



**CITY OF ALPINE**  
**WORKSHOP & SPECIAL**  
**CITY COUNCIL MEETING**

**803 W. Holland Avenue, Alpine, Texas 79830**

**Tuesday, May 10, 2022 - 5:30 P.M.**

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a workshop and special meeting at 5:30 P.M. on May 10, 2022, in City Council Chambers, at 803 West Holland Avenue, 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 (Government Code Sec. 551.043). **PUBLIC NOTICE – THE USE OF CELLULAR PHONES AND ELECTRONIC EQUIPMENT IS PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL EXCEPT FOR PURPOSES EXPLICITLY AUTHORIZED BY STATE LAW (TEXAS GOVERNMENT CODE SEC. 551.023).** This meeting will be conducted in accordance with the official Rules of Decorum for City Council Meetings available at [www.cityofalpine.com/decorum](http://www.cityofalpine.com/decorum). Public Comments are limited to agenda items only. Individuals who wish to address the City Council may do so by completing a Public Comment Card and by placing the completed card on the City Secretary's desk not later than five minutes before the commencement of the meeting. The Public Comment Card may also be completed online at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). A Public Comment Card is not required for speakers who wish to comment on a Public Hearing item. When speakers are acknowledged, please approach the microphone at the podium and state your name and Ward for the record. Public Comments are limited to 3 minutes per person, and a bell will signal the end of each speaker's time. Please conclude speaker comments promptly when the bell rings. 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.

## **WORKSHOP - 5:30 P.M.**

1. **Call to Order and Pledge of Allegiance to the Flag.**
  2. **Determination of a Quorum and Proof of Notice of the Meeting.**
  3. **Workshop –**
    - City and Department Priorities & Goals
  4. **Adjourn Work Session.**
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## **SPECIAL CITY COUNCIL MEETING** **IMMEDIATELY FOLLOWING THE WORKSHOP**

1. **Call to Order.**
2. **Public Comments** – (limited to 3 minutes per person)
3. **Presentations, Recognitions, and Proclamations** – None.
4. **Reports -**
  - City Mayor Report**
  - City Attorney Report**
  - City Manager Report**
    - City Updates
  - City Staff Update**
    - Tourism Quarterly Report by Director of Tourism, Chris Ruggia
    - Utilities Report by Director of Public Utilities, Keith Segar
    - Airport Report by Airport Supervisor, Abel Hinojos
5. **Public Hearings –**
  1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street.

6. **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 April 19, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)
2. Approval of April 26, 2022, Special Meeting Minutes (G. Calderon, City Secretary)
3. Approval of excused absence of Councilor Rodriguez from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)
4. Approval of excused absence of Councilor Sandate from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)
5. Approval of the appointment of Amy Hardy to the Music Advisory Board under the Music Venue position (J. Stokes, City Council)
6. Approval of Gas Department Job Descriptions:
  - Gas Service Worker I
  - Gas Service Worker II
  - Gas Service Worker III
  - Gas Construction Foreman(M. Antrim, City Manager)

7. **Information or Discussion Items** –

1. Presentation by Big Bend National Park Superintendent, Bob Krumenaker, about the proposal for official wilderness designation of the currently undeveloped parts of the park (M. Antrim, City Manager)
2. Brewster County Central Appraisal District Board of Directors update (J. Johnson, City Council)

8. **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 the second and final reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street (J. Stokes, City Council)
2. Approve Resolution 2022-05-01, a resolution accepting the Big Bend Conservation Alliance proposal to provide funding to AEP to convert City of Alpine non-compliant municipal street lights to compliant 70w HPS flat lens, full cut-off cobra head fixtures (M. Antrim, City Manager)
3. Approve waiving annual payment in lieu of taxes fees owed by the Alpine Housing Authority until FY 2025 (M. Antrim, City Manager)

4. Annual performance assessment of the City Secretary, including any proposed compensation adjustment (J. Stokes, City Council)

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

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**10 MINUTE RECESS**

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**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).

**10. Executive Session** –

**Consultation with Attorney § 551.071**

1. Discuss the Parkhill, Smith, & Cooper Mediation (M. Antrim, City Manager)

**Personnel Matters § 551.074**

2. Annual performance assessment of the City Manager, including any proposed compensation adjustment (J. Stokes, City Council)

**11. Action – Executive Session** –

1. Action, if any, regarding the Parkhill, Smith, & Cooper Mediation (M. Antrim, City Manager)
2. Action, if any, regarding the annual performance assessment of the City Manager, including any proposed compensation adjustment (J. Stokes, City Council)

**12. Adjourn.**

**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](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on May 6, 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](mailto:city.secretary@ci.alpine.tx.us) for further information.

  
Geoffrey R. Calderon, City Secretary



## SECTION OVERVIEW

1. Call to Order.

2. Public Comments – (limited to 3 minutes per person)

3. Presentations, Recognitions, and Proclamations – None.

4. Reports -

City Mayor Report

City Attorney Report

City Manager Report

- City Updates

City Staff Update

- Tourism Quarterly Report by Director of Tourism, Chris Ruggia
- Utilities Report by Director of Public Utilities, Keith Segar
- Airport Report by Airport Supervisor, Abel Hinojos



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

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**REPORTS**

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1. City Manager Report
  - City Updates

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. City Updates Slide Presentation to be presented during the meeting. The presentation will be posted to [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) within 24 hours of the meeting.

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**STAFF RECOMMENDATION**

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1. None.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

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**REPORTS**

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- Tourism Quarterly Report by Director of Tourism, Chris Ruggia

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**BACKGROUND**

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- None.

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**SUPPORTING MATERIALS**

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- Tourism Presentation.

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**STAFF RECOMMENDATION**

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- None.



# Tourism Update

CHRIS RUGGIA  
ALPINE TOURISM DIRECTOR  
MAY 10, 2022

## Media Placements

- **Texas Highways April issue**
  - 175,000+ circulation
  - Feature on visiting Alpine (\$15,000+ advertising value)
  - Cover story on McDonald Observatory
  - Inside front cover co-op ad placement
- **AAA Explorer Texas April/May/June issue**
  - Feature on Alpine downtown murals
  - 1,250,000 circulation
  - \$40,000+ advertising value






## Event Planning and Support

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- **Event Scheduling Session**
    - Input from Regional Event Organizers
    - Google Spreadsheet & Google Calendar
  - **Event Promotion Workshop**
    - HOT Grant Recipients
    - Distributed Video and PDF Handout to Regional Event Organizers
  - **MAY 25: HOTEL OCCUPANCY TAX WORKSHOP**
    - THLA Lead Counsel Justin Bragiel
    - Taking HOT grant applications May 23-July 1
- 

## Regional Cooperation

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- **Print & Digital Advertorials**
  - **Travel Texas statewide co-op ads**
  - **Visitor Dashboard (market research)**
  - **Other Regional Partnerships**
- 

## Print & Digital Advertorial

- **Alpine, Marfa & Fort Davis**
- **Texas Monthly print & digital**
- **Discover West Texas**



## Travel Texas EDA Co-op



## Travel Texas EDA Co-op

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- **Funded by Federal EDA Grant**
- ***COMPLETELY FREE to Alpine***
  - Paid & Programmatic Social Stories
  - Online Video
  - Mobile App Banners
  - Custom Content on CultureMap websites
  - Custom Article on Lonely Planet
  - Expedia Texas Destination Hub




## Visitor Dashboard - Zartico

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- Co-op with Marfa for cost savings
- Mobile Data network of 1.6 billion devices plus Credit Card spending data
- Evaluate Event Performance for HOT Grants
- 3 years of past plus real-time data on Tri-County Area Visitors:
  - When they come
  - Where they come from
  - Where they stay / how long
  - Where they go while they are here
  - How much they spend, and what they spend their money on

## Regional Partnerships

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- **Texas Mountain Trail Region Board of Directors**
  - **Big Bend National Park – wilderness designation**
  - **Greater Big Bend Dark Sky Working Group**
    - *International Dark Sky Reserve designation has been GRANTED!!!*
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## Alpine Parks – Tourism Considerations

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- **Alpine Municipal Dark Sky Park?**
  - **Event Permits for Alcohol Concessions?**
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**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

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**REPORTS**

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- Utilities Report by Director of Public Utilities, Keith Segar

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**BACKGROUND**

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- None.

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**SUPPORTING MATERIALS**

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- Utilities Presentation.

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**STAFF RECOMMENDATION**

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- None.

# UTILITIES DEPARTMENT UPDATES

City Council Meeting 5/10/2022

**CITY OF ALPINE**



## RATE STUDIES

- ✍ Establishing cost-based rates, fees, and charges is an important component in a well managed and operated utility.
- ✍ Cost-based rates provide sufficient funding to allow communities to build, operate, maintain, and reinvest in their utilities.
- ✍ Properly and adequately funded utilities also allow for the economic development and sustainability of the local community.



## RATE STUDIES

### WHAT DO RATE STUDIES ACCOMPLISH?

- ✍ Helps to maintain the long-term health and integrity of the utility system
- ✍ Quantifies policies, priorities, and initiatives
- ✍ Tells the “true” cost of providing the service
- ✍ Tracks cost information
- ✍ Evaluates equity between customer groups
- ✍ Communicates financial decisions and their impacts
- ✍ Provide a management decision tool

### A SUCCESSFUL RATE STUDY BLENDS:

- ✍ Finance
- ✍ Engineering
- ✍ Customer Service
- ✍ Administration



# EXTRA-TERRITORIAL JURISDICTION (ETJ)



# EXTRA-TERRITORIAL JURISDICTION (ETJ)

Hotel Parker  
Casitas





# EXTRA-TERRITORIAL JURISDICTION (ETJ)

Hotel Parker Casitas



## EXTRA-TERRITORIAL JURISDICTION (ETJ)

Potential Site for Dollar General





# EXTRA-TERRITORIAL JURISDICTION (ETJ)

Potential Site for Dollar General



## EXTRA-TERRITORIAL JURISDICTION (ETJ)



Tap Requests for 5 properties along Harriet, outside city limits



## EXTRA-TERRITORIAL JURISDICTION (ETJ)



Tap Requests for properties along W Mosley Loop, outside city limits

## FUTURE GROWTH

### TxDOT Expansion





## FUTURE GROWTH

Potential site for AEP Service Center



## FUTURE GROWTH

Potential site for AEP Service Center





# EMERGENCIES





# EARTH DAY – APRIL 22ND





**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

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**REPORTS**

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- Airport Report by Airport Supervisor, Abel Hinojos

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**BACKGROUND**

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- None.

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**SUPPORTING MATERIALS**

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- Airport Presentation.

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**STAFF RECOMMENDATION**

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- None.

