

**CITY OF ALPINE
PARKS & RECREATION BOARD MEETING
WEDNESDAY, NOVEMBER 9, 2022 – 5:30 P.M.**

NOTICE IS HEREBY GIVEN THAT THE PARKS AND RECREATION ADVISORY BOARD OF THE CITY OF ALPINE, TEXAS WILL HOLD A MEETING AT 5:30 P.M. ON WEDNESDAY, NOVEMBER 9, 2022 AT CITY COUNCIL CHAMBERS LOCATED AT 803 WEST HOLLAND AVENUE FOR THE PURPOSE OF CONSIDERING THE ATTACHED AGENDA. THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS ACT. ACTION ITEMS APPROVED AT THIS MEETING WILL GO TO THE CITY COUNCIL FOR CONSIDERATION.

AGENDA

- 1. Call to Order.**
- 2. Determination of Quorum and proof of notice of the meeting.**
- 3. Citizen Comments.**
- 4. Approval of Minutes of the previous meeting –**
 - a) October 12, 2022, Regular Meeting Minutes.
- 5. Information and Discussion Items –**
 - a) Update from Big Bend Parks & Recreation for Kids.
 - b) Update from Keep Alpine Beautiful.
 - c) Update from Alpine Parks Department.
 - d) Discuss with City Staff regarding procedural items, questions, and recent Parks and Recreation-related items.
 - i. Merging the Beautification and Environmental Board with the Parks Board.
 - ii. Board Update on Ordinance 2022-10-03.
 - iii. New Directives for the Parks Board from Resolution 2022-11-03.
 - e) Discussion with City Staff regarding workshops, discussion items, and citizen engagement
 - f) Discussion on Rental Fees for Assets in City Parks.
 - g) Discussion on Vehicle Parking at Nopalitos Park.
 - h) Discussion on Updates on the Pueblo Nuevo Project.
- 6. Action Items – None.**
- 7. Board Member Comments.**
- 8. Adjourn.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and to 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 November 3, 2022, 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



ATTACHMENT OVERVIEW

Agenda items that contain backup documentation are italicized in red. Backup documentation contains a black and white label towards the top of the document with the agenda item number, e.g.:

4a: 10-12-22 Minutes.

1. Call to Order.

2. Determination of Quorum and proof of notice of the meeting.

3. Citizen Comments.

4. Approval of Minutes of the previous meeting –

a) October 12, 2022, Regular Meeting Minutes.

5. Information and Discussion Items –

- a) Update from Big Bend Parks & Recreation for Kids.
- b) Update from Keep Alpine Beautiful.
- c) Update from Alpine Parks Department.
- d) Discussion with City Staff regarding procedural items, questions, and recent Parks and Recreation-related items.
 - 1. Merging the Beautification and Environmental Board with the Parks Board.*
 - 2. Board Update on Ordinance 2022-10-03.*
 - 3. New Directives for the Parks Board from Resolution 2022-11-03.*
- e) Discussion with City Staff regarding workshops, discussion items, and citizen engagement
- f) Discussion on Rental Fees for Assets in City Parks.*
- g) Discussion on Vehicle Parking at Nopalitos Park.
- h) Discussion on Updates on the Pueblo Nuevo Project.*

6. Action Items – None.

7. Board Member Comments.

8. Adjourn.

**CITY OF ALPINE
PARKS & RECREATION BOARD MEETING
WEDNESDAY, OCTOBER 12, 2022 – 5:30 P.M.
MINUTES**

1. Call to Order – Chair of the Board, Darin Nance, called the regular meeting to order at 5:30 P.M. The meeting took place in City Council Chambers at 803 W. Holland Avenue, Alpine, Texas, 79830.

2. Determination of quorum and proof of notice of meeting.

Board Members Physically Present:

Darin Nance, Chair
Karen Cantrell, Board Member
Ben Struthers, Board Member
Katie “TK” Santos

City Staff Present:

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

Present via Zoom:

None

Board Members Not Present:

Estella Vega, Board Member
Lucy Escovedo, Board Member

2. Citizen Comments.

4. Approval of Minutes of the previous meeting –

- a) September 21, 2022, Regular Meeting Minutes

On a motion by Board Member Struthers and seconded by Board Member Cantrell to approve the September 21st meeting minutes with an amendment reflecting Board Member Struthers’ affirmative vote on action item no. 6 for moving forward with an ordinance recommendation regarding changes to alcohol regulations in City parks, the Parks & Recreation Board unanimously voted to adopt the motion.

