:** Owners of record are Robert and Sandra Rice

(M. Antrim, Interim City Manager)

8. Information or Discussion items –

1. Municipal Court update including number of cases pending, number of cases disposed of and disposition, & dismissals and reasons for dismissal (C. Rodriguez, City Council)
2. Discuss ongoing issues with Holiday Inn Lift Station (M. Antrim, Interim City Manager)
3. Discuss Union Pacific notice on increased speed in or around Alpine, Texas from 50mph to 70mph (J. Stokes, City Council)

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

1. Approve Declaration of Local State of Disaster due to International Border Crisis (M. Antrim, Interim City Manager)
2. Approve Resolution 2021-10-01, a resolution authorizing the City to participate in the State Homeland Security – FY 2022 Operation Lone Star Grant Program (M. Antrim, Interim City Manager)
3. Approve FY 2021-2022 Tax Collection Agreement with Brewster County (M. Antrim, Interim City Manager)
4. Approve recommendation from the Airport Advisory Board for Council to direct City Manager to use a portion of budgeted street monies currently available for construction of necessary taxiways that will connect Hangar 43-46 to existing taxiway system (M. Antrim, Interim City Manager)
5. Approve the contract for City Attorney (M. Antrim, Interim City Manager)

10. City Council Member Comments – No discussion or action may take place.

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the 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 551.086 (economic development).

11. Executive Session –

1. Deliberate and consider sale of City property located in Block 27, Original Townsite to the City of Alpine (M. Antrim, Interim City Manager)

12. Action – Executive Session –

1. Action, if any, concerning sale of City property located in Block 27, Original Townsite to the City of Alpine (M. Antrim, Interim City Manager)

13. Adjournment.

CERTIFICATION

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on October 8, 2021, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.



Geoffrey R. Calderon, City Secretary



AGENDA

1. **Call to Order, Invocation, and Pledge of Allegiance to the Flag.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentation, Recognitions, and Proclamations** –
 1. Presentation to Rawles Williams for his 4 years of service to the Planning & Zoning Commission.

Certificate of Honor and Recognition

hereby presented to

Rawles Williams

On the 12th day of October 2021
For his 4 years of Service to the City of Alpine
Planning & Zoning Commission

Presented by

Andres "Andy" Ramos
Mayor

Attest:



Geoffrey R. Calderon
City Secretary

5. Reports -

City Mayor Report

City Attorney Report

City Manager Report

- Grant Matrix – Future Applications
- Water & Wastewater Updates
- Sanitation Survey
- Community Wide Vaccination Clinics – Flu & Covid
- Airport TXDOT Project Update

City Staff Update

- Gas Utility Department Updates by Randy Guzman
- Police Department Updates by Chief Darrell Losoya

City Staff Update

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- **Gas Utility Department Updates by Randy Guzman**

CITY OF ALPINE GAS DEPARTMENT



Know what's below
Call before you
dig

CITY OF ALPINE GAS DEPARTMENT

2021 REPORT

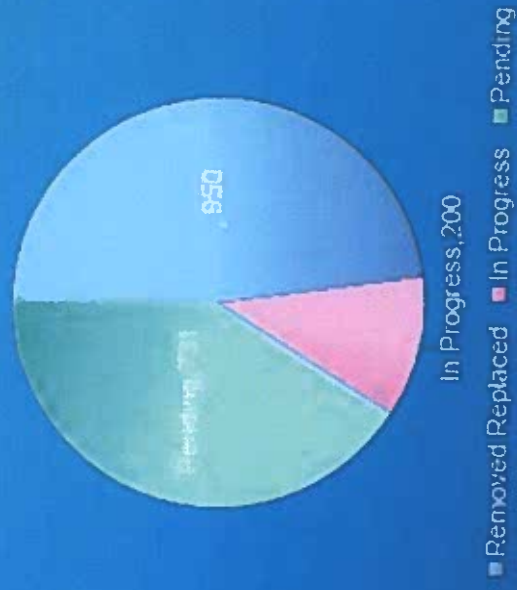
- ▶ **City of Alpine Distribution Overview**
- ▶ **Distribution Integrity Management Plan (DIMP) Distribution Facilities Replacement Program**
- ▶ **Gas Sales and Purchases**
- ▶ **2021 Leak Survey**
- ▶ **2021 TML Audit**

ALPINE DISTRIBUTION SYSTEM QUICK OVERVIEW

- ▶ The City of Alpine provides natural gas to the citizens of Alpine and Fort Davis.
- ▶ The City of Alpine operates 73 miles of main, of which 58 miles are located in Alpine and 15 miles are in Fort Davis.
- ▶ The City of Alpine has implemented a distribution facilities replacement program in accordance with Texas Administrative Code Rule 8.209 (Distribution Facilities Replacements Section (F) #3.)
- ▶ In accordance with TAC 8.209 The City of Alpine will replace 1786 ft of steel mains in Alpine and 1580 ft in Fort Davis.

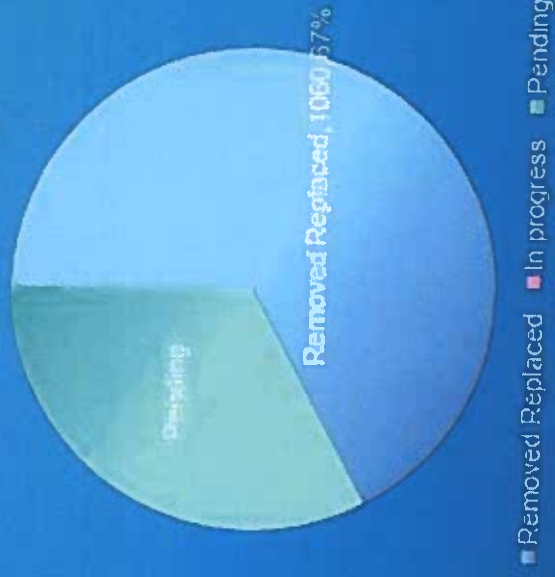
2021 ALPINE FACILITIES REPLACEMENT PROGRESS

Steel Goal (1786 ft)