# ALPINE CASPARIS MUNICIPAL AIRPORT





## Current Project:

TxDOT CSJ No: 4220SAMC

- Crack Seal/Seal Coat and Stripe: Taxiway, Apron and Runway 01/19 pavements



Before



After

# Customs Border Protection Helipad





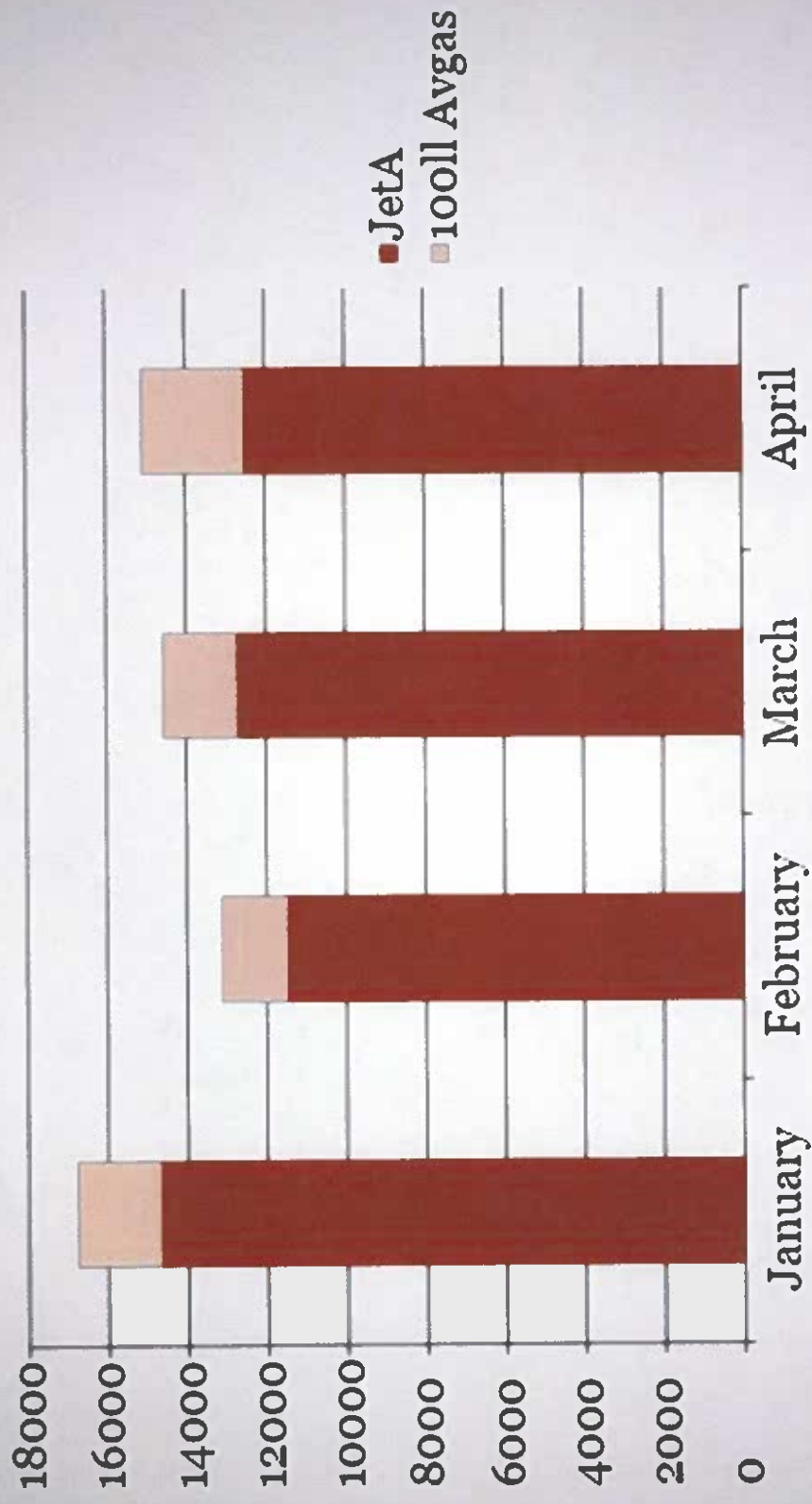


January	February	March	April
95	75	98	101
UPS - 20	17	23	18

# Transient Traffic

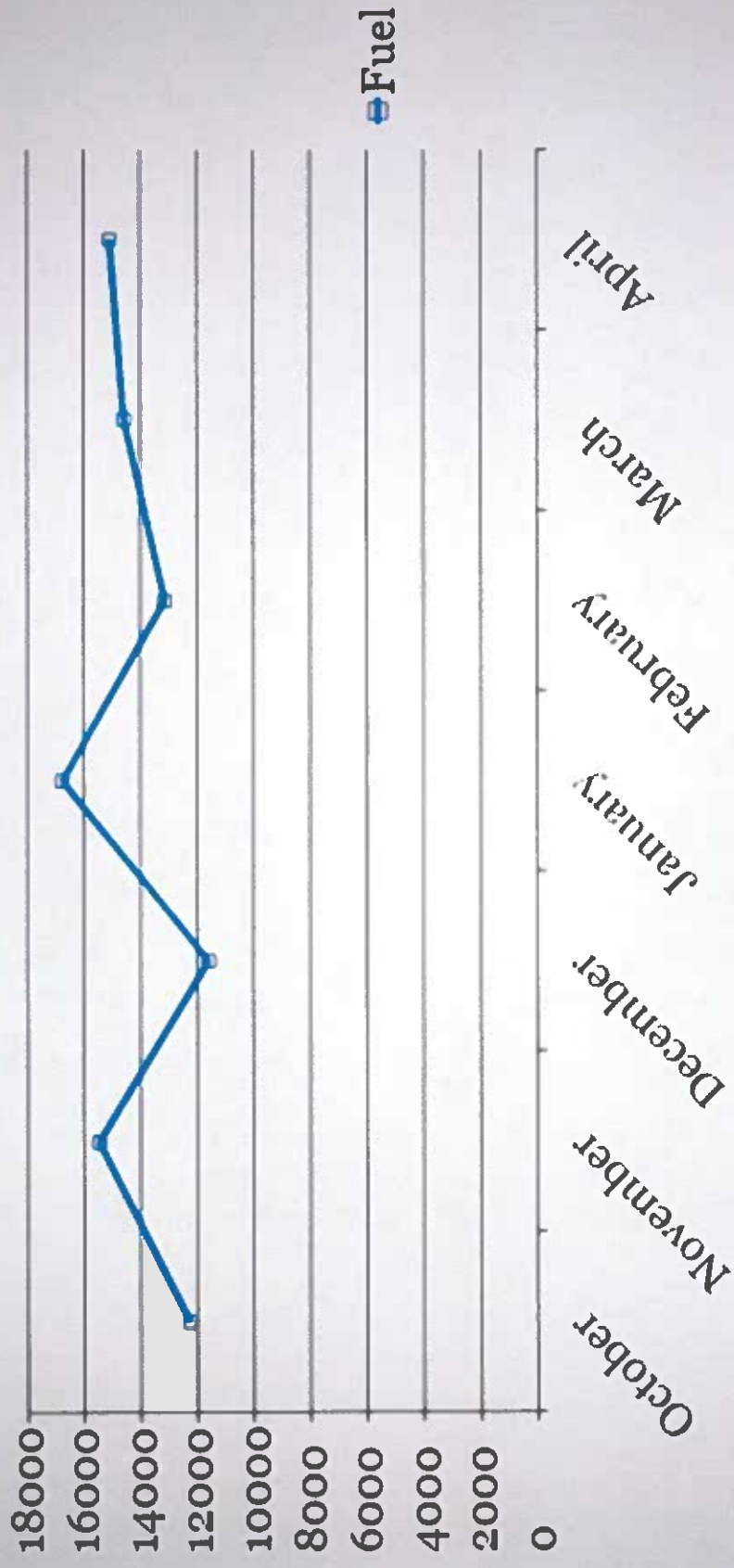


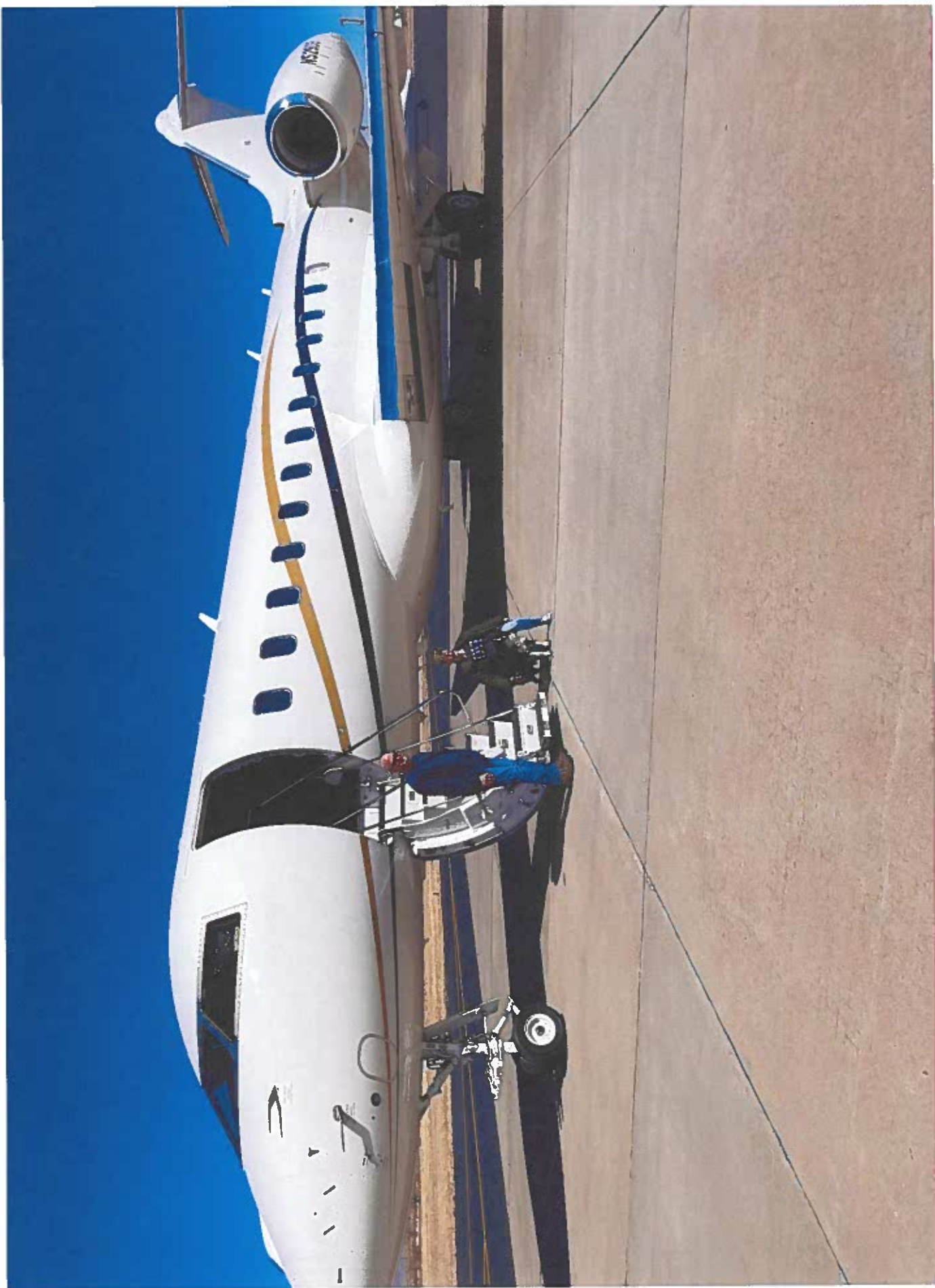
Totals do not include Aircraft based at the Alpine Airport which are privately owned, DPS, and CBP aircraft. Also does not include aircraft which arrive and depart during off hour and do not register.



## Fuel Sales (gallons)

# Gallons Sold





## **SECTION OVERVIEW**

### **5. Public Hearings –**

1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street.



## SECTION OVERVIEW

6. **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 April 19, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)
2. Approval of April 26, 2022, Special Meeting Minutes (G. Calderon, City Secretary)
3. Approval of excused absence of Councilor Rodriguez from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)
4. Approval of excused absence of Councilor Sandate from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)
5. Approval of the appointment of Amy Hardy to the Music Advisory Board under the Music Venue position (J. Stokes, City Council)
6. Approval of Gas Department Job Descriptions:
  - Gas Service Worker I
  - Gas Service Worker II
  - Gas Service Worker III
  - Gas Construction Foreman(M. Antrim, City Manager)



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

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**CONSENT AGENDA**

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1. Approval of April 19, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. April 19, 2022, Regular Meeting Minutes.

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**STAFF RECOMMENDATION**

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1. APPROVE.

**City of Alpine  
Regular City Council Meeting  
Tuesday, April 19, 2022  
Minutes**

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

1. **Call to Order & Pledge of Allegiance** – Mayor Andres Ramos called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom 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** –

**City Council Members Present:**

Mayor Andres Ramos  
Councilor Judy Stokes  
Councilor Sara Tandy  
Councilor Jerry Johnson

**City Staff Present:**

Megan Antrim, City Manager  
Geoffrey R. Calderon, City Secretary  
Keith Segar, Director of Utilities  
Kirk Caughman, Police Lieutenant  
Abel Hinojos, Airport Supervisor

**Not Present:**

Councilor Chris Rodriguez  
Councilor Martin Sandate

City Secretary, Geoffrey Calderon, determined that a quorum of the City Council was present at the City Council Chambers and reported that the meeting agenda was posted by 2:00 P.M. on April 14, 2022.

3. **Public Comments** – (limited to 3 minutes per person) – None.
4. **Presentations, Recognitions, and Proclamations** – None.
5. **Reports** – Copies of presentations displayed during the meeting are posted on the City website at [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) –

**City Mayor Report**

**City Attorney Report**

**City Manager Report**

- City Updates
- Finance Report
- Early Voting

**City Staff Updates**

- Municipal Court Update by Honorable Judge Jodi Cole & Court Clerk Linda Stewart



**6. Public Hearings –**

1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2022-03-01, an ordinance amending Chapter 90 - Taxation, Article IV - Coin-Operated Establishments to the Alpine Code of Ordinances; Providing for a maximum number of machines per establishment; Providing clarification regarding the initial Special Use Permit fee.
2. Public Hearing to obtain citizen views and comments regarding an application for a Special Use Permit for applicant Phuong Hung To. The applicant is requesting a special use permit for the purpose of establishing a coin-operated machine business. The property in question is located at **1906 W. Highway 90**. The record property owner is Charles Sanders.
3. Public Hearing to obtain citizen views and comments regarding an application for a Special Use Permit for applicant Chi Thoi Vo. The applicant is requesting a special use permit for the purpose of establishing a coin-operated machine business. The property in question is located at **2000 E. Highway 90**. The record property owner is Vimal Patel.
4. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit application for **601 N. 8th St**. Property owners of record are Jeffrey & Gay Nell Rippel.

**Public Comments:** None.

**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 April 5, 2022 Regular Meeting Minutes (G. Calderon, City Secretary)
2. Approval of Short Term Rental Special Use Permit application for **601 N. 8th St**. Property owners of record are Jeffrey & Gay Nell Rippel (G. Calderon, City Secretary)
2. Approval of 2<sup>nd</sup> Quarter Investment Report (M. Antrim, City Manager)

**RESOLUTION 2022-04-16:** On a motion by Councilor Johnson and seconded by Councilor Tandy to approve the consent agenda, the City Council unanimously voted to adopt the motion.

**8. Information or Discussion items –**

1. Fiscal Year 2022-2023 Budget (M. Antrim, City Manager)
2. Discuss the proposed Emergency Medical Services Contract (M. Antrim, City Manager)

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

1. Accept Evaluation of Generators for Utility Department Emergencies performed by Jacob and Martin Engineers (M. Antrim, City Manager)

**RESOLUTION 2022-04-17:** On a motion by Councilor Stokes and seconded by Councilor Johnson to accept the evaluation for generators, the City Council unanimously voted to adopt the motion.

Kirt Harle, P.E., Jacob & Martin, LLC. presented the evaluation for generators to the City Council.

2. Accept Waste Water Treatment Plant Evaluation performed by Jacob and Martin Engineers (M. Antrim, City Manager)

**RESOLUTION 2022-04-18:** On a motion by Councilor Tandy and seconded by Councilor Stokes to accept the Waste Water Treatment Plant Evaluation, the City Council unanimously voted to adopt the motion.

Kirt Harle, P.E., Jacob & Martin, LLC. presented the Waste Water Treatment Plant Evaluation to the City Council.

3. Approve the second and final reading of Ordinance 2022-03-01, an ordinance amending Chapter 90 - Taxation, Article IV - Coin-Operated Establishments to the Alpine Code of Ordinances; Providing for a maximum number of machines per establishment; Providing clarification regarding the initial Special Use Permit fee (J. Stokes, City Council)

**RESOLUTION 2022-04-19:** On a motion by Councilor Stokes and seconded by Councilor Tandy to approve, the City Council unanimously voted to adopt the motion.

4. Approve the first reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street (J. Stokes, City Council)

**RESOLUTION 2022-04-20:** On a motion by Councilor Johnson and seconded by Councilor Stokes to approve the first reading of Ordinance 2022-04-01, the City Council unanimously voted to adopt the motion.

5. Approve Order 2022-04-02, an order appointing and setting the rate of pay for Election Officials, designating the number of Election workers, designating the Early Voting Ballot Board for the May 7, 2022, General City Election (G. Calderon, City Secretary)

**RESOLUTION 2022-04-21:** On a motion by Councilor Johnson and seconded by Councilor Tandy to approve Order 2022-04-02, the City Council unanimously voted to adopt the motion.

6. Approve Resolution 2022-04-14, a resolution setting fees for the Alpine Municipal Swimming Pool (M. Antrim, City Manager)

**RESOLUTION 2022-04-22:** On a motion by Councilor Tandy and seconded by Councilor Stokes to approve Resolution 2022-04-14, the City Council unanimously voted to adopt the motion.

7. Approve Resolution 2022-04-15, a resolution authorizing the City of Alpine to participate in the Federal Emergency Management Administration Hazard Mitigation Grant Program (M. Antrim, City Manager)

**RESOLUTION 2022-04-23:** On a motion by Councilor Johnson and seconded by Councilor Tandy to approve Resolution 2022-04-15, the City Council unanimously voted to adopt the motion.

8. Approve an application for a Special Use Permit for applicant Phuong Hung To. The applicant is requesting a special use permit for the purpose of establishing a coin-operated machine business. The property in question is located at 1906 W. Highway 90. Record property owner is Charles Sanders (M. Antrim, City Manager)

**RESOLUTION 2022-04-24:** On a motion by Councilor Stokes and seconded by Councilor Johnson to approve the application, the City Council unanimously voted to adopt the motion.

9. Approve an application for a Special Use Permit for applicant Chi Thoi Vo. The applicant is requesting a special use permit for the purpose of establishing a coin-operated machine business. The property in question is located at 2000 E. Highway 90. Record property owner is Vimal Patel (M. Antrim, City Manager)

**RESOLUTION 2022-04-25:** On a motion by Councilor Stokes and seconded by Councilor Tandy to approve the application for the Special Use Permit, the City Council unanimously voted to adopt the motion.

10. Award contract for paving for the Alpine Country Club Estates to Jarratt Dirt Work; authorize the City Manager to negotiate the proposal from Jarrat Dirt Work for the paving of an airport taxiway responsive to the request for proposals issued for paving services, not to exceed \$60,000 (M. Antrim, City Manager)

**RESOLUTION 2022-04-26:** On a motion by Councilor Johnson and seconded by Councilor Stokes to accept item ten (10), the City Council unanimously voted to adopt the motion.

**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.** (7:50 P.M.)

**ATTEST:**

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Andres "Andy" Ramos, Mayor

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Geoffrey R. Calderon, City Secretary

**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](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on April 14, 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](mailto:city.secretary@ci.alpine.tx.us) for further information.

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Geoffrey R. Calderon, City Secretary



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

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**CONSENT AGENDA**

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2. Approval of April 26, 2022, Special Meeting Minutes (G. Calderon, City Secretary)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. April 26, 2022, Special Meeting Minutes.

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**STAFF RECOMMENDATION**

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1. APPROVE.

**City of Alpine  
Special City Council Meeting  
Tuesday, April 26, 2022  
Minutes**

**SPECIAL CITY COUNCIL MEETING - 6:00 P.M.**

1. **Call to Order & Pledge of Allegiance** – Mayor Andres Ramos called the meeting to order at 6:00 P.M. The meeting was held at 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** –

**City Council Members Present:**

Mayor Andres Ramos  
Councilor Judy Stokes  
Councilor Chris Rodriguez  
Councilor Martin Sandate  
Councilor Jerry Johnson

**City Staff Present:**

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

**Not Present:**

Councilor Sara Tandy

City Secretary, Geoffrey Calderon, determined that a quorum of the City Council was present at the City Council Chambers and reported that the meeting agenda was posted by 2:00 P.M. on April 22, 2022.

3. **Public Comments** – (limited to 3 minutes per person) – None.
4. **Presentations, Recognitions, and Proclamations** – None.
5. **Reports** – Copies of presentations displayed during the meeting are posted on the City website at [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) – None.

**City Mayor Report**

**City Attorney Report**

**City Manager Report**

**City Staff Updates**

6. **Public Hearings** – None.
7. **Consent Agenda** – None.
8. **Information or Discussion items** – None.

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

1. Approve Joint City and County Emergency Medical Services Contract with Elite Medical Air Transport, LLC, DBA Emergent Air (M. Antrim, City Manager)

**RESOLUTION 2022-04-27:** On a motion by Councilor Stokes and seconded by Councilor Rodriguez to approve the joint City and County Emergency Medical Services contract with Elite Medical Air Transport, LLC, DBA Emergent Air, the City Council voted to adopt the motion 3 to 1 with Councilor Rodriguez voting against.

**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.** (6:24 P.M.)

**ATTEST:**

---

Andres “Andy” Ramos, Mayor

---

Geoffrey R. Calderon, City Secretary

**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](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on April 22, 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](mailto:city.secretary@ci.alpine.tx.us) for further information.