5. Information and Discussion Items –

- a) Update from Big Bend Parks & Recreation for Kids.
- b) Update from Keep Alpine Beautiful.
- c) Update from Alpine Parks Department.
- d) Discuss with City Staff regarding procedural items, questions, and recent Parks and Recreation related items.
 - 1. Merging Beautification and Environmental Board with the Parks Board.
- e) Discussion with City Staff regarding workshops, discussion items, and citizen engagement.
- f) Discussion with City Staff regarding festival and event planning processes that utilize city parks.
- g) Discussion on park prioritization for maintenance.
- h) Discuss process and updates on the Pueblo Nuevo project.
- i) Discussion with City Staff regarding the upcoming budget for the Parks & Recreation department.

6. Action Items – None.

7. Board Member Comments.

On a motion by Board Member Cantrell and seconded by Board Member Santos to adjourn, the Parks & Recreation Board unanimously voted to adopt the motion.

Minutes: 9-21-22

Approved: 10-12-22

8. Adjourn (6:38 P.M.)

Darin Nance, Chair of the Parks & Recreation Board

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 by 5:00 P.M. on October 7, 2022, 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

Minutes: 9-21-22

Approved: 10-12-22

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.

STATE OF TEXAS

COUNTY OF BREWSTER

CITY OF ALPINE

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**

**SECOND AND FINAL READING
NOVEMBER 1, 2022**

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

The full ordinance may be viewed in our online Code of Ordinances. Visit www.cityofalpine.com and click on *Code of Ordinances* under the *Government* Tab. Please contact the Office of the City Secretary at 432-837-3301 with any questions.

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2022-11-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING A DIRECTIVE TASKING THE PARKS AND RECREATION BOARD WITH KEY CITY OBJECTIVES FOR THE FISCAL YEAR 2022-2023.

WHEREAS, the general purposes of the Parks and Recreation Board is to receive suggestions, study situations, plans, projects, and to act in a general advisory capacity to the City Council relative to the Parks and Recreation program of the City; and

WHEREAS, the Parks and Recreation Board is a critical part of obtaining citizen views, and the City Council benefits from the views and plans derived from the Board; and

WHEREAS, the City Council recognizes that key items related to parks must be addressed, and shall annually task the Parks & Recreation Board with objectives on which the City Council desires to be advised.

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

SECTION I. The City Council hereby tasks the Parks and Recreation Board with the following Fiscal Year 2023 objectives:

- I. **Ordinance Review** – The current ordinances should be streamlined and uniform guidelines put in place. The Board is tasked with reviewing the ordinances and recommending changes that benefit the citizens of Alpine.
Deadline: Ongoing
- II. **Park Rules** – Uniform rules and guidelines are desired at City Parks, although exceptions may be made per Park for matters that benefit the general public.
Deadline: September 2023
- III. **Festivals and Event Permitting** – Establishing small, medium, and large Event or Festival Permits, processes, and procedures. The Board should determine what rules organizers must follow, guidelines, and other information pertinent to events and festivals in City Parks.
Deadline: September 2023
- IV. **Rental Fees** – Rental fees for assets in City Parks including the Kokernot Park Pavilion and Event Permitting should be reviewed and recommended by the Board.
Deadline: September 2023

V. **Park prioritization** – The Board shall advise the City Council on the priority of each City park to citizens of Alpine, which will assist the Council in determining which parks should be prioritized, closed, or repurposed to benefit the general public. The Board shall also determine what percentage of the budget should be spent on each park.

Deadline: September 2023

VI. **Inventory of Playground Equipment** – Develop an inventory of playground equipment, its condition, and determine if the City needs more equipment for some parks, and determine the cost associated with improvements.