2019 FORT DAVIS DIMP PROGRESS

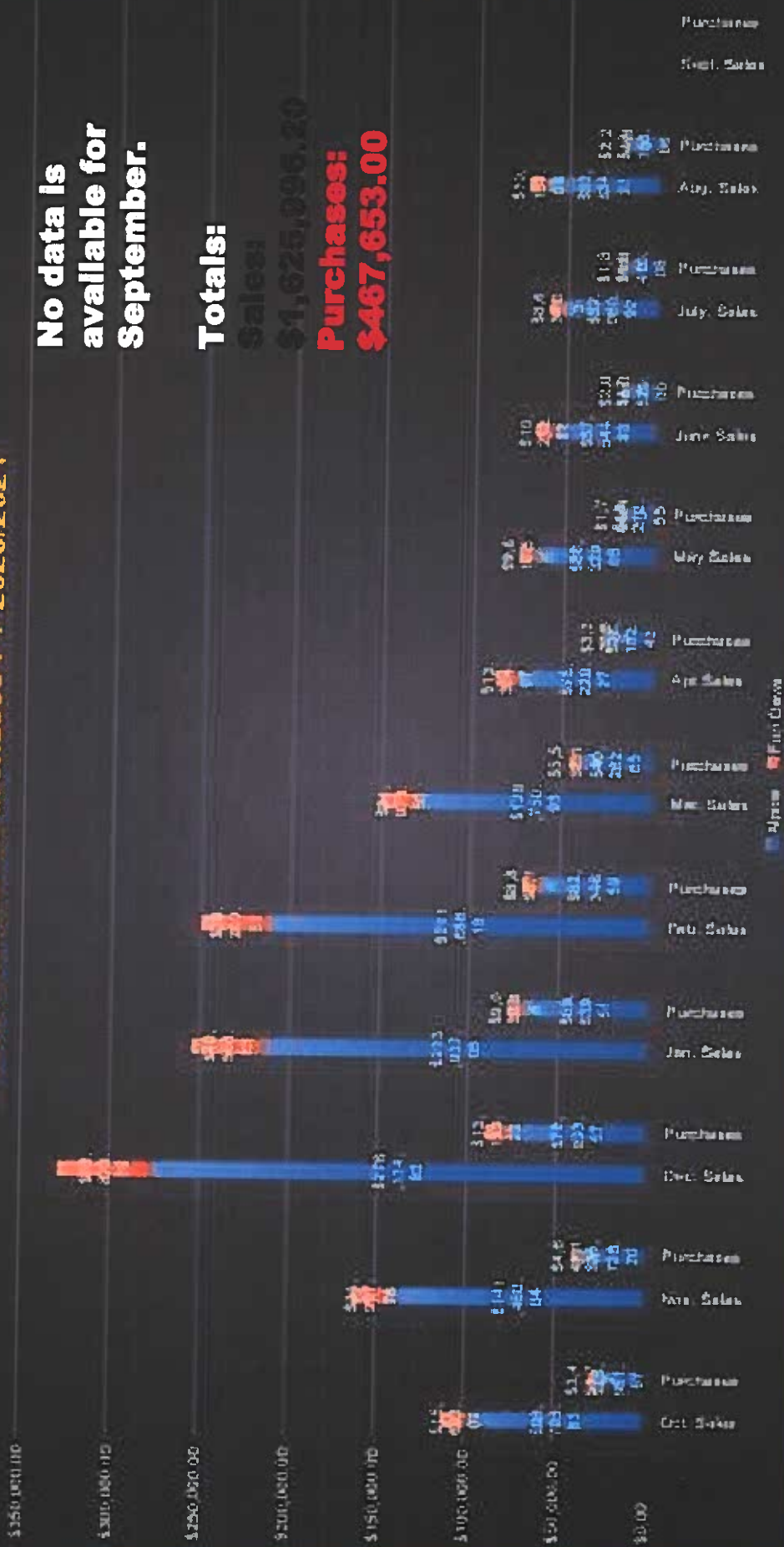
Steel Goal (1580 ft)



Gas Sales and Purchases FY 2020/2021

No data is available for September.

Totals:
Sales: \$1,625,095.20
Purchases: \$467,653.00

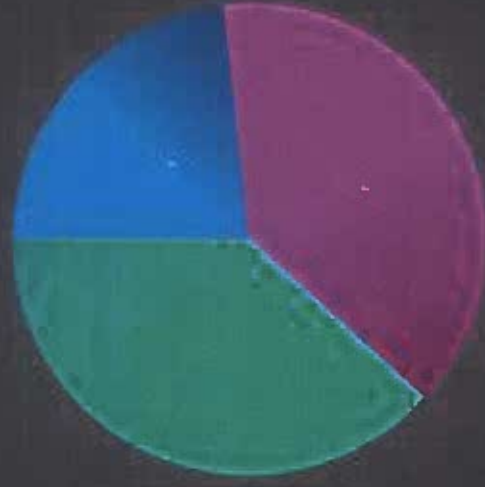


2021 LEAK SURVEY

- ▶ The City of Alpine conducted its annual leak survey in May of this year, Leak Detection Services performed the survey.
- ▶ The leak survey revealed a total of 13 leaks in Alpine and None in Fort Davis.
- ▶ Alpine had 8 below ground leaks and 5 above ground leaks.
 - ▶ Grade 1 Leaks – 0 **For Immediate Repair No Leaks**
 - ▶ Grade 2 Leaks – 1 **Up to 6 Months for repair Repaired**
 - ▶ Grade 3 Leaks – 12 **Up to 3 Years for repair 7 Repaired**
- ▶ Fort Davis did not have any leaks on leak survey in 2021

2021 LEAK SURVEY LEAKS ALPINE (62% COMPLETE)

LEAK SURVEY 2021



Below Ground Repaired Below Ground Unrepaired Above Ground Repaired Above Ground Unrepaired

TML AUDITS

▶ 2019 Performance Rating	98%
▶ 2020 Performance Rating	99%
▶ 2021 Performance Rating	Results Pending

TML AUDIT RECOMMENDATIONS

- ▶ Continue to review covered tasks and abnormal operating procedures in the operations and maintenance manual and update as necessary.
- ▶ Qualify and re-qualify personnel as necessary on covered task procedures and response to abnormal operating conditions and document the meetings.
- ▶ Review drug and alcohol testing procedures to ensure compliance.
- ▶ Review the damage prevention and public awareness programs as necessary
- ▶ Review the expanded requirements for Excess Flow Valves (EFVs).

TML AUDIT RECOMMENDATIONS CONT.