---

Geoffrey R. Calderon, City Secretary



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

---

**CONSENT AGENDA**

---

3. Approval of excused absence of Councilor Rodriguez from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)

---

**BACKGROUND**

---

1. None.

---

**SUPPORTING MATERIALS**

---

1. None.

---

**STAFF RECOMMENDATION**

---

1. APPROVE.





**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

---

**CONSENT AGENDA**

---

4. Approval of excused absence of Councilor Sandate from April 19, 2022, Regular City Council Meeting (G. Calderon, City Secretary)

---

**BACKGROUND**

---

1. None.

---

**SUPPORTING MATERIALS**

---

1. None.

---

**STAFF RECOMMENDATION**

---

1. APPROVE.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

---

**CONSENT AGENDA**

---

5. Approval of the appointment of Amy Hardy to the Music Advisory Board under the Music Venue position (J. Stokes, City Council)

---

**BACKGROUND**

---

1. None.

---

**SUPPORTING MATERIALS**

---

1. Boards & Commissions Application/Questionnaire.

---

**STAFF RECOMMENDATION**

---

1. APPROVE.

# BOARDS & COMMISSION APPLICATION

[Print](#)

**Submitted by:** Amy Hardy

**Submitted On:** 2022-04-28 23:58:31

**Status:** Open

**Priority:** Normal

**Assigned To:** Records Clerk

**Due Date:** Open

RECEIVED

APR 29 2022

BY:



## CITY OF ALPINE ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

### Qualities that make a great board member:

- A genuine interest in improving life for Alpine residents
- Knowledge of or a willingness to learn about the subject area
- Knowledge of or a willingness to learn local governance rules and norms
- Openness to new ideas
- Considers volunteer service important and worthy of a reasonable time commitment

### What the City should provide to board members:

- Clear guidance about expectations for attendance and time contribution
- Clear guidance about rules governing public boards (open meetings and open records requirements)
- Organization chart of City staff with contact information
- Role in the budget process
- Designated staff liaison who regularly reports on meetings to supervisor

### Board Chairperson:

- Understands board charter
- Works with the City staff liaison person to coordinate meeting agendas
- Engages board members with calls or follow-up to make sure they can attend the meetings (i.e. quorum)
- Follows up with City Manager and members of City Council to ask questions and get support as needed.

\* First Name

Amy

\* Last Name

Hardy

\* Street Address

1605 North 6th St.

* City	* State	* Zip
Alpine	Texas	79830

* Email Address	* Phone
ajcavness@yahoo.com	9154918610

* Occupation	* How long have you been a resident of or involved with Alpine?
Business Owner	48 years

* Are you a qualified voter of the City of Alpine?	* Board or Commission you have interest in serving on:
<input type="radio"/> Yes	Music
<input checked="" type="radio"/> No	

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

I was born and raised in Alpine. I graduated from Alpine High and received my Bachelor's from Sul Ross. I am currently a business owner.

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

I own a bar in Alpine with one of the largest outdoor stages in town. I want to bring in well known names to my business. Which means bringing in tourist and money into our area. I believe my knowledge as a local business owner with live music entertainment would an asset to the board.

\* 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

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

☐ Yes  
☒ No

If yes, in what capacity?

How long?

If yes, please explain:

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

\* \* \*

I, the applicant for this *Boards & Commissions Application*, certify that the information contained in this application is true, correct, and complete. I understand that, if selected, false statements reported on this applications may be considered sufficient cause for dismissal.

\* Electronic Signature

Amy Hardy

\* Date

04/28/2022

Format: MM/DD/YYYY

**\* I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.**

☒ **Option 1**





**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

---

**CONSENT AGENDA**

---

6. Approval Gas Department Job Descriptions:

- Gas Service Worker I
- Gas Service Worker II
- Gas Service Worker III
- Gas Construction Foreman

(Megan Antrim, City Manager)

---

**BACKGROUND**

---

1. None.

---

**SUPPORTING MATERIALS**

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1. Worker I (Current Job Description)
2. Gas Service Worker I (Highlighted Changes)
3. Worker II (Current Job Description)
4. Gas Service Worker II (Highlighted Changes)
5. Worker III (Current Job Description)
6. Gas Service Worker III (Highlighted Changes)
7. Gas Construction Foreman

---

**STAFF RECOMMENDATION**

---

1. APPROVE.

## **Worker I**

**Department:** As Assigned

\$25,920.00 - \$28,800.00 Annually

**Division:** As Assigned

\$2,160.00 - \$2,400.00 Monthly

**Supervisor:** As Assigned

\$13.50 - \$15.00 Hourly

**Salary:** Non-exempt

**Status:** Full-Time

**Education and Experience:** A minimum of a High School diploma or GED is required and 1 year work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

### **General Purpose**

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as an entry-level Worker I in various City of Alpine Public Utility and Public Works Departments.

### **Typical Duties**

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

## Worker I

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

Salary: Non-exempt

Status: Full-Time

\$25,920.00 - \$28,800.00 Annually

\$2,160.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

### Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

*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

## **Gas Service Worker I**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**Salary: Non -Exempt**

**Status: Full-Time**

\$25,920.00 - \$28,800.00 Annually

\$2,160.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

**Education and Experience:** A minimum of a high school diploma or GED required. One (1) year work on any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License.

### **General Purpose**

Provides general labor and assists with routine preventive maintenance and repairs on gas facilities and equipment.

### **Typical Duties**

- Assists with the installation and maintenance of gas lines, mains and services
- Assists in constructing gas taps;
- Assists in using clamps, compressor and hand tools;
- Performs general maintenance, including cleaning facilities, clearing brush from right-of- ways, building fences, painting, digging ditches, mowing, trimming and edging;
- Assists with routine maintenance on gas construction vehicles and equipment
- Sets up barricades, cones, and construction signs and flags as needed
- Completes paperwork and necessary reports.

### **Other Important Duties\***

- May perform janitorial duties and maintenance at building
- Performs such other related duties as may be assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of City safety policies and procedures.
- Knowledge of gas system operations; equipment used in construction and maintenance of gas facilities; and the use and care of tools and specialized equipment.
- Work under general supervision; understand and follow instructions.
- Application of good knowledge of public relations principles.
- Application of good knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Application of good knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Application of good knowledge of research methods.
- Prepare clear, concise oral and written communication.
- 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.

Approve by Council xx/xx/xx

Page 1 of 2



## **Gas Service Worker I**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**Salary: Non -Exempt**

**Status: Full-Time**

\$25,920.00 - \$28,800.00 Annually

\$2,160.00 - \$2,400.00 Monthly

\$13.50 - \$15.00 Hourly

- Skill in resolving problems or situations requiring the exercise of good judgment.
- Skilled in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).

### **Other Job Characteristics**

- Lift and carry items up to 100 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Tolerate outside working conditions, including exposure to adverse weather conditions.

*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

Approve by Council xx/xx/xx

Page 2 of 2

## **Worker II**

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

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 and 2 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker II is assigned to.

### **General Purpose**

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Worker II in various City of Alpine Public Utility and Public Works Departments.

### **Typical Duties**

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.

## Worker II

Department: As Assigned

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

Division: As Assigned

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

Supervisor: As Assigned

\$14.50 - \$17.00 Hourly

Salary: Non-exempt

Status: Full-Time

- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

### Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

*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

## **Gas Service Worker II**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**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 high school diploma, plus five (5) years of progressively responsible experience in the operation, construction and maintenance of gas with supervisor experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must obtain an API 1104 Welding Certification.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. If performing welding, must obtain and maintain certification per the Natural Gas System Operation, Maintenance, and Emergency Plan. Other appropriate necessary certifications.

### **General Purpose**

Provides general labor and assists with routine preventive maintenance and repairs on gas facilities and equipment.

### **Typical Duties**

- Assists with the installation and maintenance of gas lines, mains and services; Assists in constructing gas taps;
- Assists in using clamps, compressor and hand tools;
- Performs general maintenance, including cleaning facilities, clearing brush from right-of- ways, building fences, painting, digging ditches, mowing, trimming and edging;
- Assists with routine maintenance on gas construction vehicles and equipment; Sets up barricades, cones, and construction signs and flags as needed;
- Operates equipment and street repair and utility construction, including driving trucks; Completes paperwork and necessary reports.

### **Other Important Duties\***

- Knowledge of City safety policies and procedures.
- May perform janitorial duties and maintenance at building; and
- Occasionally operate a truck, front end loader, backhoe or other equipment; May serve as equipment operator in that person's absence;
- Performs such other related duties as may be assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of gas system operations; equipment used in construction and maintenance of gas facilities; and the use and care of tools and specialized equipment.
- Work under general supervision; understand and follow instructions.
- Application of good knowledge of public relations principles.
- Application of good knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Application of good knowledge in preparing clear and concise reports, including oral, written, and



## Gas Service Worker II

Department: Gas

Division: Gas

Supervisor: Director

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

audio/visual presentations.

- Application of good knowledge of research methods.
- Prepare clear, concise oral and written communication.
- 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.
- Skilled in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).

### Other Job Characteristics

- Lift and carry items up to 100 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.

*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

## **Worker III**

Department: As Assigned

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

Division: As Assigned

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

Supervisor: As Assigned

\$16.50 - \$20.00 Hourly

Salary: Non-exempt

Status: Full-Time

**Education and Experience:** A minimum of a High School diploma or GED is required and 4 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker III is assigned to.

### **General Purpose**

Under general supervision leads personnel assigned to various City of Alpine Public Utility and Public Works Department. Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Worker III is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

### **Typical Duties**

- Leads Workers I and II to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and provides assistance to them.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.
- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.

## Worker III

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

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

- All other duties as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

### Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

*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

## **Gas Service Worker III**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**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 high school diploma, plus five (5) years of progressively responsible experience in the operation, construction and maintenance of gas with supervisor experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must obtain an API 1104 Welding Certification.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. If performing welding, must obtain and maintain certification per the Natural Gas System Operation, Maintenance, and Emergency Plan. Other appropriate necessary certifications.

Must maintain operator's qualifications: Gas Operation Safety, Meter Reading, Cathodic Protection, Customer Service Pt. 1, Customer Service Pt. 2, Emergency Response, Receiving and Dispatching, Pressure Testing/Odorization, Construction Job Safety, Maintenance of Natural Gas Pt. 1, Maintenance of Natural Gas Pt. 2.

### **General Purpose**

Provides general labor and assists with routine preventive maintenance and repairs on gas facilities and equipment.

### **Typical Duties**

- Leads Workers I and II to perform labor intensive work.
- Assists with the installation and maintenance of gas lines, mains and services; Assists in constructing gas taps;
- Assists in using clamps, compressor and hand tools;
- Performs general maintenance, including cleaning facilities, clearing brush from right-of- ways, building fences, painting, digging ditches, mowing, trimming and edging;
- Assists with routine maintenance on gas construction vehicles and equipment; Sets up barricades, cones, and construction signs and flags as needed;
- Operates equipment and street repair and utility construction, including driving trucks;
- Completes paperwork and necessary reports.
- Other duties as assigned.

### **Other Important Duties\***

- May perform janitorial duties and maintenance at building; and
- May perform welding in construction and maintenance of mains and services in the gas system, including calculating materials needed and operating welding equipment in a safe manner.
- Occasionally operate a truck, front end loader, backhoe or other equipment; May serve as equipment operator in that person's absence;
- Performs such other related duties as may be assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of gas system operations; equipment used in construction and maintenance of gas facilities; and the use and care of tools and specialized equipment.
- Work under general supervision; understand and follow instructions.
- Application of good knowledge of public relations principles.

## Gas Service Worker III

Department: Gas

Division: Gas

Supervisor: Director

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

- Application of good knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Application of good knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Application of good knowledge of research methods.
- Prepare clear, concise oral and written communication.
- 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.
- Skilled in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).

### Other Job Characteristics

- Lift and carry items up to 100 pounds.
- Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Tolerate outside working conditions, including exposure to adverse weather conditions.

*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

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Employee's Printed Name



## **Gas Construction Foreman**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**Salary: Non -Exempt**

**Status: Full-Time**

\$35,360.00 - \$58,240.00 Annually

\$2,946.67 - \$4,853.34 Monthly

\$17.00 - \$28.00 Hourly

**Education and Experience:** A high school diploma, plus five (5) years of progressively responsible experience in the operation, construction and maintenance of gas with supervisor experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must obtain an API 1104 Welding Certification.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. If performing welding, must obtain and maintain certification per the Natural Gas System Operation, Maintenance, and Emergency Plan. Other appropriate necessary certifications.

### **General Purpose**

Reporting to the Department Director the Foreman supervises a variety of unskilled and semi- skilled labor tasks acting as a trainer for the department. Ensures that natural gas distribution facilities are functioning reliably, safely and properly; meeting all required standards. Provides general labor and assists with routine preventive maintenance and repairs on gas facilities and equipment. Duties include directing and supervising the operation, maintenance and construction of the natural gas distribution system.

### **Typical Duties**

- Directs and supervises the construction, operation and maintenance of the gas system to ensure proper operation, safety and full compliance with all state and federal regulations;
- Inspects facilities and work crews in the fields to ensure that assignments are being carried out properly and that work quality and safety standards are being maintained;
- Inspects all construction projects for compliance with gas construction project specifications and with state and federal regulations;
- Assists in training new employees;
- Assures that appropriate departmental activity records are timely maintained and that appropriate periodic and special reports are prepared and distributed;
- Maintains adequate inventory of supplies;
- Acts as a project liaison with other utility companies, departments and contractors and interacts with the public, handling complaints and investigating problems;
- Assists with the installation and maintenance of gas lines, mains and services;
- Assists in constructing gas taps;
- Uses clamps, compressor and hand tools;
- Performs routine maintenance on department tools and equipment;
- Performs general maintenance, including cleaning facilities, clearing brush from right-of- ways, building fences, painting, digging ditches, mowing, trimming and edging;
- Operates equipment in street repair and utility construction, including driving trucks; Sets up barricades, cones and construction signs and flags as needed; and
- Completes paperwork and necessary reports.

### **Other Important Duties\***

- May perform janitorial duties and maintenance at building;
- May perform welding in construction and maintenance of mains and services in the gas system, including calculating materials needed and operating welding equipment in a safe manner;
- May occasionally operate a truck, front-end loader, backhoe or other equipment; May serve as equipment operator in that person's absence; and
- Performs such other related duties as may be assigned.

## **Gas Construction Foreman**

**Department: Gas**

**Division: Gas**

**Supervisor: Director**

**Salary: Non -Exempt**

**Status: Full-Time**

\$35,360.00 - \$58,240.00 Annually

\$2,946.67 - \$4,853.34 Monthly

\$17.00 - \$28.00 Hourly

### **Knowledge, Skills, and Abilities**

- Knowledge of gas system operations; equipment used in construction and maintenance of gas facilities; and the use and care of tools and specialized equipment.
- Application of good knowledge of City ordinances, rules, regulations and standards.
- Work under general supervision; understand and follow instructions.
- Application of good knowledge of public relations principles.
- Application of good knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Application of good knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Application of good knowledge of research methods.
- Prepare clear, concise oral and written communication.
- 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.
- Skilled in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).

### **Other Job Characteristics**

- Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of production repair and inspection equipment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- 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.

*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.

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Employee Signature & Date

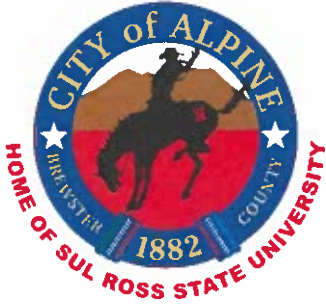
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Employee's Printed Name

## **SECTION OVERVIEW**

### **7. Information or Discussion Items –**

1. Presentation by Big Bend National Park Superintendent, Bob Krumenaker, about the proposal for official wilderness designation of the currently undeveloped parts of the park (M. Antrim, City Manager)
2. Brewster County Central Appraisal District Board of Directors update (J. Johnson, City Council)



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

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**INFORMATION OR DISCUSSION**

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1. Presentation by Big Bend National Park Superintendent, Bob Krumenaker, about the proposal for official wilderness designation of the currently undeveloped parts of the park (M. Antrim, City Manager)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. Facts About Wilderness at Big Bend National Park.
2. 2 "Areas Managed as Wilderness" Maps
3. Texas Monthly, *The "Keep Big Bend Wild" Effort Aims to Forever Protect Texas's First National Park.*

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**STAFF RECOMMENDATION**

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1. None.