Deadline: September 2023

VII. **Possible Utility Bill Donation Project** – Study the possibility of including a donation box on our Utility Bills for use in improving City parks.

Deadline: September 2023

VIII. **Park Activities** – Study the implementation of park activities to be held in City parks, and investigate the feasibility of revenue-generating activities.

Deadline: September 2023


IX. **Reporting** – Present updates on the board’s activity each quarter and work with City Staff to determine the best time to make the quarterly presentations.

Deadline: Ongoing

SECTION II. This resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 1st DAY OF NOVEMBER 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

APPROVED:


Catherine Eaves, Mayor



ATTEST:


Geoffrey R. Calderon, City Secretary



KOKERNOT PAVILION

1500 N. Fighting Buck St
Alpine, Texas 79830

RESERVATION FORM

| LESSEE INFORMATION | | | |
|---|-------------------------------|-----------------------------|----------------------------|
| Event Date(s) | Event Start Time A.M / P.M | Event End Time A.M / P.M | Total hours |
| First Name | Last Name | | Primary Telephone Number |
| Mailing Address | | | Email Address |
| Emergency Contact Person <i>(First Name, Last Name)</i> | | | Emergency Telephone Number |

RULES & REGULATIONS

1. The Lessee agrees to pay \$25.00 for use of the Pavilion. The facility will not be reserved until full payment is made.
2. Kokernot Pavilion must be left as it was found.
3. No barbeque under canopy is allowed.
4. All decorations must be removed.
5. Remove all trash, paper, cans, etc. from floors, tables, and parking lot.
6. Any damage to Kokernot Pavilion will be charged to lessee.
7. Absolutely no alcohol is allowed.

I, _____ do hereby agree to and shall relieve, hold harmless and indemnify the City of Alpine, Texas from any and all claims or damages from any person or persons whatsoever as a result to the use of the facilities aforesaid, and agree to pay \$25.00 for the use of the Pavilion at the Kokernot Park.

Sponsor Printed Name

Sponsor Signature

Date

FOR OFFICE USE ONLY – VERIFIED BY

Staff Printed Name

Staff Signature

Date

44 Total Pavilion Reservation for 2021
Which was over 204 hours

Feb. 20, 2021 – 10 hours

March 20, 2021 – 2 hours

March 6, 2021 – 2 hours

March 13, 2021 – AM – 2 hours

March 13, 2021 – PM - Did not specify a time frame

April 3, 2021 – 4 hours

April 24, 2021 – 4 hours

April 11, 2021 – 5 & ½ hours

April 18, 2021 – 5 & ½ hours

April 25, 2021 – 5 & ½ hours

May 2, 2021 – 5 & ½ hours

April 4, 2021 – Did not specify a time frame

April 17, 2021 – 3 hours

May 1, 2021 – 7 hours

May 9, 2021 – 4 hours

May 16, 2021 – 4 hours

May 23, 2021 – 4 hours

May 30, 2021 – AM – 4 hours

May 30, 2021 – PM – 4 hours

May 29, 2021 – 6 hours

June 5, 2021 – 3 hours

June 19, 2021 – All Day

June 17, 2021 – Did not specify a time frame

July 17, 2021 – All Day

June 9, 2021 – 4 hours

June 12, 2021 – 6 hours

June 26, 2021 – 5 hours

August 1, 2021 – 13 hours

July 31, 2021 – 5 hours

July 10, 2021 – 7 hours

July 4, 2021 – 6 hours

July 24, 2021 – 6 hours

August 21, 2021 – AM – 3 hours

August 21, 2021 – PM – 5 hours

September 5, 2021 – 4 hours

September 18, 2021 – 4 hours

September 25, 2021 – 9 hours

October 2, 2021 – AM – 6 hours

October 2, 2021 – PM – 7 hours

October 3, 2021 – 4 hours

October 23, 2021 – 2 hours

Nov. 6, 2021 – 3 hours

Nov. 7, 2021 – 3 hours

Nov. 20, 2021 – 4 hours

In 2022 the Pavilion has only been reserved two times so far for a total of 34 hours