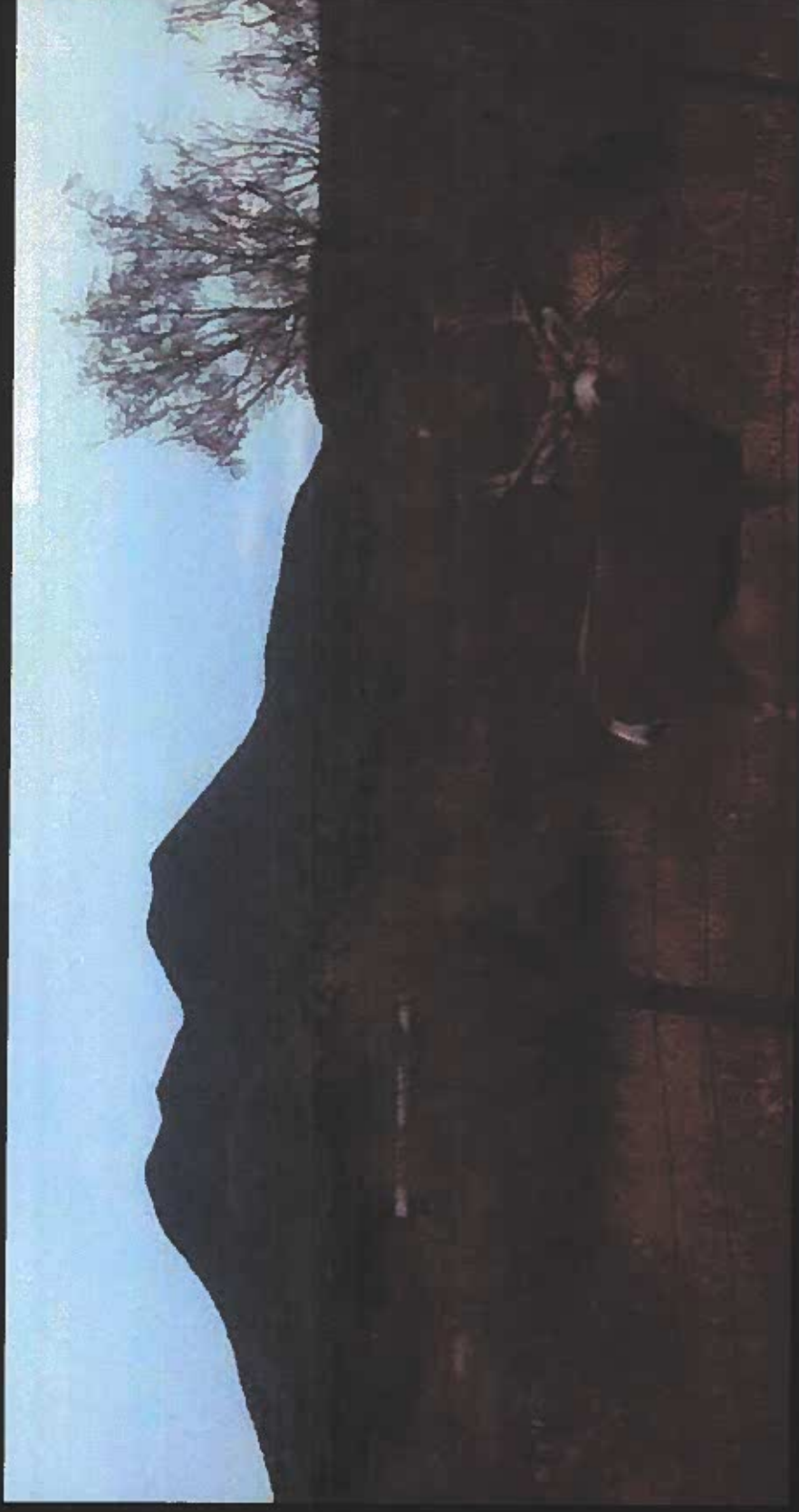
- ▶ Review the Distribution Integrity Management Plan (DIMP) annually and update as necessary. DIMP records must be kept for 10 years.
- ▶ It is also recommended the operator consider purchasing a Remote Methane Leak Detector (RMLD) to reduce the cost of repeated leak surveys and improve emergency response.
- ▶ The system should also be inspected to ensure adequate protection from atmospheric corrosion.



Know what's below
Call
before you dig

- **Police Department Updates by Chief Darrell Losoya**

ALPINE POLICE DEPARTMENT



LOCAL EVENTS

- ACTIVE SHOOTER TRAINING 8/16-19
- LEGISLATIVE UPDATE – 9/7
- 9/11 ALPINE CBP - MEMORIAL
- 9/11 APPRECIATION MEAL-ALPINE MEMORIAL FUNERAL
- CHILD ABDUCTION RESPONSE TRAINING 9/21-23
- SENIOR CIRCLE AT BIG BEND REGIONAL 9/24
- HIDTA MEET AND GREET 9/28
- SUL ROSS RODEO 9/23-25
- NATIONAL NIGHT OUT 10/5