## Facts about Wilderness at Big Bend National Park (BBNP)

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- Many people from across Texas and nearby states who love BBNP are looking to raise the visibility and **fulfill an unrealized vision of previous generations** which has been around for over 40 years without any resolution.
- They have loosely organized as “Keep Big Bend Wild” (KBBW) and have a website: [keepbigbendwild.org](http://keepbigbendwild.org).
- While the NPS did not initiate this effort, BBNP management and the NPS welcome the discussion.
- The group hopes to see action on a recommendation the NPS made to Congress in 1978 to formally designate most of the undeveloped lands of BBNP (about 2/3 of the park) as federal wilderness, which would **keep those undeveloped areas wild while not impacting existing developments or uses in any way**.
- By agency policy, the **NPS has been managing these areas to protect them from any additional development since that proposal was made in 1978**. Policy is not law, however, and can change in the future.
- Hence this is **not about changing things on the ground, but reducing uncertainty** about future management.
- The boundaries proposed in 1978 probably could use some review, and the group has asked NPS to look at that. But everyone agrees that all existing developments (including all paved and unpaved public roads) and **all uses that are currently allowed, would continue** in any proposal that the group would ask Congress to act upon. None of the Chisos Basin development, and none of the Rio Grande, would be included in the wilderness, or affected by this proposal. All existing developments would be maintained. In fact, the NPS plans to invest over \$75m in infrastructure improvements in 2022-24.
- Hence Congressional **action would assure continuity of management into the future**, regardless of who the superintendent is or the policy of the administration in power. NPS employees cannot lobby for legislation.
- The legally-protected **rights, access, and religious freedoms of American Indians would not be affected** in any way by this designation. NPS is seeking input from tribes to assure any concerns they have are considered.
- Wilderness can be a hot button issue and is frequently misunderstood. **Wilderness law and policy are actually very pro-people and pro-recreation**, encouraging people to experience nature on its own terms, without modern conveniences. Hence if there were any future development in the park outside of existing roads and developed areas, it would focus on trails and campsites, which are permitted in wilderness.
- People overwhelmingly say that they like the current mix of developed and wild areas at Big Bend NP – they do not want to see this park turn into Yellowstone or Yosemite, overcrowded and overdeveloped.
- Wilderness designation has **three major advantages**, too, that aren’t always considered:
  - It **creates a framework for future management that can’t change by the whim of the day**; in so doing, it assures that our grandchildren can have the best hope of having a BBNP experience like we can have today.
  - As visitation increases, it will **assure that any additional visitor services that are needed are accommodated outside the park**, which would have a direct positive economic impact on the private sector and gateway communities, while limiting any negative environmental or aesthetic impact on the park itself, which is what draws so many people to the area.
  - It enhances wildlife habitat, improving viewing and hunting opportunities on private lands beyond BBNP.
- Wilderness designation would have **absolutely no regulatory impact on any lands or land uses outside BBNP**.
- Peer-reviewed economics studies overwhelmingly show that protection of wild areas, including formal designation as wilderness, **benefits local economies**.
- **Outfitting services** that are appropriate to realize the recreational purposes of the area while respecting the area’s wilderness values **would continue, unaffected** by wilderness designation.
- Wilderness also **does not threaten the NPS or the Border Patrol’s ability to secure the border** (which due to its remoteness, has less illegal activity than any other border sector).
  - NPS and the Border Patrol have an excellent relationship here and work together to assure that both agency’s mission is accomplished without compromising either mission.
  - Border patrol currently sees no need for surveillance towers or driving off road within the park.
  - There are procedures in place by which the agencies agree to work through any issues if communications facilities or other infrastructure is needed within wilderness. It works.
- Much of Guadalupe Mountains National Park is already federal wilderness; if Congress designated wilderness at BBNP, it would be the largest wilderness in the state of Texas.



## Definition of Wilderness from Section 2(c) of the 1964 Wilderness Act:

*A wilderness, in contrast with those areas where man and his works dominate the landscape, is hereby recognized as an area where the earth and its community of life are untrammelled by man, where man himself is a visitor who does not remain. An area of wilderness is further defined to mean in this Act an area of undeveloped Federal land retaining its primeval character and influence, without permanent improvements or human habitation, which is protected and managed so as to preserve its natural conditions and which (1) generally appears to have been affected primarily by the forces of nature, with the imprint of man's work substantially unnoticeable; (2) has outstanding opportunities for solitude or a primitive and unconfined type of recreation; (3) has at least five thousand acres of land or is of sufficient size as to make practicable its preservation and use in an unimpaired condition; and (4) may also contain ecological, geological, or other features of scientific, educational, scenic, or historical value.*

Sometimes people who are opposed to, or concerned about the impact of, designation of lands as wilderness will assert that wilderness "locks up" the public lands, but the introductory paragraph of the Wilderness Act says the opposite, twice using the phrase "use and enjoyment":

*"wilderness areas" ... shall be administered for the use and enjoyment of the American people in such manner as will leave them unimpaired for future use and enjoyment as wilderness.*

§4(b) of the Act further defines the purposes of wilderness, which clearly serve people:

*wilderness areas shall be devoted to the public purposes of recreational, scenic, scientific, educational, conservation, and historical use.*

It's obvious that wilderness needs to be managed differently than other lands, and the §4(c) of the Act spells out the restraint that guides management:

*Except as specifically provided for in this Act, and subject to existing private rights, there shall be no commercial enterprise and no permanent road within any wilderness area designated by this Act and except as necessary to meet minimum requirements for the administration of the area for the purpose of this Act (including measures required in emergencies involving the health and safety of persons within the area), there shall be no temporary road, no use of motor vehicles, motorized equipment or motorboats, no landing of aircraft, no other form of mechanical transport, and no structure or installation within any such area.*

Note that as current NPS requires the protection of wilderness values, this would be no change from existing management.

### Facebook Wilderness Poll Results – June 3-8, 2021

Posted by the Friends of Big Bend National Park (Big Bend Conservancy) – 459 Participants

Question: What do you think of the mix of developed and undeveloped lands within the park?

- It's a great balance. I hope the NPS maintains the facilities that currently exist but I don't want to see more areas developed. (69%)
- I'd like to see more roads, campgrounds, and lodging to accommodate growing visitation. (10%)
- There's too much development in the park already. (9%)
- We need development outside of the park to support visitors while minimizing disturbance in the park. (7%)
- Other (5%)

### Media Attention

- <https://www.nationalparkstraveler.org/2022/03/seeking-wilderness-big-bend-national-park>
- <https://www.nationalparkstraveler.org/podcast/2022-02-27-national-parks-traveler-episode-159-seeking-official-big-bend-wilderness>
- <https://www.texasmonthly.com/travel/keep-big-bend-wild-effort-forever-protect/>

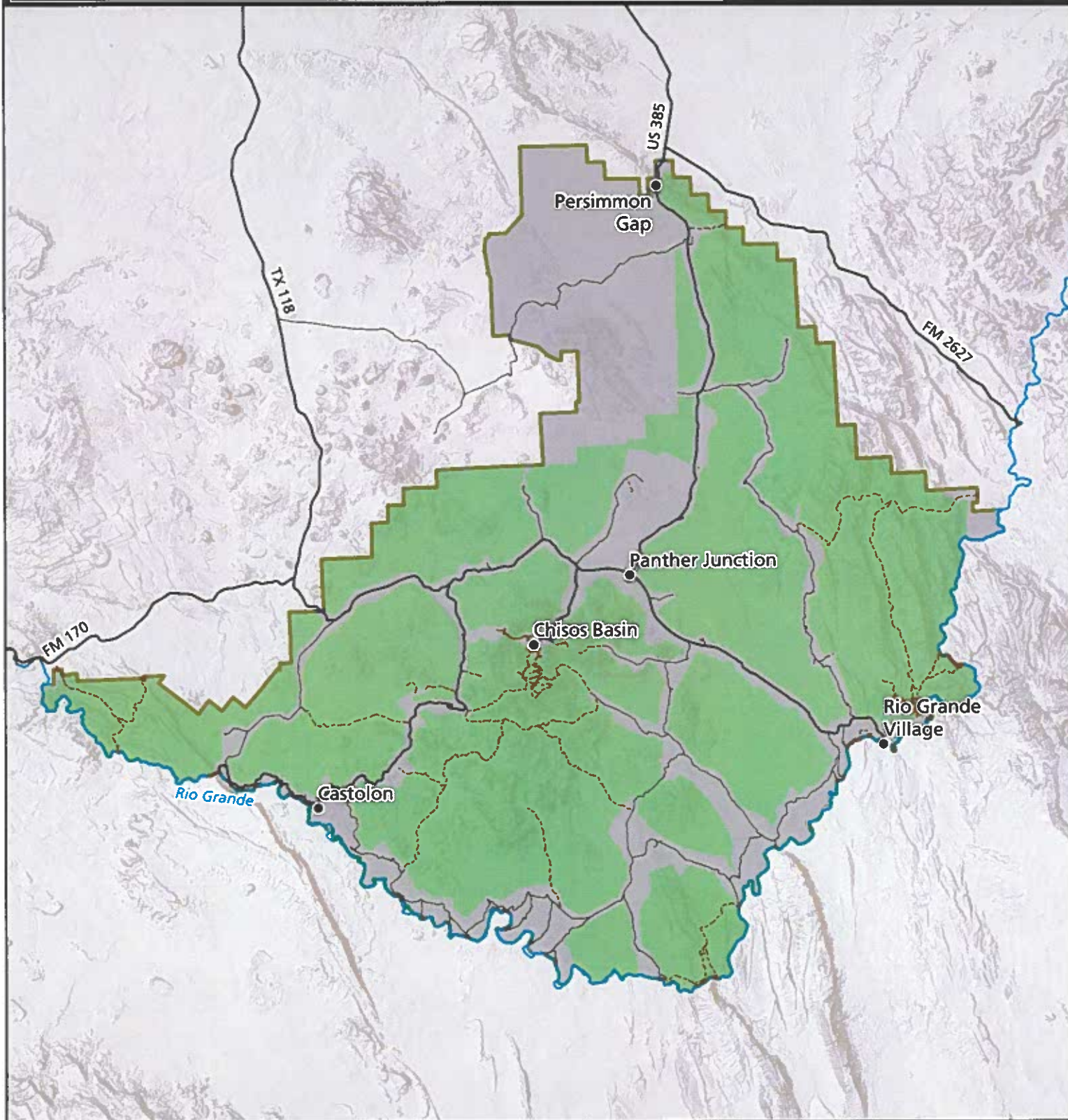
# Areas Managed as Wilderness

National Park Service  
U.S. Department of the Interior



Includes all areas recommended in 1978 by the US Department of the Interior to Congress for designation as wilderness / potential wilderness

Big Bend National Park  
Texas



## Legend

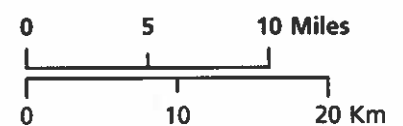
- Visitor center
- Trail
- Unpaved road
- Paved road

- Big Bend National Park boundary
- Area managed as wilderness
- Non wilderness



North

1:500,000



Map developed 3/10/2011 by M. Landis, Rio Bend National Park

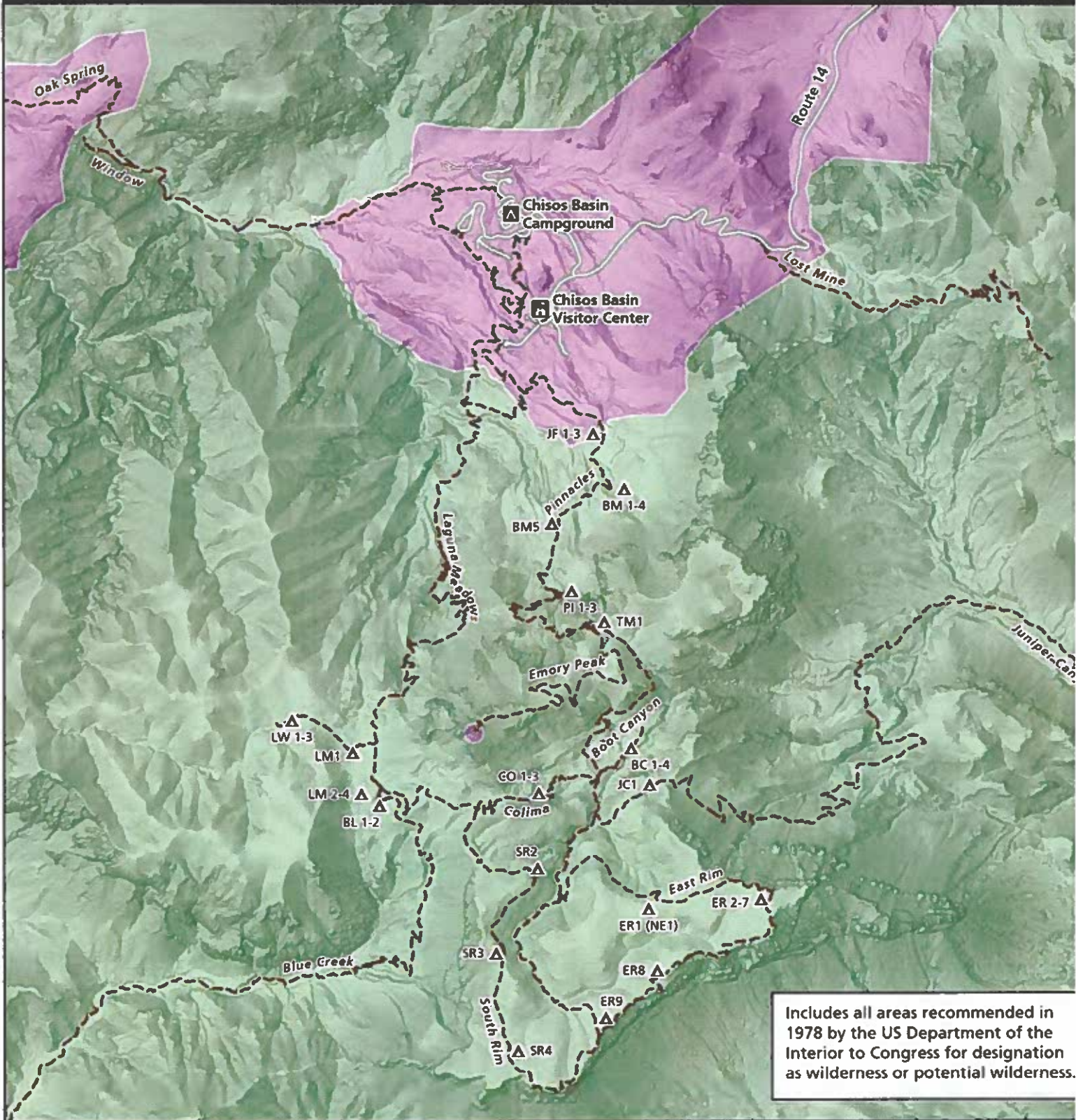


# Areas Managed as Wilderness

## Chisos Mountains Area

National Park Service  
U.S. Department of the Interior

Big Bend National Park  
Texas



Includes all areas recommended in 1978 by the US Department of the Interior to Congress for designation as wilderness or potential wilderness.



<b>Legend</b>	
▲ Primitive campsite	--- Trail
⬢ Campground	Wilderness Designation
⬢ Visitor center	Area Managed as Wilderness
— Unpaved road	Non Wilderness

North

**1:34,000**

0 1,000 2,000 3,000 4,000 5,000 Feet

0 500 1,000 1,500 Meters

Map developed 08/2011 1:24,000 Big Bend National Park



TRAVEL & OUTDOORS

## The “Keep Big Bend Wild” Effort Aims to Forever Protect Texas’s First National Park

Designating Big Bend as a federal wilderness area, advocates say, will ensure it stays rugged for decades to come.

By Pam LeBlanc

March 17, 2022

3



The Rio Grande winds its way through Big Bend National Park, with Santa Elena Canyon in the distance.  
Tim Speer/Getty

A record 581,000 travelers visited Big Bend National Park last year. Tourists are drawn to this prickly desert paradise in far West Texas for its majestic sunsets, spectacular hiking and camping, and remote location along the Rio Grande. Above all, visitors come seeking wilderness and solitude. To ensure that experience is preserved for future generations, a new advocacy group called Keep Big Bend Wild is pushing to give vast

portions of the park the nation's highest level of conservation protection: an official federal designation as a wilderness area.

The designation would have virtually no impact on what travelers could do in the park or how outfitters operate there now, according to members of the group and the park's superintendent, who supports the effort. But it would permanently prevent new infrastructure from popping up outside already developed park areas, protecting the rugged experience that one can get only from a few days of tromping through the Chisos Mountains alongside mountain lions and owls, or watching tarantulas scurry across the desert flats below.

The wilderness designation isn't intuitive. Why is it necessary to further protect land that's already part of a national park? To answer that question, you have to go back to 1964, when President Lyndon B. Johnson signed the Wilderness Act into law. The law created a system to protect federal land from development; today, it encompasses more than 100 million acres, from national forests and refuges to national parks. In 1978, the National Park Service submitted a recommendation to Congress to designate large swaths of Big Bend National Park as wilderness, but that designation was never adopted.

One reason why: park staff, volunteers, and advocates had worked hard to build infrastructure in Big Bend, which became a national park in 1944. The idea of restricting future growth might've seemed backward at the time, says Raymond Skiles, a core member of the Keep Big Bend Wild team and a longtime park employee who retired in 2018. "That was a time when most of the folks who were boosters of getting a park established were still around and influential," Skiles says. "They had made a huge effort to get a park established and get good roads, lodging, and gas stations. At the time, there was concern that accessibility achievements might somehow be rolled back by the wilderness designation."

The idea of "wilderness" was relatively new then. But today, 50 of America's 63 national parks—including Guadalupe Mountains National Park, Yosemite National Park, and Rocky Mountain National Park—include designated wilderness areas that total 44 million combined acres.