February 6, 2022 – 4 hours

These next two dates are for the same person / event

June 11, 2022 – 15 hours

June 12, 2022 – 15 hours

Pavilion Reservations for 2022

January, 2022 – none Total = 0 hours

February 6, 2022 – 2:00pm – 6:00pm – 4 hours Total = 4 hours

March 16, 2022 – 1:30pm – 4:00pm – 2.5 hours Total = 2.5 hours

April 9, 2022 – 2:00pm-6:00pm – 4 hours
April 16, 2022 – 1:30pm – 4:00pm – 2.5 hours
April 17, 2022 – 9:00am – 8:00pm – 11 hours
April 22, 2022 – 4:00pm – 8:00pm – 4 hours
April 23, 2022 - 1:00pm – 5:00pm – 4 hours
April 24, 2022 – 9:00am – 1:00pm – 4 hours
April 30, 2022 – 1:00pm – 8:00pm – 7 hours Total = 36.50 hours

May 7, 2022 – 2:00pm – 5:00pm - 3 hours
May 14, 2022 – 3:00pm – 7:00pm – 4 hours
May 21, 2022 – 10:00am – 9:00pm – 11 hours
May 22, 2022 – 12:00pm – 6:00pm – 6 hours
May 28, 2022 – 1:00pm – 7:00pm – 6 hours
May 29, 2022 – 12:00pm – 7:00pm – 7 hours
May 30, 2022 – 11:00am – 3:00pm – 4 hours Total = 41 hours

June 4, 2022 – 10:00am – 2:00pm – 4 hours
June 9, 2022 – 1:00pm – 10:00pm – 9 hours
June 11, 2022 – 8:00am – 12:00pm – 16 hours
June 12, 2022 – 8:00am – 10:00pm - 14 hours
June 19, 2022 – 10:00am – 10:00pm – 12 hours Total = 55 hours

July 2, 2022 – 12:00pm – 7:00pm – 8 hours
July 3, 2022 – 10:00am – 12:00pm – 2 hours
July 4, 2022 – 9:00am – 11:00pm – 14 hours
July 9, 2022 – 10:00am – 8:00pm – 10 hours
July 10, 2022 – 3:00pm – 9:00pm – 6 hours
July 16, 2022 – 3:00pm – 9:00pm – 6 hours
July 23, 2022 – 3:00pm-7:00pm – 4 hours
July 30, 2022 – 11:00am – 4:00pm – 5 hours Total = 55 hours

August 3, 2022 – 5:30pm – 6:30pm – 1 hour
August 6, 2022 – 1:00pm – 5:00pm – 4 hours
August 8 – 12, 2022 – 8:00am – 12:00pm - 20 hours
August 11, 2022 – 6:00pm – 10:00pm – 4 hours
August 13, 2022 – 3:30pm – 6:00pm – 2.5 hours
August 17, 2022 – 4:00pm-7:00pm – 3 hours
August 20, 2022 – 12:00pm-9:00pm – 9 hours
August 27, 2022 – 2:00pm -7:00pm – 5 hours
August 28, 2022 – 3:00pm – 6:00pm 3 hours

Total = 51.5 hours

September 4, 2022 – 9:00am-2pm – 5 hours
September 17, 2022 – 8:00am – 8:00pm – 12 hours
September 24, 2022 – 3:00pm – 7:00pm – 4 hours

Total = 21 hours

October 1, 2022 – 8:00am – 8:00pm – 12 hours
October 2, 2022 – 9:00am-12:00pm – 3 hours
October 2, 2022 – 12:00pm – 3:00pm – 3 hours
October 9, 2022 – 4:00pm – 6:00pm – 2 hours
October 15, 2022 – 11:00am – 5:00pm – 6 hours
October 22, 2022 – 12:00pm – 7:00pm – 7 hours

Total = 33 hours

November 5, 2022 – 11:00am – 4:00pm – 5 hours
November 6, 2022 – 9:00am – 2:00pm – 5 hours