ACTIVE SHOOTER TRAINING

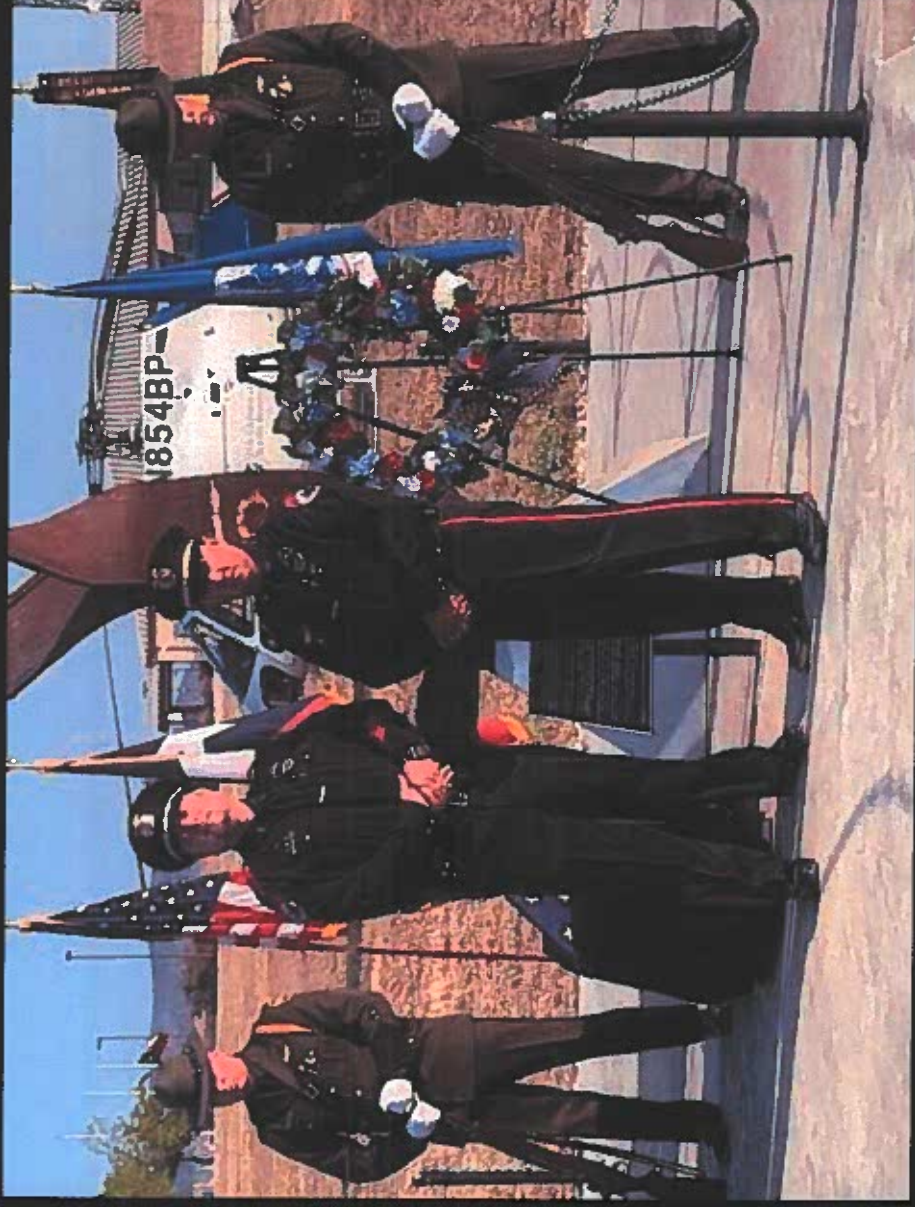
AUGUST 16



87TH LEGISLATIVE UPDATE



ALPINE CBP STATION 9/11 MEMORIAL



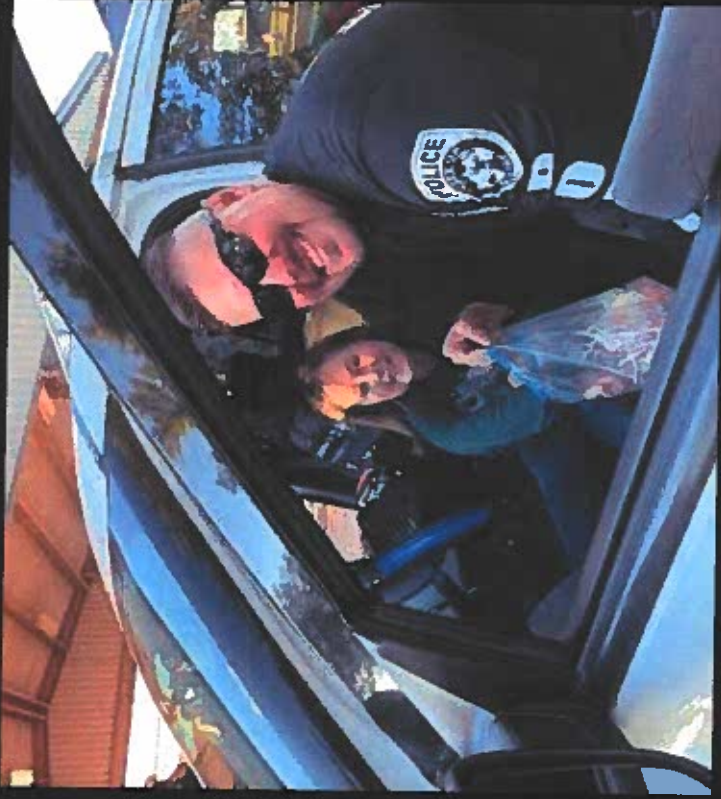
9/11 APPRECIATION MEAL ALPINE MEMORIAL FUNERAL HOME





POLICE-COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT 10/5



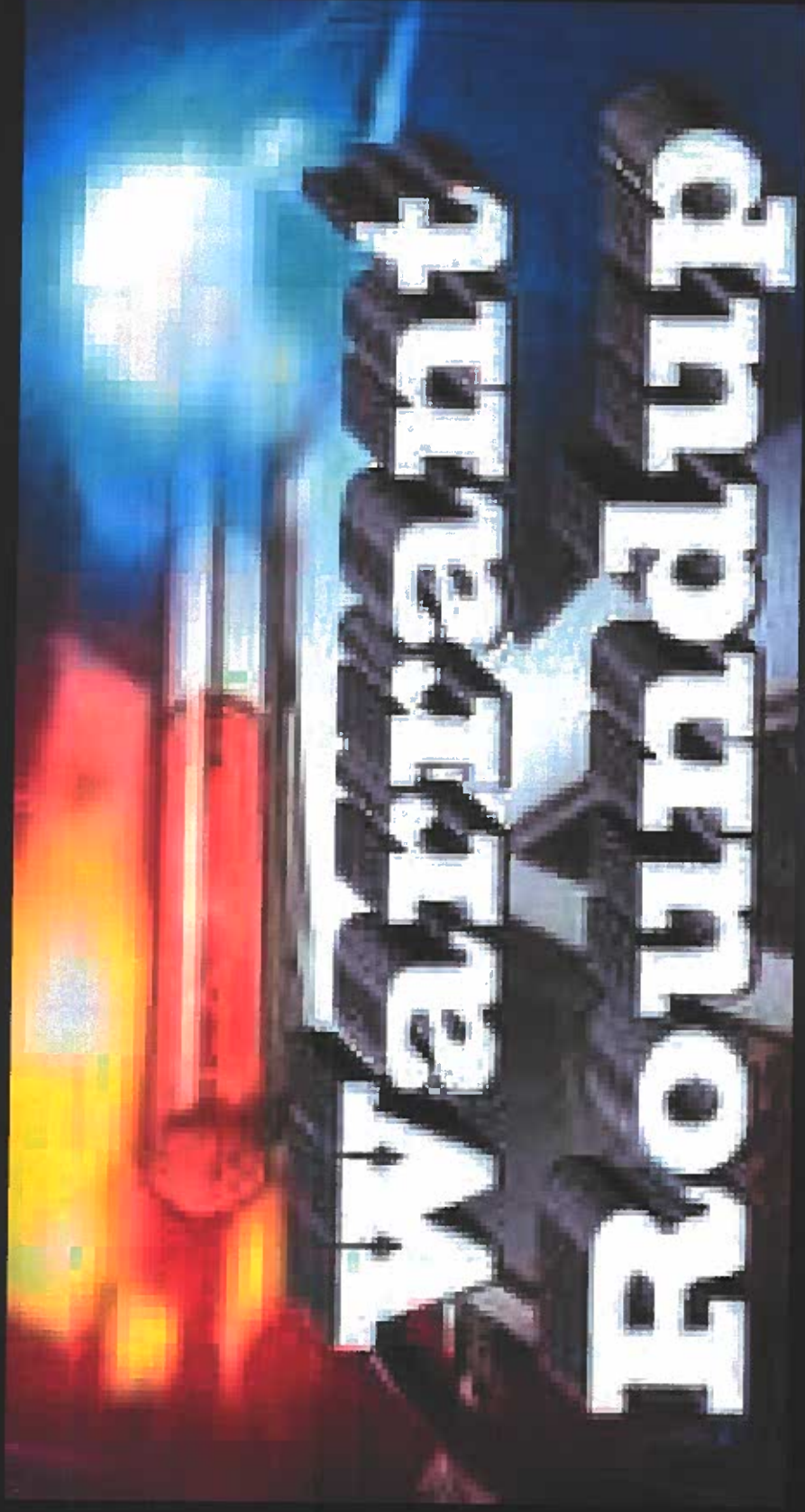
ALPINE PUBLIC SCHOOLS

- ACTIVE SHOOTER RESPONSE TRAINING
- SEX OFFENDER ADVISORY LIST
- FOLLOWING SCHOOL BUSES WITHIN THE CITY LIMITS
 - BEFORE AND AFTER SCHOOL
- MAINTAIN PATROL AROUND BUCK STADIUM DURING FOOTBALL GAMES
- ASSISTED SHERIFF'S OFFICE SCHOOL RESOURCE OFFICER IN MAINTAINING SCHOOL SECURITY

UPCOMING FALL EVENTS

- DOMESTIC VIOLENCE AWARENESS MARCH
- ALPINE HIGH SCHOOL HOMECOMING PARADE AND BONFIRE.
- AMS/AHS FOOTBALL GAMES
- SRSU HOME FOOTBALL GAMES
- PUMPKIN PATCH – AES

CITY OF ALPINE MUNICIPAL COURT



CITY OF ALPINE MUNICIPAL COURT

- IMPROVED WORKING RELATIONSHIP WITH THE MUNICIPAL COURT CLERK AND MAGISTRATE.
- COORDINATED THE WARRANT ROUNDUP FOR OCTOBER 19TH.

SEPTEMBER

- 268 – 911 CALLS
 - 3 Fire
 - 56 Ambulance
 - 522 Police
- Police Cases
 - 26 Cases - 4 Motor Vehicle Accidents
- 11 MOTOR VEHICLE ACCIDENT REPORTS
- 31 CITATIONS
- * ATTEMPTED SUICIDE

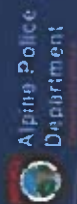
WE'RE HIRING

- CURRENTLY THERE ARE POSITIONS OPEN FOR POLICE OFFICERS AND DISPATCHERS
- 1 DISPATCH
- 3 POLICE OFFICERS

We're HIRING



TELECOMMUNICATIONS OFFICER
ARE YOU UP FOR THE CHALLENGE?