Visitation at Big Bend National Park has surged in recent years. It reached more than 463,000 people in 2019, then climbed to 581,000 in 2021. Backers of the wilderness designation say it would ensure that any future construction needed to serve



increasing crowds, such as hotels or campgrounds, would be confined to gateway communities outside park boundaries, helping to retain Big Bend's scrappy character.

The park's lodge and three developed campgrounds would continue to operate as they have for decades, and paved and unpaved roads that cut through the rugged landscape would remain open. Visitors could still hike and camp in the backcountry and paddle the muddy Rio Grande, and the designation wouldn't affect the way the Border Patrol does its work inside the park, either. The designation, advocates say, would simply keep the undeveloped parts of the park undeveloped in perpetuity—something that is not currently guaranteed.

"I can't think of a single change in human use [that the designation would bring]," Skiles says. "The wilderness designation wasn't meant to keep people out or shut down integral facilities. It was to say, 'Hey, there is a point where development achieves its goals . . . and let's save the untarnished landscape that is really why people want to be there in the first place.'"

Visitors to the park would see little change, according to Big Bend National Park superintendent Bob Krumenaker, who supports the effort. New hiking trails could still be constructed, and there would be no changes in permit requirements, off-trail hiking opportunities, or river access. Bicycling is already allowed only on gravel or paved roads, and that won't change. The park's existing infrastructure would not be part of the designated wilderness. Paved and gravel roads would become corridors of non-wilderness inside the wilderness areas.

Existing facilities, such as the lodge in the Chisos Basin at the center of the park, could expand a small amount, if they didn't extend into the designated wilderness areas, but a new lodge or campground couldn't sprout in the middle of the desert. A planned \$50 million upgrade to the aging Chisos Mountain Lodge and the potable water system could proceed as planned.

The wilderness designation at Big Bend was not adopted in 1978 in part because the National Park Service was initially not a strong supporter of the Wilderness Act, according to Krumenaker. "The thought was, 'We're already protecting wild lands; why do we need an additional law?'" he says. "That's why it's important now. That was basically a handshake deal, and a future superintendent might someday decide we need another lodge or another developed campground [inside the park]. The Wilderness Act recommends that those areas that could remain wild should be guaranteed wild."

Even without the designation, most of the parkland at Big Bend has in effect been managed as wilderness since that recommendation. But organizers of the effort worry that the “wilderness with a small w” policy, as Skiles calls it, might not hold forever. The designation aims to protect against future park management going rogue and building a big new lodge in the desert, or adding a snack bar near a beloved site like Mule Ears or Balanced Rock.

“While we’re good stewards, things can change in local administration,” Krumenaker says. “More importantly, we are managing these areas to be wild based on policy that can change based on whoever is in Washington, D.C. I think the public has told us clearly they do want these areas protected. By Congress passing this law, we can cement the deal.”

Charles Angell operates Angell Expeditions, which offers mountain biking, hiking, paddling, and rafting trips in and around Big Bend. He says he supports Keep Big Bend Wild’s effort. “The designation is just one more layer to keep [the park] pristine,” Angell says. “This is a step in the correct direction.”

Krumenaker says he hasn’t seen hard opposition to the proposal, although in the past some lovers of the park have incorrectly seen the push for a wilderness designation as an undercover effort to remove all existing development from the basin area. That’s false, he says, noting that the park is about to spend \$50 million on improvements to the main lodge (the restaurant and check-in area, not the rooms) in the Chisos Basin. Demolition on that project could begin as soon as next summer. “This is not about removing any development; it’s about drawing lines around development so it doesn’t expand beyond existing area,” Krumenaker says.

Other naysayers don’t see any urgency to getting the designation, since Big Bend has operated without it for so long: “They figure it’s working now, so why do something else?”

Ultimately, it will be up to Congress to consider the designation. Organizers hope that will happen before the end of the current term, in January 2023, but they’ll continue to push for the change if it doesn’t. For Skiles, it’s a way to ensure that future hikers, paddlers, and backpackers have the chance to strike out across the landscape and get in touch with the primitive nature of human existence. “So many people going to Big Bend feel it and understand it,” he says. “That’s because they’re experiencing that wilderness.”



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
MAY 10, 2022**

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**INFORMATION OR DISCUSSION**

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2. Brewster County Central Appraisal District Board of Directors update (J. Johnson, City Council)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. None.

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**STAFF RECOMMENDATION**

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1. None.

## SECTION OVERVIEW

**8. 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 the second and final reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street (J. Stokes, City Council)
2. Approve Resolution 2022-05-01, a resolution accepting the Big Bend Conservation Alliance proposal to provide funding to AEP to convert City of Alpine non-compliant municipal street lights to compliant 70w HPS flat lens, full cut-off cobra head fixtures (M. Antrim, City Manager)
3. Approve waiving annual payment in lieu of taxes fees owed by the Alpine Housing Authority until FY 2025 (M. Antrim, City Manager)
4. Annual performance assessment of the City Secretary, including any proposed compensation adjustment (J. Stokes, City Council)



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 1 – Ordinance 2022-04-01  
Agenda Sponsor: Judy Stokes, City Council  
Memo Submitted By: Geoffrey Calderon, City Secretary

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**SYNOPSIS**

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Approve the second and final reading of Ordinance 2022-04-01, an ordinance repealing Ordinance 2017-05-02 removing the no parking section on Sul Ross Avenue and 8th Street (J. Stokes, City Council)

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**BACKGROUND**

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- On June 20, 2017, the City Council approved Ordinance 2017-05-02 which created a no parking zone on the North East side of 309 West Sul Ross Avenue (Old City Hall).
- This ordinance was passed to increase pedestrian and motor vehicle safety, but it has been determined that this change has not provided a significant improvement.
- Councilor Stokes is proposing that the original ordinance be repealed and that the no parking zone on the North East side of 309 West Sul Ross Avenue be abolished.

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**SUPPORTING MATERIALS**

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1. Ordinance 2022-04-01.
2. Ordinance 2017-05-02.

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**STAFF RECOMMENDATION**

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**APPROVE:** City Staff supports approval of this ordinance.

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon



**STATE OF TEXAS  
CITY OF ALPINE**

**COUNTY OF BREWSTER**

**ORDINANCE 2022-04-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS REPEALING ORDINANCE 2017-05-02 AND ABOLOSHING THE NO PARKING REQUIREMENT ON THE NORTH EAST SIDE OF 309 WEST SUL ROSS AVENUE; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council passed Ordinance 2017-05-02 on June 20, 2017, which authorized no parking on the North East side of 309 West Sul Ross Avenue in effort of increasing pedestrian and motor vehicle safety; and

**WHEREAS**, after a thorough review of the benefits that this closure has provided to the City, it has been determined that no significant value has arisen from the closure; and

**WHEREAS**, the City of Alpine, Texas has the authority to adopt regulations restricting and regulating the direction and flow of traffic on streets located within the corporate city limits; and

**WHEREAS**, the City Council has determined that the public will benefit from the repeal of Ordinance 2017-05-02 and the abolishment of the no parking zone on the North East side of 309 West Sul Ross Avenue.

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

**SECTION I  
REPEAL OF ORDINANCE 2017-05-02**

Ordinance 2017-05-02 is hereby repealed and the no parking zone on the North East side of 309 West Sul Ross Avenue is hereby abolished.

**SECTION II  
FINDINGS OF FACT**

All of the premises in this ordinance are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION III  
CUMULATIVE CLAUSE**

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

**SECTION IV  
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid 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 V  
PROPER NOTICE AND MEETING**

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

**SECTION VI  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 10<sup>th</sup> DAY OF MAY 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**APRIL 19, 2022**

**SECOND AND FINAL READING**

**MAY 10, 2022**

**ATTEST:**

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Andres "Andy" Ramos, Mayor

---

Geoffrey R. Calderon, City Secretary

**APPROVED AS TO FORM:**

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Rod Ponton, City Attorney

City of Alpine  
State of Texas

County of Brewster

ORDINANCE NO. 2017-05-02

AN ORDINANCE OF THE CITY OF ALPINE, TEXAS REGARDING THE CODE OF ORDINANCES, CHAPTER 94, ARTICLE IV, DIVISION 2, SECTION 94-328; TO INSTALL A NO PARKING SIGN TO BLOCK PARKING 100 FEET ON THE NORTH EAST SIDE OF 309 W. SUL ROSS AVENUE.

WHEREAS, it has been determined by the City Council of the City of Alpine that the installation of a no parking sign on the north east side of 309 W. Sul Ross Avenue will increase pedestrian and motor vehicle safety;

WHEREAS, Texas Transportation Code Section 542.201 provides that a local authority may regulate traffic in a manner that does not conflict with Texas Transportation Code Chapter 542, Title 7, Subtitle C; and


WHEREAS, the City of Alpine, Texas, has the authority to adopt regulations restricting and regulating the direction and flow of traffic on streets located within the city limits;

THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS TO INSTALL AND/OR ERECT A NO PARKING SIGN TO BLOCK PARKING 100 FEET ON THE NORTH EAST SIDE OF 309 W. SUL ROSS AVENUE.

ARTICLE II. RULES OF PROCEDURE, Sec. 23-21. Meetings. (f) Meetings are held pursuant to the provision of the Texas Open Meetings Act (Government Code Chapter 551). Citizens desiring to address the city council, or express their opinion about a particular meeting Agenda Item are limited to three minutes. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Governmental Code.

PASSED AND APPROVED this the 20<sup>th</sup> day of June, 2017.

  
ANDRES "ANDY" RAMOS  
MAYOR  
CITY OF ALPINE, TX

Attest:   
KALEA COTTON  
CITY SECRETARY  
CITY OF ALPINE, TX



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 2 – Resolution 2022-05-01  
Agenda Sponsor: Megan Antrim, City Manager  
Memo Submitted By: Geoffrey Calderon, City Secretary

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**SYNOPSIS**

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Approve Resolution 2022-05-01, a resolution accepting the Big Bend Conservation Alliance proposal to provide funding to AEP to convert City of Alpine non-compliant municipal street lights to compliant 70w HPS flat lens, full cut-off cobra head fixtures (M. Antrim, City Manager)

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**BACKGROUND**

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- Big Bend Conservation Alliance (BBCA) fundraised through a program called Serious Starlight to implement a light swap for residents in the Big Bend area who have non-compliant light posts on their property.
- Alpine residents and residents of surrounding communities were able to take advantage of the program, where BBCA would pay AEP directly to swap out the non-compliant lights located on private property.
- BBCA is offering additional funding to swap municipally owned, non-compliant fixtures within Alpine with funds that were not utilized by residents.

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**SUPPORTING MATERIALS**

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1. Resolution 2022-05-01, including Exhibit “A” – Letter from BBCA and Project Background.

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**STAFF RECOMMENDATION**

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**APPROVE:** City Staff supports approval of this Resolution.

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon

**RESOLUTION 2022-05-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ACCEPTING THE BIG BEND CONSERVATION ALLIANCE PROPOSAL TO PROVIDE FUNDING TO AEP TO CONVERT CITY OF ALPINE NON-COMPLIANT MUNICIPAL STREET LIGHTS TO COMPLIANT 70W HPS FLAT LENS, FULL CUT-OFF COBRA HEAD FIXTURES.**

**WHEREAS,** The City Council of the City of Alpine has supported the Big Bend International Dark Sky Reserve designation by passing an updated dark skies ordinance in unison with other surrounding communities; and

**WHEREAS,** Big Bend Conservation Alliance has fundraised through its Serious Starlight program, with an aim of supporting communities in updating non-compliant lighting with the newly passed dark skies requirements; and

**WHEREAS,** Big Bend Conservation Alliance has graciously offered to assist the City in funding non-compliant light swaps of municipally-owned lights; and

**WHEREAS,** The City Council of the City of Alpine accepts the support of the Big Bend Conservation Alliance, and looks forward to promoting and enhancing the dark skies of the Big Bend region.

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

**SECTION I.** The City Council hereby accepts the proposal from Big Bend Conservation Alliance to swap non-compliant municipal lights with High-Pressure Sodium fixtures, as described as Option 1 of the Project Background hereto attached as Exhibit "A."

**SECTION II.** The City accepts the estimated in-kind support of \$20,000 but does not limit support to this amount.

**SECTION III.** This resolution is effective immediately upon its passage.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 10<sup>th</sup> DAY OF MAY 2022.**

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Andres "Andy" Ramos, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary



# EXHIBIT "A"



April 18, 2022

Dear Alpine City Council Members and Mayor Ramos:

Not long ago you supported the Big Bend International Dark Sky Reserve designation by passing an updated dark skies ordinance. The ordinance pledges to update lights within Alpine to dark sky compliant fixtures within the next five years. Roughly 40% of the municipal street lights in Alpine will need to be upgraded in order to become compliant with the newly passed ordinance.

We have a chance to upgrade all or a large number of the non-compliant street lights in Alpine using funds raised by Big Bend Conservation Alliance (BBCA).

With your support, we'd like to:

- Inventory non-compliant municipal lights in Alpine;
- Collaborate with Megan Antrim, City Manager, and Geo Calderon, City Secretary, to engage AEP in discussions about swapping non-compliant fixtures with HPS 70 watt flat lens full cut off cobra head fixtures; and
- Schedule fixture swaps with AEP using HPS 70 watt flat lens full cut off cobra head fixtures, as long as costs are fully covered by BBCA.

We think this is a win-win situation—Alpine can get ahead of the ordinance compliance at no cost by utilizing the funds raised by BBCA. Light pollution is reduced, helping protect the night sky, which, in turn, supports more tourism boosting the local economy.

Thank you for your consideration,

*Shelley Bernstein*

Shelley Bernstein  
Executive Director  
Big Bend Conservation Alliance

# Project Background

In June 2021, Big Bend Conservation Alliance (BBCA) raised close to \$45,000 to work with municipalities and residents throughout the region to switch lights to dark sky compliant fixtures. The goal of the “Serious Starlight” campaign was to help reduce light pollution in the Big Bend, while supporting the increase of dark sky tourism that the Big Bend International Dark Sky Reserve would provide.

Having raised these funds, BBCA started to work with the City of Presidio in November 2021 to research options for replacing non-compliant municipal fixtures; this location was selected because Presidio’s municipal lights were 0% compliant with the new dark sky ordinances, compared to Alpine (60% compliant) and Marfa/Valentine/Fort Davis/Marathon (95% compliant).

In early 2022, meetings were convened to hear recommendations and explore options. Attendees included Blake Bruchard (AEP), Bart Rosenquist (AEP), Brad Newton (Presidio City Manager), Jeran Stephens (Presidio Municipal Development District), Arian Velazquez-Ornelas (City Council, Visit Presidio), Shelley Bernstein (BBCA), and Stephen Hummel (McDonald Observatory).

Various compliant replacements were discussed and included LEDs rated at 2700 kelvin (**LED**); Phosphorus Converted Amber (**PCA**) fixtures; and 70 watt, high pressure sodium, flat lens cobra heads (**HPS**).

Stephen Hummel from the McDonald Observatory presented findings from several municipalities who have done similar swaps. He preferred the PCA fixtures, which emit no white light. He recommended if we went with LEDs he asked that they come with adaptive controls, so that the brightness of the fixture could be adjusted. 70 watt HPS was also recommended as an alternative to these two options.

The general consensus was that if we could get a newer light type (LED or PCA) it would be a better option because the HPS lights have been around for a while and won’t be available for much longer given the popularity of the newer LED technology.

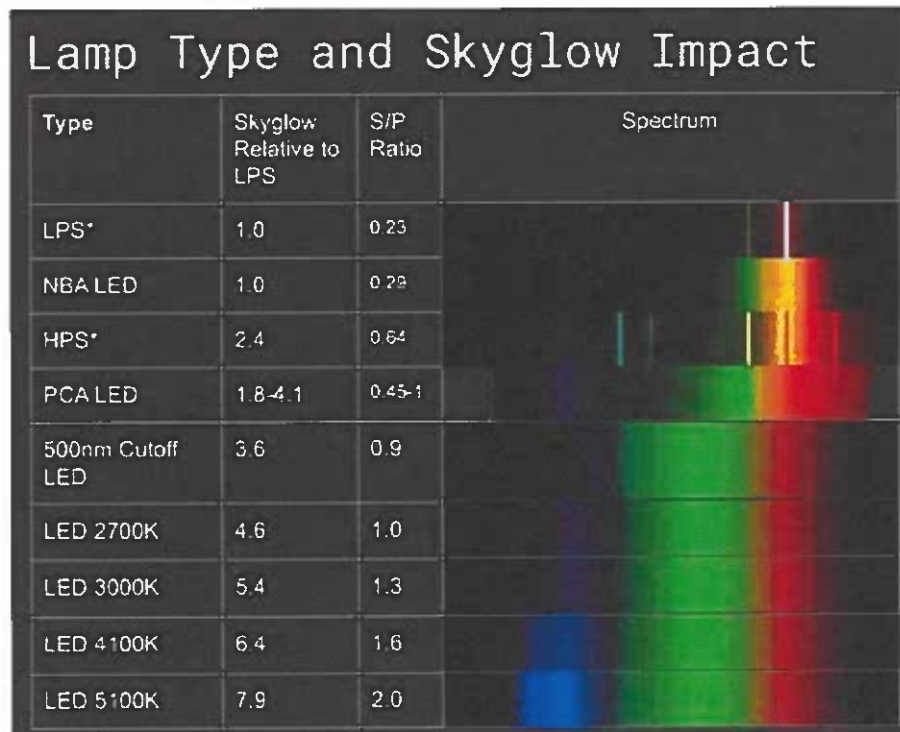
## Replacement Option

At the end of the meetings, AEP staff were provided with cut sheets for LED and PCA options. They took these to the AEP procurement team to discuss options they could give us.