Total = 10 hours

December, 2022 – none

Total = 0 hours

Grand Total Hours as of November 3, 2022) = 309.50 hours



CITY POOL

1500 N. Fighting Buck St
Alpine, Texas 79830

RESERVATION FORM

| LESSEE INFORMATION | | | |
|---|-------------------------------|-----------------------------|----------------------------|
| Event Date(s) | Event Start Time A.M / P.M | Event End Time A.M / P.M | Total hours |
| First Name | Last Name | | Primary Telephone Number |
| Mailing Address | | | Email Address |
| Emergency Contact Person <i>(First Name, Last Name)</i> | | | Emergency Telephone Number |

RULES & REGULATIONS

1. The lessee agrees to pay \$30.00 for deposit of the City pool.
2. The lessee agrees to pay \$40.00/ hr for the use of the premises. The facility will not be reserved until full payment is made.
3. All decorations must be removed.
4. All trash must be removed.
5. Any damage to City Pool will be charged to lessee.
6. Absolutely no alcohol is allowed.

Cancelation of function: less than 10 days prior to the function will cause loss of the deposit.

I, _____ do hereby agree to and shall relieve, hold harmless and indemnify the City of Alpine, Texas from any and all claims or damages from any person or persons whatsoever as a result to the use of the facilities aforesaid, and agree to pay for the use of the City pool.

Sponsor Printed Name

Sponsor Signature

Date

FOR OFFICE USE ONLY - VERIFIED BY

Refund Deposit: Yes ___ No ___ Comments: _____

Lifeguard Printed Name: _____ Signature _____

Staff Printed Name

Staff Signature

Date



CIVIC CENTER

100 N. 13TH St
 Alpine, Texas 79830
 (432) 837-3301 x 1

FACILITY INFORMATION

| RATES & FEES | Commercial General Public | Non-Profit Organization | Government Agencies |
|---|-------------------------------|-------------------------------|-------------------------------|
| Full Day Rental (8 Hours) | \$500.00 | \$100.00 | \$100.00 |
| Half Day Rental (4 Hours, M-F) | \$250.00 | \$50.00 | \$50.00 |
| Half Day Rental (4 Hours, S/S) | \$500.00 | \$100.00 | \$100.00 |
| Deposit | \$200.00 | \$200.00 | \$200.00 |
| Security *Required if alcohol is served* | \$60.00/hr. for 2 officers | \$60.00/hr. for 2 officers | \$60.00/hr. for 2 officers |

| AMENITIES | Quantity | Description |
|-------------------|----------|---------------------|
| Plastic tables | | 2 ½' x 8' rectangle |
| | | 5' round |
| Chairs | | Stainless steel |
| Wi-Fi | Open | Civic Center |
| Ice machine | | |
| Maximum Occupancy | 507 | |

DEPOSIT AND FEES

Payment of the full rental fees & rental facility deposit is **due at the time of application** by cash, check, or money order. The facility will not be reserved until full payment is made.

Facility Rental Damage and Cleaning Deposit: **\$200.00**

Damage deposits are 100% refundable provided the following conditions are met:

- The room(s) and facility (including outside area) are left properly cleaned and in an orderly manner per the Facility Cleaning Procedures.
- Use of the facility **does not** exceed the scheduled time.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All doors and windows are closed and locked. All AC/ heaters are turned off.
- All lights turned off & are to remain turned off at the end of every night.
- All rules and procedures governing City of Alpine facility use are met.

| Cost for damages | Cost | Description |
|--------------------------------------|-------------|--------------------|
| Plastic tables | \$150.00 | Rectangle each |
| | \$225.00 | Round each |
| Chairs | \$75.00 | Each |
| Lost key | \$100.00 | Each |
| Late return key | \$75.00 | Per day |
| Unlocked door | \$75.00 | Per day |
| Lights left on overnight | \$50.00 | Per day/night |
| A/Cs or heater not turned off | \$50.00 | Per day |
| Alcohol penalty charge | \$480.00 | Flat Fee |

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the rental group will be billed for those additional costs. If the renter or organization fails to satisfy all outstanding payments, they will be barred from renting the Civic Center until all outstanding charges are paid. Deposits will be refunded via check within 30 days post-event.

CANCELLATION POLICY

All reservation cancellations must be made in writing. Cancellations made 10 or more working days prior to the event will result in a full refund of the fees paid. Deposits are not refundable with less than 10 business days written notice.