 Alpine College

Year	Number of cases	Number of deaths
1990	10	0
1991	15	0
1992	20	0
1993	25	0
1994	30	0
1995	35	0
1996	40	0
1997	45	0
1998	50	0
1999	55	0
2000	60	0
2001	65	0
2002	70	0
2003	75	0
2004	80	0
2005	85	0
2006	90	0
2007	95	0
2008	100	0
2009	105	0
2010	110	0
2011	115	0
2012	120	0
2013	125	0
2014	130	0
2015	135	0
2016	140	0
2017	145	0
2018	150	0
2019	155	0
2020	160	0
2021	165	0
2022	170	0
2023	175	0
2024	180	0
2025	185	0
2026	190	0
2027	195	0
2028	200	0
2029	205	0
2030	210	0
2031	215	0
2032	220	0
2033	225	0
2034	230	0
2035	235	0
2036	240	0
2037	245	0
2038	250	0
2039	255	0
2040	260	0
2041	265	0
2042	270	0
2043	275	0
2044	280	0
2045	285	0
2046	290	0
2047	295	0
2048	300	0
2049	305	0
2050	310	0
2051	315	0
2052	320	0
2053	325	0
2054	330	0
2055	335	0
2056	340	0
2057	345	0
2058	350	0
2059	355	0
2060	360	0
2061	365	0
2062	370	0
2063	375	0
2064	380	0
2065	385	0
2066	390	0
2067	395	0
2068	400	0
2069	405	0
2070	410	0
2071	415	0
2072	420	0
2073	425	0
2074	430	0
2075	435	0
2076	440	0
2077	445	0
2078	450	0
2079	455	0
2080	460	0
2081	465	0
2082	470	0
2083	475	0
2084	480	0
2085	485	0
2086	490	0
2087	495	0
2088	500	0
2089	505	0
2090	510	0
2091	515	0
2092	520	0
2093	525	0
2094	530	0
2095	535	0
2096	540	0
2097	545	0
2098	550	0
2099	555	0
2100	560	0

臺灣省立美術館 主辦

COMMUNITY ORIENTED POLICING

Alpine Police Department's main goal is and always will be is to put our community first. We have programs and events throughout the year to interact with our citizens and visitors. This is a way to partner with our community in the fight against crime.

QUESTIONS?

6. Public Hearings -

1. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Applications.



Geo Calderon <g.calderon@ci.alpine.tx.us>

Special use permit application

1 message

amelia rodriguez <arod49812@yahoo.com>

Mon, Oct 4, 2021 at 3:20 PM

Reply-To: amelia rodriguez <arod49812@yahoo.com>

To: "g.calderon@ci.alpine.tx.us" <g.calderon@ci.alpine.tx.us>

Property in question at 1208 E AveF, Alpine, TX.

We ,at 1302 E. Ave F, object to to this special use permit.

The owners abused our disposal units all through their construction period. Construction material overfill made it impossible for anyone else to use the containers.

The owners weren't concerned of what they were doing to their neighbors.

This short-term rental allowing many of unknown persons to the neighborhood is not safe for our children.

Amelia Rodriguez

1302 E. Ave. F

Alpine, TX

432 837-1895

Sent from Yahoo Mail on Android

7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, board appointments, etc.)

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2. Approval of Amit Rangra to Chair of the Planning & Zoning Commission, Ward 1 (J. Stokes, City Council)
3. Approval of Animal Control Job Descriptions (M. Antrim, Interim City Manager)
4. Approval of 4th Quarter Investment Report (M. Antrim, Interim City Manager)
5. Approval of Short Term Rental Special Use Permit Applications for:
 - a. **612 E. Ave E:** Owners of Record are Dana Dee Andrade.
 - b. **1208 E. Ave F:** Owners of record are Robert and Sandra Rice(M. Antrim, Interim City Manager)

1. Approval of September 21, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)

**City of Alpine
Regular City Council Meeting
Tuesday, September 21, 2021
5:30 P.M.
Minutes**

REGULAR CITY COUNCIL MEETING - 5:30 P.M.

1. **Call to Order & Pledge of Allegiance.** – Mayor Andres Ramos called the meeting to order. The meeting was held at the City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. **Determination of a Quorum and Proof of Notice of the Meeting** – Councilor Judy Stokes, Councilor Chris Rodriguez, Councilor Sara Tandy, Councilor Martin Sandate, and Councilor Jerry Johnson attended at the City Council Chambers. Interim City Manager, Megan Antrim, and City Secretary, Geoffrey Calderon, attended at the City Council Chambers. City Secretary, Geoffrey Calderon, reported that the agenda was posted at 2:00 P.M. on September 17, 2021.
3. **Public Comments** – (limited to 3 minutes per person) – Dr. Avinash Rangra, Deborah Derden, Katie Nixon, Oscar Cobos, Rick Stephens.
4. **Presentation, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None
5. **Reports** – Copies of the charts presented during the meeting are posted on the City website at www.cityofalpine.com/cmreports – None

City Mayor's Report

City Attorney's Report

City Manager Report

- COVID Update
- Paving Update

City Staff Updates

6. Public Hearings –

1. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-09-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the fiscal year beginning October 1, 2021 and ending September 30, 2022;

appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; adopting the annual budget of the City of Alpine for the fiscal year 2021-2022.

2. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-09-02, an ordinance adopting the FY 2021-2022 tax rate for the City of Alpine. A tax rate of \$0.508345 per \$100 valuation has been recommended for FY 2021-2022. Maintenance and Operations is \$0.468819 and Interest and Sinking is \$.039526 on each \$100 valuation of property.
3. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-09-03, an ordinance amending the FY 2020-2021 Budget.
4. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Applications.

7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, Board appointments, etc.) – (Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.) –

1. Approval of September 7, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of September 14, 2021 Special Meeting Minutes (M. Antrim, Interim City Manager)
3. Approval of the appointment of Patsy Culver to Chair of the Animal Advisory Board (J. Stokes, City Council)
4. Approval of the appointment of Karen Cantrell to Parks & Recreation Board, Ward 1 (J. Stokes, City Council)
5. Approval of Resolution 2021-09-29, a resolution establishing a Mental Health Leave Policy as required by Senate Bill 1359 (M. Antrim, Interim City Manager)
6. Approve Resolution 2021-09-30, a resolution designating the Alpine Avalanche as the official newspaper for FY 2021-2022 (M. Antrim, Interim City Manager)
7. Approval of Resolution 2021-09-31, a resolution approving the Hotel Occupancy Tax Committee recommendation to allocate \$10,000 from FY 2020-2021 hotel occupancy tax funds - Sports, to the Sul Ross State University Rodeo (M. Antrim, Interim City Manager)
8. Approval of Short Term Rental Special Use Permit Applications for:
 - a. 1615 Uvalde St: Owner of Record is Aldo Valenzuela.
 - b. 801 E Avenue E: Owner of record is Kim Langridge.

(M. Antrim, Interim City Manager)

Councilor Rodriguez requested that Consent Agenda Item 7 be removed from the normal sequence of the consent agenda for further discussion and action.