- PCA fixtures were deemed too different from what's currently in AEP inventory, which means training staff on vastly different technologies than other service areas. This was a non-starter. AEP will not carry PCA fixtures in their inventory.
- LED fixtures were explored, but the standard LED fixtures being deployed by AEP are 4400 kelvin. AEP looked for 2700 kelvin LEDs with the recommended adaptive controls, but ended up with similar findings as PCA. They are a different light type than what is currently in AEP inventory, which means additional training. From a business perspective, AEP must keep consistent stock across all service areas and, right now, will not carry 2700 kelvin LED fixtures.

Given these concerns, AEP will provide **70 watt HPS** fixtures as the compliant option for the region. These fixtures are beneficial for the following reasons:

- They comply with new ordinances;
- They are in-use throughout the region, so both technicians and the general public are familiar with how they operate and how they look;
- They are already in use in Alpine and this project would provide Alpine with consistency having a single municipal light type installed throughout the town;
- They save the city more money on electricity than LEDs. The 70w HPS lights cost about \$7.45 per month, while the LEDs cost about \$2 more on average; and
- They give one of the least amount of "sky glow" (aka light pollution) – 2.4 (HPS) vs. 1.8-4.1 (PCA) vs. 4.6 (LED 2700) – see chart included below provided by McDonald Observatory.



HPS lights are an older type of light that will eventually no longer be made once LED technology has fully saturated the market, but HPS lights are expected to function for many years (20+), there is knowledge at AEP about their functionality, and they are considered tried and true.

At a regular meeting of the Presidio City Council on Monday April 4, 2022, the Council unanimously voted to replace all non-compliant municipal lights with HPS 70 watt flat lens full cut off cobra head fixtures. The replacements will be paid by Big Bend Conservation Alliance and installed by AEP over the summer.

## Paths Forward

Now having found a solution for the City of Presidio, we can bring the same offer to Alpine and other towns in the region. Given what AEP can provide us with, we currently have two paths forward:

**Option 1:** Approve the swap with HPS fixtures, the city becomes compliant now, and BBCCA has funds to pay for the swap (approximately \$20,000). See appendix for what these types of lights look like.

**Option 2:** Wait for LED technology to become more widely available and that a 2700 kelvin option will eventually become part of AEP's inventory. The change would need to be made within the next 4 years to meet the ordinance requirements. Unfortunately, it is very unlikely BBCCA would have funds remaining to help assist in paying for this work; funds are already depleting quickly and are expected to run out by the end of 2022.

## Appendix: Visuals

Examples of 70w HPS flat lens cobra heads (HPS). AEP will reuse the City's existing metal or wooden poles and attach the new head.







**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 3 – Alpine Housing Authority - PILT  
Agenda Sponsor: Megan Antrim, City Manager

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**SYNOPSIS**

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Approve waiving annual payment in lieu of taxes (PILT) owed by the Alpine Housing Authority until FY 2025.

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**BACKGROUND**

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- The City of Alpine and the Alpine Housing Authority signed a corporation Agreement on November 24, 1965 establishing a partnership. The agreement outlines each entities responsibilities and financial compensation.
- The City has waived the payment in lieu of taxes for several years. The last approved waiver was on November 6, 2018.
- In March 2022, the City reached out to the Housing Authority to address the payment in lieu of taxes.
- The Housing Authority has requested a waiver for to cover the past several years.
- Recommending approval of the waiver as well as waving the payment in lieu of taxes till the end of FY 2025.

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**SUPPORTING MATERIALS**

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1. Letter and supporting documentation from Alpine Housing Authority Requesting Waiver for Fiscal Years 2018-2021
2. Council Minutes from 11-06-2018 approving prior waiver
3. Cooperation Agreement with City of Alpine and Housing Authority

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**STAFF RECOMMENDATION**

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**Recommendation to approve Alpine Housing Authority's request to waive past fiscal year fees as well as those till FY 2025.**

City Manager

Megan Antrim

**SUPPLEMENT 1**

**Letter and supporting  
documentation from Alpine Housing  
Authority Requesting Waiver for  
Fiscal Years 2018-2021**

April 19, 2022

Ms. Megan Antrim  
City Manager of the City of Alpine, Texas  
Alpine, Texas 79830

**RE: PAYMENT IN LIEU OF TAXES (2018-2021)**

Ms. Antrim

The Alpine Housing Board of Commissioners would again like to request that the Town of Alpine City Council approve a waiver for the Payment In Lieu of Taxes (PILOT), for Fiscal Year(s) Ending 12/31/2018 to 12/31/2021.

The waiver is per agreement in the original Corporation Agreement between the Housing Authority of the Town of Alpine City and Alpine Housing Authority dated November 24, 1965. The waiver is required for the computation of the 2021 Budget/Subsidy, the 2021 annual Agency Plan, and other annual operating reports.

The PILOT Waiver must be included as a public record and recorded in the City's minutes to reflect the Year or Years for which the PILOT was officially waived (time, date, etc.). This records services as an official record of the waiver for the Alpine Housing Authority Audits and for the Budget computation by Urlaub & Co. LLP our fee accountant.

For further information to the request please contact the Alpine Housing Authority Director, Elva Torres at Tel: 432-837-2648.

Respectfully,



Elva Torres  
Executive Director  
Alpine Housing Authority  
Tel: 432-837-2648

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# Computation of Payments in Lieu of Taxes

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

For Fiscal Year Ended

9/30/2021

OMB Approval No. 2577-0072 (Exp. 11/30/2007)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control Number.

<b>Name of Local Agency:</b> Alpine Housing Authority	<b>Location:</b> PO Box 1274	<b>Contract Number:</b>	<b>Project Number:</b> TX 284
<b>Part I - Computation of Shelter Rent Charged.</b>			
1. Tenant Rental Revenue (FDS Line 703)		\$	160,663.50
2. Tenant Revenue Other (Excess utilities)		\$	492.94
3. <b>Total Rental Charged</b> (Lines 1 & 2)		\$	161,156.44
4. Utilities Expense (FDS Line 931 - 939)		\$	53,157.39
5. <b>Shelter Rent Charged</b> (Line 3 minus Line 4)		\$	107,999.05
<b>Part II - Computation of Shelter Rent Collected.</b> (To be completed only if Cooperation Agreement provides for Payment of PILOT on basis of Shelter Rent Collected.)			
1. Shelter Rent Charged (Line 5 of Part I, above)		\$	107,999.05
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year			
3. Less: Tenant Bad Debt Expense (FDS Line 964)			
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year			
5. <b>Shelter Rent Collected</b> (Line 1 plus Line 2 minus Lines 3 & 4)		\$	107,999.05
<b>Part III - Computation of Approximate Full Real Property Taxes.</b>			
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes
<b>Total</b>			
<b>Part IV - Limitation Based on Annual Contribution.</b> (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)			
1. Approximate full real property taxes			
2. Accruing annual contribution for all projects under the contract			
3. Prorata share of accruing annual contribution*			
4. 20% of accruing annual contribution (20% of Line 3)		\$	-
5. Approximate full real property taxes less 20% of accruing annual contribution (Line 1 minus Line 4, if Line exceeds Line 1, enter zero)			
<b>Part V - Payments in Lieu of Taxes</b>			
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**		\$	10,799.91
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)		\$	10,799.91
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.			
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.			
<b>Warning:</b> HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).			
<b>Prepared by:</b> Ronald Urlaub	<b>Approved By:</b>		
<b>Name:</b>	<b>Name:</b>		
<b>Title:</b> Fee Accountant	<b>9/30/2021</b>	<b>Title:</b>	<b>Date:</b>

**Computation of Payments  
in Lieu of Taxes****U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

For Fiscal Year Ended

9/30/2020

OMB Approval No. 2577-0072 (Exp. 11/30/2007)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control Number.

<b>Name of Local Agency:</b> Alpine Housing Authority	<b>Location:</b> PO Box 1274	<b>Contract Number:</b>	<b>Project Number:</b> TX 284
<b>Part I - Computation of Shelter Rent Charged.</b>			
1. Tenant Rental Revenue (FDS Line 703)		\$	173,619.95
2. Tenant Revenue Other (Excess utilities)		\$	267.77
3. Total Rental Charged (Lines 1 & 2)		\$	173,887.72
4. Utilities Expense (FDS Line 931 - 939)		\$	47,268.43
5. Shelter Rent Charged (Line 3 minus Line 4)		\$	126,619.29
<b>Part II - Computation of Shelter Rent Collected.</b> (To be completed only if Cooperation Agreement provides for Payment of PILOT on basis of Shelter Rent Collected.)			
1. Shelter Rent Charged (Line 5 of Part I, above)		\$	126,619.29
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year			
3. Less: Tenant Bad Debt Expense (FDS Line 964)			
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year			
5. Shelter Rent Collected (Line 1 plus Line 2 minus Lines 3 & 4)		\$	126,619.29
<b>Part III - Computation of Approximate Full Real Property Taxes.</b>			
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes
<b>Total</b>			
<b>Part IV - Limitation Based on Annual Contribution.</b> (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)			
1. Approximate full real property taxes			
2. Accruing annual contribution for all projects under the contract			
3. Prorata share of accruing annual contribution*			
4. 20% of accruing annual contribution (20% of Line 3)		\$	-
5. Approximate full real property taxes less 20% of accruing annual contribution (Line 1 minus Line 4, if Line exceeds Line 1, enter zero)			
<b>Part V - Payments in Lieu of Taxes</b>			
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**		\$	12,661.93
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)		\$	12,661.93
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.			
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.			
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).			
<b>Prepared by:</b> Ronald Urlaub		<b>Approved By:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b> Fee Accountant		<b>Date:</b>	

Previous Editions are Obsolete

9/30/2020 Page 1 of 1

form HUD-52267 (8/2005)



# Computation of Payments in Lieu of Taxes

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

For Fiscal Year Ended

9/30/2019

OMB Approval No. 2577-0072 (Exp. 11/30/2007)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control Number.

<b>Name of Local Agency:</b> Alpine Housing Authority	<b>Location:</b> PO Box 1274	<b>Contract Number:</b>	<b>Project Number:</b> TX 284
<b>Part I - Computation of Shelter Rent Charged.</b>			
1. Tenant Rental Revenue (FDS Line 703)		\$	167,249.01
2. Tenant Revenue Other (Excess utilities)		\$	719.76
3. <b>Total Rental Charged</b> (Lines 1 & 2)		\$	167,968.77
4. Utilities Expense (FDS Line 931 - 939)		\$	45,690.33
5. <b>Shelter Rent Charged</b> (Line 3 minus Line 4)		\$	122,278.44
<b>Part II - Computation of Shelter Rent Collected.</b> (To be completed only if Cooperation Agreement provides for Payment of PILOT on basis of Shelter Rent Collected.)			
1. Shelter Rent Charged (Line 5 of Part I, above)		\$	122,278.44
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year			
3. Less: Tenant Bad Debt Expense (FDS Line 964)			
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year			
5. <b>Shelter Rent Collected</b> (Line 1 plus Line 2 minus Lines 3 & 4)		\$	122,278.44
<b>Part III - Computation of Approximate Full Real Property Taxes.</b>			
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes
<b>Total</b>			
<b>Part IV - Limitation Based on Annual Contribution.</b> (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)			
1. Approximate full real property taxes			
2. Accruing annual contribution for all projects under the contract			
3. Prorata share of accruing annual contribution*			
4. 20% of accruing annual contribution (20% of Line 3)		\$	-
5. Approximate full real property taxes less 20% of accruing annual contribution (Line 1 minus Line 4, if Line exceeds Line 1, enter zero)			
<b>Part V - Payments in Lieu of Taxes</b>			
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**		\$	12,227.84
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)		\$	12,227.84
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.			
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.			
<b>Warning:</b> HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012: 31 U.S.C. 3729, 3802).			
<b>Prepared by:</b> Ronald Urlaub		<b>Approved By:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b> Fee Accountant		<b>Date:</b>	

Previous Editions are Obsolete

Page 1 of 1

form HUD-52267 (8/2005)

# Computation of Payments in Lieu of Taxes

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

For Fiscal Year Ended

9/30/2018

OMB Approval No. 2577-0072 (Exp. 11/30/2007)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control Number.

<b>Name of Local Agency:</b> Alpine Housing Authority	<b>Location:</b> PO Box 1274	<b>Contract Number:</b>	<b>Project Number:</b> TX 284
<b>Part I - Computation of Shelter Rent Charged.</b>			
1. Tenant Rental Revenue (FDS Line 703)		\$	147,985.14
2. Tenant Revenue Other (Excess utilities)		\$	89.86
3. <b>Total Rental Charged</b> (Lines 1 & 2)		\$	148,075.00
4. Utilities Expense (FDS Line 931 - 939)		\$	43,466.82
5. <b>Shelter Rent Charged</b> (Line 3 minus Line 4)		\$	104,608.18
<b>Part II - Computation of Shelter Rent Collected.</b> (To be completed only if Cooperation Agreement provides for Payment of PILOT on basis of Shelter Rent Collected.)			
1. Shelter Rent Charged (Line 5 of Part I, above)		\$	104,608.18
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year			
3. Less: Tenant Bad Debt Expense (FDS Line 964)			
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year			
5. <b>Shelter Rent Collected</b> (Line 1 plus Line 2 minus Lines 3 & 4)		\$	104,608.18
<b>Part III - Computation of Approximate Full Real Property Taxes.</b>			
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes
<b>Total</b>			
<b>Part IV - Limitation Based on Annual Contribution.</b> (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)			
1. Approximate full real property taxes			
2. Accruing annual contribution for all projects under the contract			
3. Prorata share of accruing annual contribution*			
4. 20% of accruing annual contribution (20% of Line 3)		\$	-
5. Approximate full real property taxes less 20% of accruing annual contribution (Line 1 minus Line 4, if Line exceeds Line 1, enter zero)			
<b>Part V - Payments in Lieu of Taxes</b>			
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**		\$	10,460.82
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)		\$	7,845.61
Brewster County portion waived			
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.			
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.			
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).			
<b>Prepared by:</b> Ronald Urlaub		<b>Approved By:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b> Fee Accountant		<b>Date:</b>	

Previous Editions are Obsolete

Page 1 of 1

form HUD-52267 (8/2005)

**SUPPLEMENT 2**

**Council Minutes from 11-06-2018 approving  
prior waiver**

**City of Alpine  
Regular City Council Meeting  
Tuesday, November 6, 2018  
5:30 P.M.  
Minutes**

**WORKSHOP AGENDA**

1. Call to Order
2. Determination of a quorum and proof of notice of meeting
3. Workshop on revised Employee Handbook – Feedback provided on revised employee handbook. At the conclusion of the workshop, all council members agreed to provide additional feedback directly to the Director of HR.

**AGENDA**

1. Call to Order, Invocation and Pledge of allegiance to the flags – Mayor Ramos called the meeting to order. The meeting was held in the Civic Center at 801 West Holland in the City of Alpine, Texas. JoBeth McLeod gave the invocation. Mayor Ramos led the pledge of allegiance to the flags.
2. Determination of a quorum and proof of notice of the meeting – Councilor Curry, Councilor Olivas, Councilor Fitzgerald, Councilor Escovedo, Council Stephens and Mayor Ramos were present. City Secretary, Cynthia Salas was absent. City Manager Jessica Garza reported that the meeting had been posted at 1:00 P.M. on November 2, 2018. Megan Antrim, and Abel Hinojos were also present.
3. Presentations, recognitions and proclamations – (A. Ramos, Mayor) –
  - A. Happy November Birthday to the following employees:  
Robert Llanez  
Michelle Plante  
Aaron Rodriguez  
Derek Stratton  
Christina Mansfield
  - B. Employee years of service:  
Megan Antrim - 5 years of service – Finance Department  
Ruben Hernandez Jr. – 5 years of service – Street Department  
Riley Smith – 10 years of service – Airport Department
  - C. Certificate of Appreciation for Curtis Lilley.
4. Reports –
  - City Mayor's Report – (A. Ramos, Mayor) –
  - City Manager Report – (Jessica Garza, City Manager)
    - A. Update on activities. – Including City support for the Christmas Angel program. Collecting food for Thanksgiving baskets and the Christmas parade. Also presented was the plan for monthly presentations hosted by the City Manager

for the purpose of direct dialogue and exchange in the community. The first meeting will be December 11<sup>th</sup> at the Alpine County Club.