TERMINATION POLICY

All relative City of Alpine Codes and Ordinances will be in effect and enforced at all City of Alpine facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, weapon possession, etc. These codes can be viewed online at www.cityofalpine.com. The City of Alpine reserves the right to terminate your event if City Staff, in good faith, perceives that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City Staff or the Alpine Police Department that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and damage deposit. You will be responsible for the prompt removal of any personal items brought to your event.

ALCOHOL POLICY

Absolutely no alcohol is allowed in the Civic Center without explicit authorization from the City. Security must be provided by the Alpine Police Department at all times that alcohol is served or consumed. Failure to abide by this rule will result in an alcohol penalty charge and the renter will be barred from renting the Civic Center going forward.

APPLICATION

The City of Alpine encourages the use of the Civic Center if use is of a lawful purpose and does not interfere with the City of Alpine's conduct of programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of City of Alpine ordinances, resolutions, this agreement, and the current schedule of user fees. Permission to use a facility may be denied based on the belief that the activity proposed is not in the City of Alpine's best interest or the level of previously scheduled use. No person shall be denied access of the facility based on race, creed, sex, sexual orientation, origin, or other lawfully protected class.

| | | | | | |
|--|---------------------------------|-------------------------------|--|----------------------------|--|
| SPONSOR INFORMATION | | | <i>Complete at least one (A or B) listed below</i> | | |
| A. Individual Sponsor | | | | | |
| First Name | Last Name | Primary Telephone Number | | | |
| Mailing Address | | | | Email Address | |
| Emergency Contact Person <i>(First Name, Last Name)</i> | | | | Emergency Telephone Number | |
| B. Organization, Business Entity, or Non-Profit | | | | | |
| Organizational Type: <input type="checkbox"/> Organization <input type="checkbox"/> Business Entity <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____ | | | | | |
| Organization Name | | | Tax ID Number (Non-profit only) | | |
| Contact First Name | Contact Last Name | Primary Telephone Number | | | |
| Mailing Address | | | | Email Address | |
| Emergency Contact Person <i>(First Name, Last Name)</i> | | | | Emergency Telephone Number | |
| <i>Deposit Refund will be issued to organization unless otherwise noted:</i> | | | | | |
| EVENT INFORMATION | | | | | |
| Nature & Purpose of Activity | | | | Primary Telephone Number | |
| Event Date(s) | Event Start Time A.M / P.M | Event End Time A.M / P.M | | | |
| Will Alcohol Be Served? <input type="checkbox"/> YES <input type="checkbox"/> NO | Serving Start Time A.M / P.M | Serving End Time A.M / P.M | | | |

CIVIC CENTER RENTAL RATES & FEES WORKSHEET

| | COST | QTY DAYS | SUBTOTAL |
|--|------------|-------------|-----------|
| RENTAL FEES | | | |
| Full Day Rental Commercial General Public | \$500.00 | | \$ |
| Full Day Rental Non-Profit Organization | \$100.00 | | \$ |
| Full Day Rental Government Agency | \$100.00 | | \$ |
| Half Day Rental Commercial General Public (M to F) | \$250.00 | | \$ |
| Half Day Rental Commercial General Public (S/S) | \$500.00 | | \$ |
| Half Day Rental Non-Profit Organization (M to F) | \$50.00 | | \$ |
| Half Day Rental Non-Profit Organization (S/S) | \$100.00 | | \$ |
| Half Day Rental Government Agency (M to F) | \$50.00 | | \$ |
| Half Day Rental Government Agency (S/S) | \$100.00 | | \$ |
| SECURITY FEES | | | |
| \$60.00/hr for 2 Officers: Security is required if alcohol is being served and/or consumed. | | | |
| _____ am/pm to _____ am/pm = _____ hrs | \$60.00/hr | | \$ |
| DEPOSIT & CLEANING FEES | | | |
| Facility rental damage and cleaning fee | \$200.00 | | \$ |
| TOTAL DUE | | | \$ |