RESOLUTION 2021-09-35: A motion was made by Councilor Tandy and seconded by Councilor Sandate to approve the seven items, excluding item 7. The motion was unanimously adopted.

RESOLUTION 2021-09-36: A motion was made by Councilor Rodriguez and Seconded by Councilor Johnson to approve Resolution 2021-09-31, a resolution approving the Hotel Occupancy Tax Committee recommendation to allocate \$10,000 from FY 2020-2021 hotel occupancy tax funds – Sports, to the Sul Ross State University Rodeo. The motion was unanimously adopted.

8. Information or Discussion items –

1. Discuss the sale of two wastewater dewatering sludge boxes (M. Antrim, Interim City Manager)
2. Discuss upcoming fiscal year request for proposals and/or qualifications (M. Antrim, Interim City Manager)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting. After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, or own businesses or property in the City Limits of Alpine, will be allowed to speak if there is time available.) –

1. Approve Alltech Engineering Corporation, the lowest bidder, for the Wastewater Treatment Plant Improvements Project (Automated Bar Screen Installation/ Aerator/Motor Installation / Dissolved Oxygen Probe / Mobilization, Bonding, and Insurance) (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-37: A motion was made by Councilor Tandy and seconded by Councilor Stokes to approve Alltech Engineering Corporation, the lowest bidder, for the Wastewater Treatment Plant Improvements Project. The motion was unanimously adopted.

2. Approve second and final reading of Ordinance 2021-09-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the fiscal year beginning October 1, 2021 and ending September 30, 2022; appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; adopting the annual budget of the City of Alpine for the fiscal year 2021-2022 (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-38: A motion was made by Councilor Tandy and seconded by Councilor Stokes to approve the second and final reading of 2021-09-01, an ordinance making appropriations for the support of the City of Alpine, Texas. A roll call vote was taken and the council voted in the following manner:

Councilor Johnson: For the motion.

Councilor Sandate: For the motion.

Councilor Tandy: For the motion.

Councilor Rodriguez: Against the motion.

Councilor Stokes: For the motion.

The motion to approve Ordinance 2021-09-04 was adopted 4 to 1.

RESOLUTION 2021-09-39: A motion was made by Councilor Rodriguez to extend the current fiscal year budget until the end of October, at least, prorating all revenues and expenses for the month until the Council can fully understand the budget. The motion was not seconded. The motion was lost.

3. Approve the second and final reading of Ordinance 2021-09-03, an ordinance amending the FY 2020-2021 budget (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-40: A motion was made by Councilor Rodriguez and seconded by Councilor Johnson to amend the second and final reading to incorporate the repair addition of a curb at the Old Apache Building. Discussion took place. Councilor Rodriguez requested that the motion be withdrawn. There being no objection, the motion was withdrawn.

RESOLUTION 2021-09-41: A motion was made by Councilor Tandy and seconded by Councilor Stokes to approve the second and final reading of Ordinance 2021-09-03. The motion was unanimously adopted.

4. Approve Resolution 2021-09-32, a resolution approving the City of Alpine appointment of Jerry Johnson, Mayor Pro Tem, to the Brewster County Appraisal District Board of Directors (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-42: A motion was made by Councilor Stokes and seconded by Councilor Sandate to approve Resolution 2021-09-32, a resolution approving the City of Alpine appointment of Jerry Johnson, Mayor Pro Tem, to the Brewster County Appraisal District Board of Directors. The motion was unanimously adopted.

5. Approve Resolution 2021-09-33, a resolution authorizing the City of Alpine to Participate in the 2022 Regional Solid Waste Grant Program (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-43: A motion was made by Councilor Tandy and seconded by Councilor Stokes to approve Resolution 2021-09-33. The motion was unanimously adopted.

6. Approve Resolution 2021-09-34, a resolution amending Utilities Fees pursuant to Chapter 98 - Utilities to the Alpine Code of Ordinances (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-44: A motion was made by Councilor Rodriguez to table the item, pending workshops. The motion was not seconded. The motion was lost.

RESOLUTION 2021-09-45: A motion was made by Councilor Tandy and seconded by Councilor Sandate to approve Resolution 2021-09-34, a resolution amending Utilities Fees pursuant to Chapter 98. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted to approve the motion. Councilor Rodriguez voted against the motion. The motion was adopted 4 to 1.

7. Approve changes to the City Attorney contract (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-46: A motion was made by Councilor Tandy and seconded by Councilor Rodriguez to approve changes to the City Attorney contract. Councilor Rodriguez voted to approve the motion. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted against the motion. The motion failed 4 to 1.

8. Approve Letter of Engagement from Gibson, Ruddock, Patterson, LLC to perform a single audit for the City of Alpine FY 2020-2021 (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-47: A motion was made by Councilor Rodriguez and seconded by Councilor Johnson to approve Letter of Engagement from Gibson, Ruddock, Patterson, LLC to perform a single audit for the City of Alpine FY 2020-2021. The motion was unanimously adopted.

9. Approve installation of a curb at the Old Apache Building located at 501 W. Gallego Street (C. Rodriguez, City Council)

RESOLUTION 2021-09-48: A motion was made by Councilor Rodriguez to approve the installation of a curb at the Old Apache Building located at 501 W. Gallego Street. The motion was not seconded. The motion was lost.

10. Approve the second and final reading of Ordinance 2021-09-02, an ordinance adopting the FY 2021-2022 tax rate for the City of Alpine. A tax rate of \$0.508345 per \$100 valuation has been recommended for FY 2021-2022. Maintenance and Operations is \$0.468819 and Interest and Sinking is \$.039526 on each \$100 valuation of property (M. Antrim, Interim City Manager)

RESOLUTION 2021-09-49: A motion was made by Councilor Rodriguez and seconded by Councilor Tandy to approve the second and final reading of Ordinance 2021-09-02, an ordinance adopting the FY 2021-2022 tax rate for the City of Alpine. A tax rate of \$0.508345 per \$100 valuation has been recommended for FY 2021-2022. Maintenance and Operations is \$0.468819 and Interest and Sinking is \$.039526 on each \$100 valuation of property. The motion was unanimously adopted.

10. **City Council Member Comments and Answers** – No discussion or action may take place.

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, Pursuant to Texas Government Code 551.071 (consultation with an 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 551.086 (economic development)

11. **Executive Session** – None

12. **Action – Executive Session** – None

There being no further business, the meeting was adjourned.

13. **Adjourn.** (6:53 P.M.)

ATTEST:

Andres “Andy” Ramos, Mayor

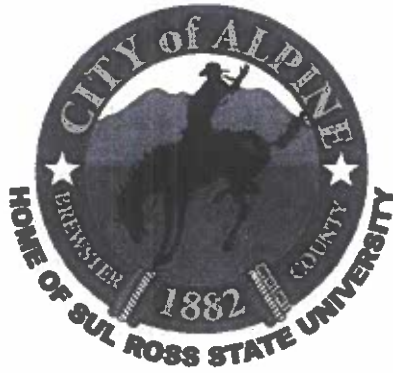
Geoffrey R. Calderon, City Secretary

CERTIFICATION

I, Geoffrey R. Calderon, City Secretary, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on September 17, 2021, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (432) 837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.