**City Staff Updates –**

- A. Quarterly Report – Police Dept./Animal Control by Chief Scown.
- B. Monthly Report – September Monthly Revenue/Expense Report by Director of Finance Megan Antrim.
- C. Quarterly Report – 4<sup>th</sup> quarter Investment Report by Director of Finance Megan Antrim.

**5. Public Hearings –**

- A. Public Hearing to obtain citizen's view and comments of Ordinance No. 2018-10-02 Repealing Ordinance 2017-05-03, which designated to include only right-hand turn at the East and West intersection of Sul Ross Avenue and North 5<sup>th</sup> Street. – No Comments
- B. Public Hearing to obtain citizen's view and comments of Ordinance No. 2018-10-03 Repealing Ordinance 2016-04-01, establishing No Parking zones as follows: 1) No Parking with the exception of a 20 minute loading zone for the remainder of the area fronting Printco on the East side of South 5<sup>th</sup> Street. – No Comments
- C. Public Hearing to obtain citizen's view and comments of Ordinance No. 2018-10-04 Repealing Ordinance 2008-09-07, which designated to place traffic control signs and designating an area in front of Digital Studios a loading and unloading zone. – No Comments
- D. Public Hearing to obtain citizen's view and comments of Ordinance No. 2018-10-05 Repealing Ordinance 2008-04-01, which designated no parking on the East side of 6<sup>th</sup> Street on the 100 block of North 6<sup>th</sup> Street and designating a loading and unloading zone. – No Comments

**6. 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.) –**

- A. Approve minutes from City Council meeting on October 16, 2018. (J. Garza, City Manager)
- B. Discuss, consider, and take action to approve updated job descriptions. (J. Garza, City Manager)
  - a. City Manager
  - b. Director of Finance
  - c. Fire-Chief Marshall
  - d. Technician I, II, III



- C. Discuss, consider, and take action to approve a refund of security fee for the "Boogie Nights" fundraiser for Alpine Police and Brewster County Sheriff Holiday activities. (J. Garza, City Manager)
- D. Discuss, consider, and take action to approve resolution 2018-11-06 for the Texas Department of Transportation supporting the closure of 5<sup>th</sup> street November 16-17, 2018. (J. Garza, City Manager)
- E. Approve appointing Isabelle Blair to be the secretary for the Airport Advisory Board. (R. Stephens, City Manager)

Motion was made by Councilor Stephens, by Resolution 2018-11-02, to approve the consent agenda as written and pull item B and item D to action items. Motion was seconded by Councilor Escovedo. Motion unanimously carried.

**7. Information or Discussion items –**

**A. Quarterly Reports – Alpine Fire Department by Mike Scudder.**

Action Items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to) 10 per meeting.) (Citizens are allowed to comment—limited to 3 minutes – after being called upon by 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.)

**B. Discuss, consider, and take action to approve updated job descriptions. (J. Garza, City Manager)**

- a. City Manager
- b. Director of Finance
- c. Fire-Chief Marshall
- d. Technician I, II, III

Motion was made by Councilor Stephens, by Resolution 2018-11-03 to table item. Motion was seconded by Councilor Escovedo. Motion unanimously carried.

**C. Discuss, consider, and take action to approve resolution 2018-11-06 for the Texas Department of Transportation supporting the closure of 5<sup>th</sup> street November 16-17, 2018. (J. Garza, City Manager)** – Motion was made by Councilor Stephens, by Resolution 2018-11-06 to approve the resolution for the Texas Department of Transportation supporting the closure of 5<sup>th</sup> street November 16-17, 2018. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried.

**8. Discuss, consider, and take action waiving of annual PILOT (payment in lieu of Taxes) fees for the Alpine Housing Authority. (J. Garza, City Manager)** – Motion was made by Councilor Stephens, by Resolution 2018-11-04 to approve waiving the annual PILOT (payment in lieu of Taxes) fees for the Alpine Housing Authority. Motion was seconded by Councilor Fitzgerald. Councilor Curry, Councilor Olivas, Councilor Fitzgerald, and Councilor Stephens for and Councilor Escovedo abstained. Motion carried 4 to 1.

9. Discuss, consider, and take action to approve the updated personnel policies and guidelines. (J. Garza, City Manager) – Motion was made by Councilor Fitzgerald, by Resolution 2018-11-05 to delete. Motion was seconded by Councilor Escovedo . Motion unanimously carried.
10. Discuss, consider, and take action of Ordinance 2018-08-02 Repealing Ordinance 2010-07-02, which designated a one-way street on 6<sup>th</sup> street between Ave E. and Holland Ave. with traffic flowing North and South; and providing the necessary signs for the designation as a two-way street as provided in the Texas Transportation Code. (M. Curry, City Council)  
Motion was made by Councilor Curry, by Resolution 2018-11-07 of Ordinance 2018-08-02 Repealing Ordinance 2010-07-02, which designated a one-way street on 6<sup>th</sup> street between Ave E. and Holland Ave. with traffic flowing North and South; and providing the necessary signs for the designation as a two-way street as provided in the Texas Transportation Code. Motion was seconded by Councilor Escovedo. Motion failed.
11. Discuss, consider, and take action to approve Resolution 2018-11-01, the process of Ordinances for the City of Alpine. (R. Stephens, City Council) – Motion was made by Councilor Stephens, Resolution 2018-11-01 to approve the process of Ordinances for the City of Alpine. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried.
12. Councilmember Comments and Answers –
- Councilor Stephens – No comment
- Councilor Escovedo – No comment
- Councilor Fitzgerald – No comment
- Councilor Olivas – No comment
- Mayor Ramos – No comment
13. Executive Session – Pursuant to Texas Government Code –
- A. Discuss, consider, and take action regarding the status of the City Secretary. (J. Garza, City Manager)
- B. Discuss a proposal to negotiate the sale of the natural gas enterprise. (J. Garza, City Manager)  
Motion was made by Councilor Stephens, by Resolution 2018-11-08 to go into executive Session. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried. (6:56 pm)
14. Action after Executive Session –
- Motion was made by Councilor Fitzgerald, by Resolution 2018-11-09 to come back into session. Motion was seconded by Councilor Curry. (8:21pm)
- A. Take action, if any, regarding the status of the City Secretary. (J. Garza, City Manager) – Motion was made by Councilor Stephens, by Resolution 2018-11-09 to take no action. Motion was seconded by Councilor Fitzgerald. Motion unanimously carried.

**B. Take action, if any, the sale of the natural gas enterprise. (J. Garza, City Manager) – Motion was made by Councilor Stephens, by Resolution 2018-11-10 to take no action. Motion was seconded by Councilor Escovedo. Motion unanimously carried.**

**15. Adjournment – There being no further action. Meeting was adjourned**

**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).**

**I certify that this notice was posted at 1:00 P.M. on November 2, 2018, pursuant to Texas Open Meetings Act. (Texas Vernon's Annotated Civil statutes, section 551.043 Texas Government Code.) 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 or fax (432) 837-2044 for further information.**

---

**Andres "Andy" Ramos, Mayor**

**Attest:**

---

**Cynthia Salas, City Secretary**

**I, Cynthia Salas, City Secretary, do certify that this notice was posted at 1:00 P.M. on November 2, 2018, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.**

---

**Cynthia Salas, City Secretary**



**ALPINE HOUSING AUTHORITY**

1024 North 5<sup>th</sup> Street, P.O. Box 1274,  
Alpine, Texas 79831

Telephone: 432-837-2648

Fax: 432-837-7256

alpineha@bigbend.net

October 22, 2018

Mayor Andy Ramos  
City of Alpine  
100 N. 13<sup>th</sup> Street  
Alpine, TX 79830

Dear Mr. Ramos,

The Alpine Housing Authority of Alpine, Texas currently owes the City of Alpine, Payment in Lieu of Taxes (PILOT) which have accrued through **September 30, 2018** pursuant to Section 301 of Part II of the Consolidated Annual Contributions Contract executed between the Alpine Housing Authority of Alpine, Texas and the United States of America.

The Alpine Housing Authority is requesting that the City of Alpine waive the Payment in Lieu of Taxes (PILOT) which have accrued **through September 30, 2018**. It is in the best interest of the low income housing families.

The Alpine Housing Authority is requesting that the City of Alpine will mutually agree and understand that the funds made available by this waiver of the accrued Payment in Lieu of Taxes (PILOT) will be used by the Alpine Housing Authority to defray operating expenses of the Housing Authority, benefiting the citizens of the City of Alpine and the County of Brewster.

**I am asking to have this request put on your monthly meeting agenda.** A letter of waiver in accordance with the provisions stated above is greatly appreciated. Alpine Housing Authority thanks you in advance for your consideration in this matter.

Sincerely,

Velma F. Valero, Executive Director  
Alpine Housing Authority

**SUPPLEMENT 3**

**Cooperation Agreement with City of  
Alpine and Housing Authority**

Dec. 1955

COOPERATION AGREEMENT

This Agreement entered into this 24th day of November, 1955,  
by and between Housing Authority of the City of Alpine, Texas (herein  
called the "Local Authority") and City of Alpine, Texas  
(herein called the "Municipality"), Witnesseth:

In consideration of the mutual covenants hereinafter set forth, the parties  
hereto do agree as follows:

1. Whenever used in this Agreement:

(a) The term "Project" shall mean any low-rent housing hereafter developed as an entity by the Local Authority with financial assistance of the Public Housing Administration (herein called the "PHA"); excluding, however, any low-rent housing project covered by any contract for loans and annual contributions entered into between the Local Authority and the PHA, or its predecessor agencies, prior to the date of this Agreement.

(b) The term "Taxing Body" shall mean the State or any political subdivision or taxing unit thereof in which a project is situated and which would have authority to assess or levy real or personal property taxes or to certify such taxes to a taxing body or public officer to be levied for its use and benefit with respect to a project if it were not exempt from taxation.

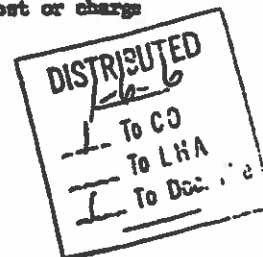
(c) The term "Shelter Rent" shall mean the total of all charges to all tenants of a project for dwelling rents and nondwelling rents (excluding all other income of such project), less the cost to the Local Authority of all dwelling and nondwelling utilities.

(d) The term "Slum" shall mean any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitation facilities, or any combination of these factors, are detrimental to safety, health, or morals.

2. The Local Authority shall endeavor (a) to secure a contract or contracts with the PHA for loans and annual contributions covering one or more projects comprising approximately 200 units of low-rent housing and (b) to develop and administer such project or projects, each of which shall be located within the corporate limits of the Municipality. The obligations of the parties hereto shall apply to each such project.

3. (a) Under the constitution and statutes of the State

of Texas, all projects are exempt from all real and personal property taxes and special assessments levied or imposed by any Taxing Body. With respect to any project, so long as either (i) such project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the PHA for loans or annual contributions, or both, in connection with such project remains in force and effect, or due to the PHA in connection with such project remain unpaid, whichever period is the longest, the Municipality agrees that it will not levy or impose any real or personal property taxes or special assessments upon such project or upon the Local Authority with respect thereto. During such period, the Local Authority shall make annual payments (herein called "Payments in Lieu of Taxes") in lieu of such taxes and special assessments and in payment for the public services and facilities furnished from time to time without other cost or charge for or with respect to such project.





December 1955

(b) Each such annual Payment in Lieu of Taxes shall be made after the end of the fiscal year established for such Project, and shall be in an amount equal to either (i) ten percent (10)% of the aggregate Shelter Rent charged by the Local Authority in respect to such Project during such fiscal year, or (ii) the amount permitted to be paid by applicable State law in effect on the date such payment is made, whichever amount is the lower. For the purpose of computing the Federal Annual Contribution and Payment in Lieu of Taxes, all projects which are covered by the same contract with the FHA for annual contributions and which have cooperation agreements subject to limitation as expressed in clause (ii) above, with the identical Taxing Bodies shall be treated collectively as a single project.

(c) The Local Authority shall distribute the Payments in Lieu of Taxes among the Taxing bodies in the proportion which the real property taxes which would have been paid to each Taxing Body for such year if the Project were not exempt from taxation bears to the total real property taxes which would have been paid to all of the Taxing Bodies for such year if the Project were not exempt from taxation; Provided, however, That no payment for any year shall be made to any Taxing Body in excess of the amount of the real property taxes which would have been paid to such Taxing Body for such year if the Project were not exempt from taxation.

(d) Upon failure of the Local Authority to make any Payment in Lieu of Taxes, no lien against any Project or assets of the Local Authority shall attach, nor shall any interest or penalties accrue or attach on account thereof.

4. The Municipality agrees that, subsequent to the date of initiation (as defined in the United States Housing Act of 1937, as amended) of each Project and within five years after the completion thereof, or such further period as may be approved by the FHA, there has been or will be elimination (as approved by the FHA) by demolition, condemnation, effective closing, or compulsory repair or improvement, of unsafe or insanitary dwelling units situated in the locality or metropolitan area in which such Project is located, substantially equal in number to the number of newly constructed dwelling units provided by such Project; Provided, That, where more than one family is living in an unsafe or insanitary dwelling unit, the elimination of such unit shall count as the elimination of units equal to the number of families accommodated therein; and Provided, further, That, this Paragraph 4 shall not apply in the case of (i) any Project developed on the site of a Slum cleared subsequent to July 15, 1949, and that the dwelling units eliminated by the clearance of the site of such Project shall not be counted as elimination for any other Project or any other low-rent housing project, or (ii) any Project located in a rural nonfarm area.

5. During the period commencing with the date of the acquisition of any part of the site or sites of any Project and continuing so long as either (i) such Project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the FHA for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project or any monies due to the FHA in connection with such Project remain unpaid, whichever period is the longest, the Municipality without cost or charge to the Local Authority or the tenants of such Project (other than the Payments in Lieu of Taxes) shall:

(a) Furnish or cause to be furnished to the Local Authority and the tenants of such Project public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the Municipality;

(b) Vacate such streets, roads, and alleys within the area of such Project as may be necessary in the development thereof, and convey without charge to the Local Authority such interest as the Municipality may have in such vacated areas, and, insofar as it is lawfully able to do so without cost or expense to the Local Authority or to the Municipality, cause to be removed from such vacated areas, insofar as it may be necessary, all public or private utility lines and equipment;

(c) Insofar as the Municipality may lawfully do so, (i) grant such deviations from the building code of the Municipality as are reasonable and necessary to promote economy and efficiency in the development and administration of such Project, and at the same time safeguard health and safety, and (ii) make such changes in any zoning of the site and surrounding territory of such Project as are reasonable and necessary for the development and protection of such Project and the surrounding territory;

(d) Accept grants of easements necessary for the development of such Project; and

(e) Cooperate with the Local Authority by such other lawful action or ways as the Municipality and the Local Authority may find necessary in connection with the development and administration of such Project.

6. In respect to any Project the Municipality further agrees that within a reasonable time after receipt of a written request therefor from the Local Authority:

(a) It will accept the dedication of all interior streets, roads, alleys, and adjacent sidewalks within the area of such Project, together with all storm and sanitary sewer mains in such dedicated areas, after the Local Authority, at its own expense, has completed the grading, improvement, paving, and installation thereof in accordance with specifications acceptable to the Municipality;

(b) It will accept necessary dedications of land for; and will grade, improve, pave, and provide sidewalks for, all streets bounding such Project or necessary to provide adequate access thereto (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned); and

(c) It will provide, or cause to be provided, water mains, and storm and sanitary sewer mains, leading to such Project and serving the bounding streets thereof (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned).

7. If by reason of the Municipality's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or to cause to be furnished to the Local Authority or to the tenants of any Project, the Local Authority incurs any expense to obtain such services or facilities then the Local Authority may deduct the amount of such expense from any Payments in Lieu of Taxes due or to become due to the Municipality in respect to any Project or any other low-rent housing projects owned or operated by the Local Authority.

8. No Cooperation Agreement heretofore entered into between the Municipality and the Local Authority shall be construed to apply to any Project covered by this Agreement.

9. So long as any contract between the Local Authority and the FHA for loans (including preliminary loans) or annual contributions, or both, in connection with any Project remains in force and effect, or so long as any bonds issued in connection with any Project or any monies due to the FHA in connection with any Project remain unpaid, this Agreement shall not be abrogated, changed, or modified without the consent of the FHA. The privileges and obligations of the Municipality hereunder shall remain in full force and effect with respect to each Project so long as the beneficial title to such Project is held by the Local Authority or by any other public body or governmental agency, including the FHA, authorized by law to engage in the development or administration of low-rent housing projects. If at any time the beneficial title to, or possession of, any Project is held by such other public body or governmental agency, including the FHA, the provisions hereof shall inure to the benefit of and may be enforced by, such other public body or governmental agency, including the FHA.