Sponsor Printed Name

Sponsor Signature

Date

FOR OFFICE USE ONLY – VERIFIED BY

Staff Printed Name

Staff Signature

Date

RULES & REGULATIONS

1. The individual who fills out the agreement must call to let the City know if someone else will be picking up the Civic Center key.
2. No person is allowed to be inside of the DJ booth except the renter; guests are not allowed in the booth.
3. Do not put any personal belongings or items in the closet near the handicapped restrooms.
4. No sawdust, powder or anything on the dance floor that would make the floor "easier to dance on" will be permitted.
5. No staples are allowed. Do not hang decorations from the ceiling. Tape or such that is used needs to be taken off completely and all decorations need to be removed from the building.
6. No items/ decorations which utilize a fire source i.e. candles, torches, fireworks, etc. will be permitted.
7. AC should **not** be below 72°. Turn on AC 2-3 hours before event to cool down Civic Center. Maximum heat should not exceed 76°.
8. No smoking is allowed inside the Civic Center.
9. Vendors must not hook up RVs to any City building outlet without explicit written authorization. This applies to both electrical & water/ wastewater connections.
10. No parking is allowed on Holland St. in front of the payment drop box. **No parking is allowed in front of city offices or in the paved office parking lot during normal business hours (Monday to Friday, 8:00 a.m. – 5:00 p.m.).**
11. The Civic Center must be left as it was found.
12. Clean up includes sweeping & wiping down tables and chairs before putting them away.
13. Tables must be put away in the storage room and chairs must be stacked properly against the wall. Do not drag chairs across the floor; use the dolly that is provided or carry them.
14. Remove all trash, paper, cans, etc. from restroom floors, commodes, sinks, tables, outside of the building and the parking lot. Trash needs to be emptied in outside dumpsters.
15. Clean up has to be done as soon as the event is over or early the next day.
16. Clean, rinse and dry metal ice bins (bar area): Empty buckets into sink, rinse, and replace under the bins.
17. When closing the building make sure all doors are locked, air conditioning /heater is off, and all lights are turned off.
18. If there is damage to the Civic Center, something is left turned on, or doors are left unlocked, the cost will be deducted from the deposit.
NOTE: If damages are more than the deposit, lessee will be invoiced for the remaining amount in addition to the deposit.
19. Keys must be returned the following business day or a penalty will be charged PER DAY.
20. The event must be ended by 2 a.m., so please begin clearing out guests at 1:30 a.m.
21. For emergencies dial 911. For issues that are urgent but not an emergency, please call the Alpine Police Dept. non-emergency line at 432-837-3486.

I have read and understand all of the following rules, I understand that a penalty charge will be assessed from the deposit for each rule that is not followed or broken.

Sponsor Printed Name

Sponsor Signature

Date

AGREEMENT

The person or organization entering into a rental agreement with the City of Alpine for the use of the Civic Center certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Alpine for any damages arising from the applicant's use of said facility. Any accident involving injury to participants or damages to the facility or its contents occurring during the use of the City of Alpine facilities or equipment will be reported to the City of Alpine immediately. The applicant agrees that the City of Alpine and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless the City of Alpine and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Alpine.

I have read and agree to the terms above.

| | | |
|----------------------|-------------------|------|
| Sponsor Printed Name | Sponsor Signature | Date |
|----------------------|-------------------|------|



FACILITY PROCEDURE CHECKLIST

- All sinks, counters, mirrors, appliances, tables, chairs, doors, walls etc. are clean
- Stained concrete floor is clean
- All garbage cans are empty and lined with garbage liners
- Tables/chairs are clean and correctly aligned in their respective areas
- No personal items have been left behind
- AC/Heater & Lights are off
- All doors are locked

Please note any discrepancies and exact locations below and return to City Hall with your key:

SPONSOR

Sponsor Printed Name

Sponsor Signature

Date/Time

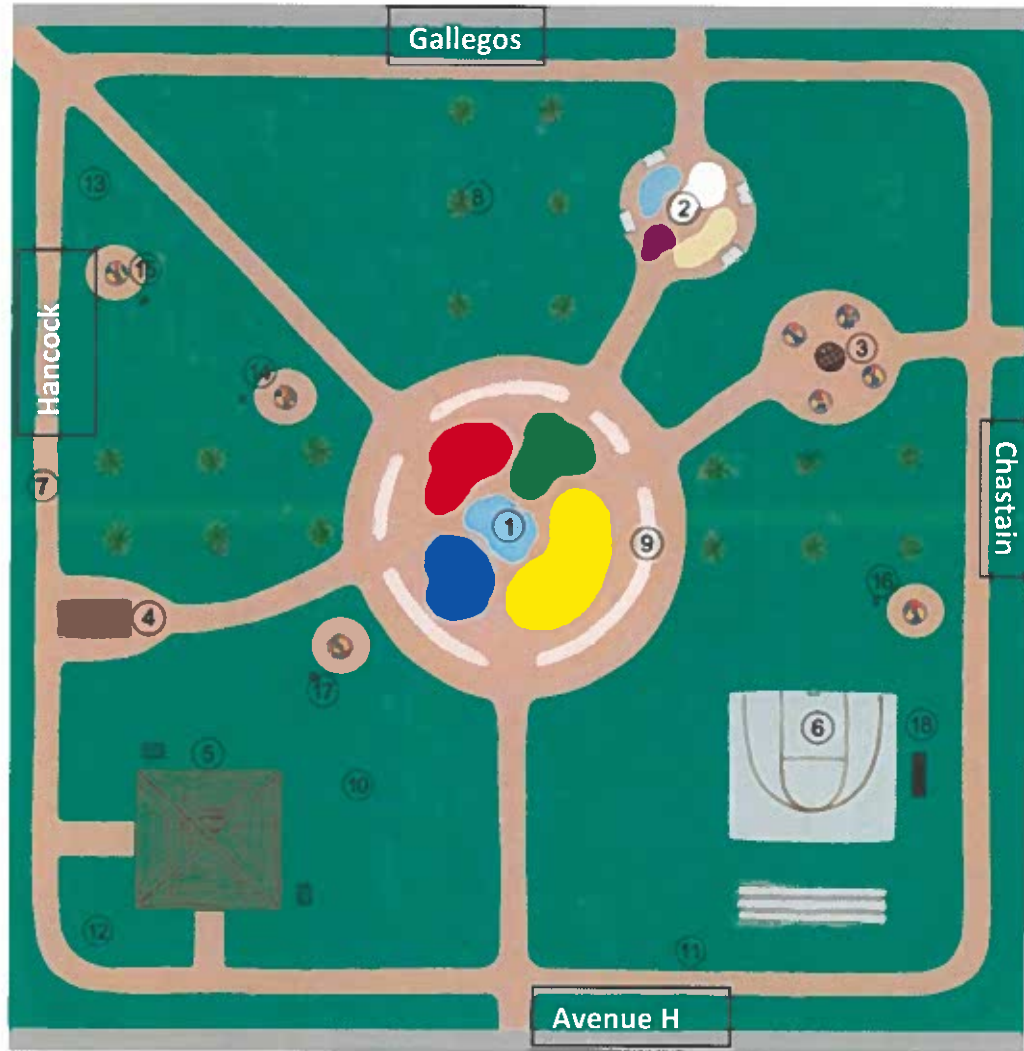
FOR OFFICE USE ONLY

CITY STAFF COMMENTS

Staff Printed Name

Staff Signature

Date



PUEBLO NUEVO PARK PROPOSED DESIGN: *(numbers correspond to the Concept Design)*

1. Children's playground
2. Senior/ADA-accessible exercise equipment and seating
3. Four mosaic tables (local artist mosaic designs) with seating plus large central grill area
4. One-stall ADA-accessible restroom
5. Shaded community gathering structure, approximately 50'x50' with two grill areas nearby
6. Basketball half-court, possibly with new *Yalp Sutu* technology-based interactive play component (see following pages for more information)
7. Six-foot-wide walking path around and throughout park
8. Existing 18 evergreen trees
9. Seating around perimeter of playground
10. Grass and native landscaping with natural floodwater redirection into retention areas
11. Little Free Library
12. Fruit trees
13. 30-gallon shade trees
14. Mosaic tables (local artist mosaic designs) with seating