Geoffrey R. Calderon, City Secretary

2. Approval of Amit Rangra to Chair of the Planning & Zoning Commission, Ward 1 (J. Stokes, City Council)



**CITY OF ALPINE
ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE**

Name: AMIT RANGRA

Street Address: 502 E. JUNE ST.

City, State & Zip: Alpine, Tx 79830

Phone Number: 432-386-0280

E-Mail: precinctchair1@gmail.com

Occupation: longtime business owner

How long have you been a resident of or involved with Alpine?: 49 yrs.

Are you a qualified voter of the City of Alpine?: Yes

Board or Commission you have interest in servicing on: Planning & Zoning

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

Graduated from Alpine High School in 1989.

Graduated from Sul Ross State Univ. w/ B.A. Psychology.

Animal Advisory Board member since 2008. Chaired board
for nearly ten years. Within the first two

years of my chairmanship, working hand-in-hand with both the City and the Humane Society, my board and I helped to resolve the stalemate that saw no movement on locating and building a new animal shelter for nearly fifteen years.

Seeing the animal shelter finally built is one of my proudest leadership experiences.

Served on the Alpine Housing Authority.

Elected Democratic Precinct 1 Chair.

Please state why you wish to service the City of Alpine as a member of a board or commission:

I have extensive years of experience serving the public trust for the citizens of Alpine. Along with my board memberships, I chaired two separate committees charged with cleaning up and clarifying the language in the Alpine City Charter.

I wish to continue to serve.

Do you currently, or have you in the past served the City of Alpine? Yes _____ No: X

If yes, in what capacity? _____

How long? _____

Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine? Yes _____ No: X

If yes, please explain: _____

Signature: 

Date: _____

3. Approval of Animal Control Job Descriptions (M. Antrim, Interim City Manager)

ACO
NEW JOB
DESCRIPTIONS

Animal Control Supervisor

Department: Animal Control

Division: Police

Supervisor: Chief of Police

Salary: Non-exempt

Status: Full-Time

\$31,324.80 - \$46,883.20 Annually

\$2,610.40 - \$3,906.93 Monthly

\$15.06 - \$22.54 Hourly

Education and Experience: A minimum of a High School diploma or GED is required and two (2) years of higher education in veterinary medicine. Minimum of 2 years of experience as a supervisor of animal care services and customer service. Experience in public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License, basic ACO certification and Euthanasia Certification from the Texas Department of Health. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Supervisor will work under direct supervision of the Chief of Police. As the leader of the Animal Shelter staff this is a highly independent and responsible position ensuring the animal control facility is operated in compliance with all federal, state and local regulations.

Typical Duties

- Manage all day to day operations at the Alpine Animal Shelter.
- Oversee all Animal Control Offices in field operations, enforcement and investigations.
- Assist in developing and maintaining the Animal Shelter annual budget.
- Provide support, training, guidance, expertise and coaching and discipline for Animal Shelter employees.
- Conduct annual performance reviews.
- Track continuing education hours of staff to ensure certifications are maintained.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Manage employee scheduling to ensure business needs are being met.
- Participate in the planning and development of shelter policy and procedures.
- Assist in various aspects of community outreach, coordinating and providing animal related training to a range of government agencies, private sector businesses and the general public.
- Contribute to programs and services that support the shelter goals.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Ability in planning and organizing work of others.

Animal Control Supervisor

Department: Animal Control

Division: Police

Supervisor: Chief of Police

Salary: Non-exempt

Status: Full-Time

\$31,324.80 - \$46,883.20 Annually

\$2,610.40 - \$3,906.93 Monthly

\$15.06 - \$22.54 Hourly

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.
- Ability to train others.
- Knowledge of municipal financial planning, budgeting and management.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

Animal Control Officer I**Department: Animal Control****\$28,080.00 - \$28,800.00****Division: Police****Annually****Supervisor: Animal Control****\$2,340.00 - \$2,400.00 Monthly****Supervisor Salary: Non-Exempt****\$13.50 - \$15.00 Hourly****Status: Full-Time**

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations is a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to the animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of the facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Maintaining logs, records and other documentation of animal observation, care, capture intake and outcome.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.

Animal Control Officer I

Department: Animal Control

\$28,080.00 - \$28,800.00

Division: Police

Annually

Supervisor: Animal Control

\$2,340.00 - \$2,400.00 Monthly

Supervisor Salary: Non-Exempt

\$13.50 - \$15.00 Hourly

Status: Full-Time

- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

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Employee Signature & Date

Employee's Printed Name

Animal Control Officer II**Department: Animal Control****Division: Police****Supervisor: Animal Control****Supervisor Salary: Non-Exempt****Status: Full-Time**

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in animal care services, customer service, public relations, community service programs or non-profit organizations is a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Possess Euthanasia Certification from the Texas Department of Health or obtain within 120 days after appointment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to the animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Performing Euthanasia as needed.
- Cleaning and maintenance of the facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Maintaining logs, records and other documentation of animal observation, care, capture, intake, and outcome.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.

Animal Control Officer II

Department: Animal Control

Division: Police

Supervisor: Animal Control

Supervisor Salary: Non-Exempt

Status: Full-Time

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

- Ability to train others.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

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Employee Signature & Date

Employee's Printed Name

Animal Control Officer III
Department: Animal Control
Division: Police
Supervisor: Animal Control
Supervisor Salary: Non-Exempt
Status: Full-Time

\$34,320.00 - \$41,600.00 Annually
\$2,860.00 - \$3,466.67 Monthly
\$16.50 - \$20.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in animal care services, customer service, public relations, community service programs or non-profit organizations is a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Possess Euthanasia Certification from the Texas Department of Health or obtain within 120 days after appointment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to the animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Train and lead Animal Control Officers working in the field while performing duties such as, investigation techniques, bite reporting, and injured animal handling.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Performing euthanasia as needed.
- Cleaning and maintenance of the facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal observation, care, capture, intake and outcome.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.

Animal Control Officer III
Department: Animal Control
Division: Police
Supervisor: Animal Control
Supervisor Salary: Non-Exempt
Status: Full-Time

\$34,320.00 - \$41,600.00 Annually
\$2,860.00 - \$3,466.67 Monthly
\$16.50 - \$20.00 Hourly

- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.
- Ability to train others.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

Kennel Worker

Department: Animal Control
Division: Police
Supervisor: Animal Control
Supervisor Salary: Non-Exempt
Status: Part-Time

\$28,080.00 - \$28,800.00 Annually
\$2,340.00 - \$2,400.00 Monthly
\$13.50 - \$15.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations is a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Immunizations are required as a condition of employment unless waived for medical or religious reasons.

General Purpose

The Kennel Worker shall work under the general supervision of the Animal Control Supervisor. Contributes to the operation of the animal control facility, observes and reports general condition of animals to the Animal Control Supervisor.

Typical Duties

- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; administering medications or specialized diets.
- Cleaning and maintenance of the facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public.
- Assists in the disposal of animals as required or needed.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal handling and care.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

Kennel Worker

Department: Animal Control

Division: Police

Supervisor: Animal Control

Supervisor Salary: Non-Exempt

Status: Part-Time

\$28,080.00 - \$28,800.00 Annually

\$2,340.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

Shelter Worker

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Full-Time

\$28,080.00 - \$28,800.00 Annually

\$2,340.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations is a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Immunizations are required as a condition of employment unless waived for medical or religious reasons.

General Purpose

The Shelter Worker shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, observes and reports general condition of animals to the Animal Control Supervisor.

Typical Duties

- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; administering medications or specialized diets; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of the facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes assisting ACOs with the cleanliness of vehicles and equipment.
- Assists in the disposal of animals as required or needed.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal care including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Shelter Worker

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Full-Time

\$28,080.00 - \$28,800.00 Annually

\$2,340.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.
- Advanced computer skills and software knowledge (MS Office).

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name

ACO
OLD JOB
DESCRIPTIONS

Animal Control Supervisor

Department: Animal Control

Division: Police

Supervisor: Chief of Police

Salary: Non-exempt

Status: Full-Time

\$31,324.80 - \$46,883.20 Annually

\$2,610.40 - \$3,906.93 Monthly

\$15.06 - \$22.54 Hourly

Education and Experience: A minimum of a High School diploma or GED is required and two (2) years of higher education in veterinary medicine. Minimum of 2 years of experience as a supervisor of animal care services and customer service. Experience in public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License, basic ACO certification and Euthanasia Certification from the Texas Department of Health. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Supervisor will work under direct supervision of the Chief of Police. As the leader of the Animal Shelter staff this is a highly independent and responsible position ensuring the animal control facility is operated in compliance with all federal, state and local regulations.

Typical Duties

- Manage all day to day operations at the Alpine Animal Shelter.
- Oversee all Animal Control Offices in field operations, enforcement and investigations.
- Assist in developing and maintaining the Animal Shelter annual budget.
- Provide support, training, guidance, expertise and coaching and discipline for Animal Shelter employees.
- Conduct annual performance reviews.
- Track continuing education hours of staff to ensure certifications are maintained.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Manage employee scheduling to ensure business needs are being met.
- Participate in the planning and development of shelter policy and procedures.
- Assist in various aspects of community outreach, coordinating and providing animal related training to a range of government agencies, private sector businesses and the general public.
- Contribute to programs and services that support the shelter goals.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Ability in planning and organizing work of others.

Animal Control Supervisor

Department: Animal Control

Division: Police

Supervisor: Chief of Police

Salary: Non-exempt

Status: Full-Time

\$31,324.80 - \$46,883.20 Annually

\$2,610.40 - \$3,906.93 Monthly

\$15.06 - \$22.54 Hourly

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.
- Ability to train others.
- Knowledge of municipal financial planning, budgeting and management.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

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Employee Signature & Date

Employee's Printed Name

Animal Control Officer I**Department: Animal Control****Division: Police****Supervisor: Animal Control Supervisor****Salary: Non-Exempt****Status: Full-Time**

\$28,080.00 - \$28,800.00 Annually

\$2,340.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control.
- Application of good knowledge of the care and handling of animals.

Animal Control Officer I

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Full-Time

\$28,080.00 - \$28,800.00 Annually

\$2,340.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

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Employee Signature & Date

Employee's Printed Name

Animal Control Officer II**Department: Animal Control****Division: Police****Supervisor: Animal Control Supervisor****Salary: Non-Exempt****Status: Full-Time**

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in animal care services, customer service, public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Possess Euthanasia Certification from the Texas Department of Health or obtain within 120 days after appointment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.

Animal Control Officer II

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Full-Time

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.
- Ability to train others.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

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Employee Signature & Date

Employee's Printed Name

Animal Control Officer III**Department: Animal Control****Division: Police****Supervisor: Animal Control Supervisor****Salary: Non-Exempt****Status: Full-Time**

\$34,320.00 - \$41,600.00 Annually

\$2,860.00 - \$3,466.67 Monthly

\$16.50 - \$20.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in animal care services, customer service, public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License and basic ACO certification within one (1) year of employment. Possess Euthanasia Certification from the Texas Department of Health or obtain within 120 days after appointment. Immunizations are required as a condition of employment unless waived for medical or religious reasons. Required to complete a minimum of thirty (30) hours of continuing education every three (3) years.

General Purpose

The Animal Control Officer shall work under the general supervision of the Animal Control Supervisor. This is a highly independent and responsible position. Contributes to the operation of the animal control facility, works daily with the public, canvasses the city to locate animals in violation of animal regulation laws/ordinance, captures and impounds animals, investigates complaints and enforces all animal regulation laws, ordinances, rules and regulations.

Typical Duties

- Patrols or responds to calls for service to locate stray or abandoned animals. Involves the capture of biting, vicious, diseased, loose or stray animals. Removal of dead, injured, or unlicensed animals and strays. Transport captured animals to animal control facility and prepares appropriate reports.
- Investigates complaints and animal bite cases. Involves the ability to conduct interviews, record information and prepare information to present to court. Requires clear and concise written and oral communication.
- Train and lead Animal Control Officers working in the field while performing duties such as, investigation techniques, bite reporting, and injured animal handling.
- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; performs cremations, restrains animals for vaccinations, medical treatment and euthanasia.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public; also includes the cleanliness and maintenance of vehicles and equipment.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation of animal care/capture and observation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Animal Control Officer III

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Full-Time

\$34,320.00 - \$41,600.00 Annually

\$2,860.00 - \$3,466.67 Monthly

\$16.50 - \$20.00 Hourly

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal control, including ability to identify animal species and breeds.
- Application of good knowledge of the care and handling of animals.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to diffuse heated encounters, both human and animal.
- Ability to train others.
- Application of good knowledge of customer relations dealing tactfully and professionally with customers in emotional or adversarial conditions.
- Application of good knowledge of investigative techniques.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

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Employee Signature & Date

Employee's Printed Name

Kennel Worker

Department: Animal Control

Division: Police

Supervisor: Animal Control Supervisor

Salary: Non-Exempt

Status: Part-Time

\$4,320.00 - \$5,280.00 Annually

\$360.00 - \$440.00 Monthly

\$9.00 - \$11.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required, two (2) years of higher education in veterinary medicine is preferred. Experience in customer service, public relations, community service programs or non-profit organizations a plus.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Immunizations are required as a condition of employment unless waived for medical or religious reasons.

General Purpose

The Kennel Worker shall work under the general supervision of the Animal Control Supervisor. Contributes to the operation of the animal control facility, observes and reports general condition of animals to the Animal Control Supervisor.

Typical Duties

- Contribute to the operation of the animal control facility. Involves feeding and caring for animals in the facility; administering medications or specialized diets.
- Cleaning and maintenance of facility. Involves regularly cleaning out kennels and other areas of the facility to promote a safe and healthy environment for the animals, employees and public.
- Assists in the disposal of animals as required or needed.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner. Interacts regularly with the Humane Society and its volunteers.
- Assists with all city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the principles, practices, methods and procedures related to animal care.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

Other Job Characteristics

- Sufficient physical strength and agility to handle or restrain large or potentially dangerous animals.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Exposure to fumes, dust, unpleasant odors and cleaners, disinfectants or other irritant chemicals.
- Exposure to elements and extreme weather.

Kennel Worker**Department: Animal Control****Division: Police****Supervisor: Animal Control Supervisor****Salary: Non-Exempt****Status: Part-Time**

\$4,320.00 - \$5,280.00 Annually

\$360.00 - \$440.00 Monthly

\$9.00 - \$11.00 Hourly

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Employee Signature & Date

Employee's Printed Name