December 1955

IN WITNESS WHEREOF the Municipality and the Local Authority have respectively signed this Agreement and caused their seals to be affixed and attested as of the day and year first above written.

CITY OF ALPINE, TEXAS

(SEAL)

Attest:

Mary Ann Shelton  
City Secretary (Title)

By W. Z. Winter  
Mayor

HOUSING AUTHORITY OF THE CITY OF

ALPINE, TEXAS

(SEAL)

Attest:

Mary Ann Shelton  
Secretary

By Thill Hays  
Chairman

From Texas Housing Authority Law

§ 392.005. TAX EXEMPTION. (a) The property of an authority is public property used for essential public and governmental purposes. The authority and the authority's property are exempt from all taxes and special assessments of a municipality, a county, another political subdivision, or the state.

(b) If a municipality, county, or political subdivision furnishes improvements, services, or facilities for a housing project, an authority may, in lieu of paying taxes or special assessments, agree to reimburse in payments to the municipality, county, or political subdivision an amount not greater than the estimated cost to the municipality, county, or political subdivision for the improvements, services, or facilities.

(c) An exemption under this section for a multifamily residential development which is owned by (i) a public facility corporation created by a housing authority under Chapter 303, (ii) a housing development corporation, or (iii) a similar entity created by a housing authority and which does not have at least 20 percent of its units reserved for public housing units, applies only if:

(1) the authority holds a public hearing, at a regular meeting of the authority's governing body, to approve the development; and

(2) at least 50 percent of the units in the multifamily residential development are reserved for occupancy by individuals and families earning less than 80 percent of the area median family income.

(d) For the purposes of Subsection (c), a "public housing unit" is a dwelling unit for which the owner receives a public housing operating subsidy. It does not include a unit for which payments are made to the landlord under the federal Section 8 Housing Choice Voucher Program.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1493, § 2, eff. Aug. 31, 2002.

Elpidia Lujan, Chairperson  
Jim Glasscock, Vice President  
Amit Rangro, Commissioner  
Maria Celaya, Commissioner  
Lucila Valenzuela, Commissioner  
Kathy Moreno, Commissioner  
Angela Bermudez, Commissioner

**ALPINE HOUSING AUTHORITY**  
1024 North 5<sup>th</sup> Street, P.O. Box 1274,  
Alpine, Texas 79831

Telephone: 432-837-2648  
Fax: 432-837-7256

Elva Torres, Executive Director  
alpineha@sbcglobal.net

September 29, 2015

Brewster County Tax Appraiser Office  
Alpine, TX 79830

Please find a request for Property Tax Exemption via **Property Tax Form 50-242**, for each of Alpine Housing Authority properties as per the legal descriptions provided to us by Brewster County Tax Appraisal Office:

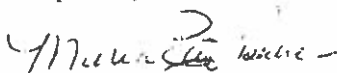
- HANCOCK B, BLOCK 77, LOT 1-10
- NORTH, BLOCK 15, LOT 1-8
- MEAN, BLOCK 10, LOT ALL
- MEANS, BLOCK 7

Alpine Housing Authority is a Non-for-Profit Government Entity and a Subsidiary of the City of Alpine, Texas.

The Alpine Housing Authority provides a Low Rent Program consists of 50 dwelling units at THREE different sites in Alpine, TX. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received by the Department of Housing & Urban Development based on a formula. This allows Alpine Housing Authority to provide affordable decent, safe and sanitary rental housing to low income families.

Should you have any questions please do not hesitate to contact the Alpine Housing Authority, Executive Director, Elva Torres at 432-837-2648.

Respectfully submitted



Maria Elva Torres,  
Executive Director  
Alpine Housing Authority  
432-837-2648

**Attachments:** Property Tax Form 50-242, Legal Description for each property, Statement of Alpine Housing Authority, Alpine Housing Authority Bylaws



# Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption

Property Tax  
Form 50-242

Appraisal District's Name

Phone (area code and number)

Address, City, State, ZIP Code

This document must be filed with the appraisal district office in the county in which your property is located. Do not file this document with the office of the Texas Comptroller of Public Accounts. Location and address information for the appraisal district office in your county may be found at [www.window.state.tx.us/propertytax/references/directory/cad](http://www.window.state.tx.us/propertytax/references/directory/cad).

**GENERAL INSTRUCTIONS:** This application is for use in claiming a property tax exemption on improved and unimproved real property or tangible personal property owned by a charitable organization engaged in the building, repair, and sale of housing pursuant to Tax Code Section 11.181. The application applies to property owned on Jan. 1 of this year or acquired during this year.

**WHERE TO FILE:** This document, and all supporting documentation, must be filed with the appraisal district office in the county in which your property is located. Location and address information for the appraisal district office in your county may be found at [www.window.state.tx.us/propertytax/references/directory/cad](http://www.window.state.tx.us/propertytax/references/directory/cad).

**APPLICATION DEADLINES:** You must file the completed application with all required documentation beginning Jan. 1 and no later than April 30 of the year for which you are requesting an exemption. If you acquire property that qualifies for an exemption after the application deadline has passed, you may apply for the exemption no later than the 30th day after the property has been acquired.

**ANNUAL APPLICATION REQUIRED:** You must reapply for this exemption annually. If the chief appraiser grants the exemption, the exemption for that year applies only to the portion of the year in which the property qualified for the exemption.

## OTHER IMPORTANT INFORMATION

Pursuant to Tax Code Section 11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

State the Year for Which You are Applying

2015

Tax Year

## STEP 1: Organization Information

### ALPINE HOUSING AUTHORITY

Name of Organization

P.O. BOX 1234, ALPINE, TX 79831

Mailing Address

ALPINE, TX 79831

City, State, ZIP Code

432-837-2648

Phone (area code and number)

Organization is a (check one):

☐ Partnership

☐ Corporation

☒

Other (specify):

NON-PROFIT GOVERNMENT ENTITY

## STEP 2: Applicant Information

MARIA ELVA TORRES

Name of Person Preparing this Application

EXECUTIVE DIRECTOR

Title

Driver's License, Personal I.D. Certificate,  
or Social Security Number

If this application is for property owned by a charitable organization with a federal tax identification number, that number may be provided in lieu of a driver's license number, personal identification certificate number, or social security number:

741547054

\* Pursuant to Tax Code Section 11.48(a), a driver's license, personal I.D. certificate, or social security number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b).

The Property Tax Assistance Division at the Texas Comptroller of Public Accounts provides property tax information and resources for taxpayers, local taxing entities, appraisal districts and appraisal review boards.

For more information, visit our website:  
[www.window.state.tx.us/taxinfo/proptax](http://www.window.state.tx.us/taxinfo/proptax)  
90-242 • 12-13/10





# Application for Charitable Organizations Improving Property for Low-Income Housing Property Tax Exemption

## STEP 3: Property Information

- Attach one Schedule A form for each parcel of real property (improved and unimproved) to be exempt.
- Attach one Schedule B form for each building to be exempt.
- Attach one Schedule C form listing all personal property to be exempt.

## STEP 4: Questions About the Organization

1. Is the organization organized as a nonprofit corporation as defined by the Texas Non-Profit Corporation Act (art. 1396-1.01 VACS et. seq.)? Yes ☒ No ☐
2. Is the organization engaged primarily in public charitable functions? Yes ☐ No ☒  
If yes, attach a narrative statement describing the organization's activities. The statement should be thorough, accurate and include date-specific references to the tax year for which the exemption is sought. You may attach representative copies of newsletters, brochures or similar supporting documents.
3. Is the organization organized exclusively to perform religious, charitable, scientific, literary or educational purposes? Yes ☐ No ☒  
If yes, attach copies of organizational documents supporting your answer.
4. Does the organization own the property for the purpose of building or repairing housing on it primarily with the use of volunteer labor, and to sell without profit to an individual or family satisfying the organization's low-income and other eligibility requirements? Yes ☐ No ☒
5. Does the organization engage exclusively in the building, repair and sale of housing as described above, and related activities? Yes ☐ No ☒
6. Does the organization perform, or does its charter permit it to perform, any functions other than those described in question 2? Yes ☐ No ☒  
If yes, attach a statement describing the other functions in detail.
7. Does the organization operate in such a manner that does not result in the accrual of distributable profits, the distribution of profits, or the realization of any other form of private gain? Yes ☐ No ☒

## STEP 5: Questions About the Organization's Bylaws or Charter

Attach a copy of the charter, bylaws, or other documents adopted by the organization that govern its affairs.

1. Do these documents pledge the organization's assets for use in performing the organization's charitable functions? Yes ☐ No ☒  
If yes, provide the page and paragraph numbers. Page \_\_\_\_\_ Paragraph \_\_\_\_\_
2. Do these documents direct that on the discontinuance of the organization the organization's assets are to be transferred to the State of Texas, the United States, or to an educational, religious, charitable or other similar organization that is qualified for exemption under Internal Revenue Code Section 501(c)(3), as amended? Yes ☐ No ☒  
If yes, provide the page and paragraph numbers. Page \_\_\_\_\_ Paragraph \_\_\_\_\_
3. If no, do these documents direct that on discontinuance of the organization, the organization's assets are to be transferred to its members who have promised in their membership application to immediately transfer them to the State of Texas or to an educational, religious, charitable or other similar organization that is qualified for exemption under Internal Revenue Code Section 501(c)(3), as amended? Yes ☐ No ☒  
If yes, provide the page and paragraph numbers. Page \_\_\_\_\_ Paragraph \_\_\_\_\_  
If yes, was this two-step transfer required for the organization to qualify for exemption under Internal Revenue Code Section 501(c)(3), as amended? Yes ☐ No ☐

## STEP 6: Certification and Signature

By signing this application, you designate the property described in the attached Schedules A, B and C as the property against which a Tax Code Section 11.181 exemption may be claimed in this appraisal district. You certify that the information provided in this application is true and correct to the best of your knowledge and belief.

print  
here

MARIA ELVA TORRES

Print Name

EXECUTIVE DIRECTOR

Title

sign  
here

Authorized Signature

Date

9-29-2015

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

For more information, visit our website: [www.window.state.tx.us/taxinfo/propfbx](http://www.window.state.tx.us/taxinfo/propfbx)





Complete one Schedule C form for all personal property to be exempt. List only property owned by the organization. Continue on additional pages if necessary. Attach the completed schedule to the application for exemption.

## Name of Property Owner

Is this property reasonably necessary for operation of the organization? .....  Yes  No

ITEM	LOCATION
STOVES, REFRIGERATORS, SWAMP COOLERS	EACH UNIT
THE REMAINDER OF UNITS ARE UNFURNISHED	EACH UNIT
WASHER & DRYER	LAUNDRY ROOM

*Elpidia Lujan, Chairperson  
Jim Glasscock, Vice President  
Amit Rangra, Commissioner  
Mario Celaya, Commissioner  
Lucila Valenzuela, Commissioner  
Kathy Moreno, Commissioner  
Angela Bermudez, Commissioner*

**ALPINE HOUSING AUTHORITY**  
1024 North 5<sup>th</sup> Street, P.O. Box 1274,  
Alpine, Texas 79831

Telephone: 432-837-2648  
Fax: 432-837-7256

*Elva Torres, Executive Director*

[alpineha@sbcglobal.net](mailto:alpineha@sbcglobal.net)

The Alpine Housing Authority provides a Low Rent Program consists of 50 dwelling units at three different sites in Alpine, TX. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received by the Department of Housing & Urban Development based on a formula. This allows Alpine Housing Authority to provide affordable decent, safe and sanitary rental housing to low income families.

BY-LAWS OF THE HOUSING AUTHORITY  
OF THE  
CITY OF ALPINE, TEXAS

ARTICLE I- THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS."

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The offices of the Authority shall be at such place or places in the City of Alpine, Texas, as the Authority may from time to time designate by resolution.

ARTICLE II - OFFICERS

Section 1. Officers. The Officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary (who shall be Executive Director unless serving in a temporary capacity as herein provided).

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall appoint a new Chairman.

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Section 4. Secretary. The Secretary shall keep the record of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman. The Secretary shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often if requested), an account of his transaction and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority.

Section 5. Temporary Secretary. Pending the appointment of a permanent Secretary a temporary Secretary shall be elected at the annual meeting of the Authority from among Commissioners of the Authority and shall hold office for one year or until his successor is elected and qualified, or shall hold office until a permanent Secretary is appointed

by the Authority. Such temporary Secretary shall be charged with the duties of Secretary as herein set forth but is to serve without compensation, other than the payment of necessary expenses. Said temporary Secretary shall not be the Executive Director of the Authority and shall not have general supervision of the Administration of business and affairs of the Authority.

Section 6. Executive Director. The Secretary shall be the Executive Director of the Authority and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. He shall be charged with the management of the housing projects of the Authority.

Section 7. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

Section 8. Election or Appointment. The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority, and shall hold office for one year or until their successors are elected and qualified. In case of the absence or incapacity of both the Chairman and Vice-Chairman, the other Commissioners of the Authority may elect an Acting Chairman to serve during the period of absence or incapacity of the Chairman and Vice-Chairman.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office. This provision does not negate the provision allowing a Commissioner of the Authority to act as temporary Secretary.

Section 9. Vacancies. Should the offices of Chairman, Vice-Chairman, or Secretary (if held by one of the Commissioners) become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary (where appointed by the Authority) becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 10. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities Law of the State of Texas and all other laws of the State of Texas applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Texas.

#### ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the 1st Thursday of October of each year at 7:30 o'clock P.M., at the regular meeting place of the Authority. In the event such date should fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meetings. Regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority.

Section 3. Special Meetings. The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting

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may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting; provided, that formal notice of the calling of a special meeting may be waived if all members of the Authority sign a written waiver of notice and consent to meeting in which shall be set out the purposes for which the meeting is to be held. At such special meeting no business shall be considered other than as designated in the call or waiver, but if all of the members of the Authority are present at a special meeting any and all business may be transacted at such special meeting.

Section 4. Quorum. At all meetings of the Authority a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5. Order of Business: At the regular meetings of the Authority the following shall be the order of business:

1. Roll Call.
2. Reading and approval of the minutes of the previous meeting.
3. Bills and communications.
4. Report of the Secretary.
5. Reports of Committee.
6. Unfinished business.
7. New business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the "yeas" and "nays" shall be entered upon the minutes of such meeting.

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#### ARTICLE IV - AMENDMENTS

Section 1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular meeting or at a special meeting which has been duly called and held pursuant to Article III, Section 3 of the By-Laws, but no such amendment shall be adopted unless at least seven days notice thereof has been previously given to all of the members of the Authority.

After discussion of the resolution, Commissioner Votaw moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Sotello. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Votaw, Sotello, Shields, Carpenter.

NAYS: None.

The Chairman declared the motion carried and said resolution finally adopted.

The Chairman announced that it was in order to elect a Vice-Chairman of the Authority to serve until the next annual meeting or until a successor is elected and qualified.

Commissioner Votaw having been nominated to the office of Vice-Chairman, and motion having been made, seconded, and adopted, the nominations were closed. A roll call vote was taken with the following results:

For Votaw: Carpenter, Sotello, Shields, and Votaw.

Commissioner Votaw was declared elected to the office of Vice-Chairman.

It was determined that the Office of Secretary should not be permanently filled at this time. Motion was duly

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made and seconded that Shields be elected to serve as temporary Secretary pending the appointment of a permanent Secretary and to serve without compensation, other than the payment of necessary expenses.

A roll call vote was taken with the following results:

For Shields: Votaw, Carpenter, Sotello, and Shields.

Shields was hereupon declared elected to the office of temporary Secretary.

Whereupon after the election of officers Commissioner Carpenter yielded the chair to Commissioner Votaw, the duly elected Vice-Chairman. And Commissioner Shields assumed the duties of temporary Secretary.

A proposed corporate seal was submitted to the meeting, and the following resolution was introduced by Commissioner Sotello, read in full by the Secretary, and considered by the Authority:

RESOLUTION No. 3

RESOLUTION ADOPTING SEAL OF THE HOUSING  
AUTHORITY OF THE CITY OF ALPINE, TEXAS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS:

Section 1. That the seal submitted to this meeting is hereby approved and adopted as the seal of the Housing Authority of the City of Alpine, Texas.

Section 2. That the Secretary is hereby authorized to affix the seal of the Authority to all appropriate papers.

After discussion of the resolution, Commissioner Sotello moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Shields. The question being put upon the final adoption of said resolution, the roll was called with the following results:

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AYES: Sotello, Votaw, Carpenter, Shields.

NAYS: None.

The Vice-Chairman declared the motion carried and said resolution finally adopted.

The following resolution was then introduced by Commissioner Shields, read in full by the Secretary, and considered by the Authority:

RESOLUTION NO. 4

RESOLUTION DESIGNATING OFFICES OF THE  
HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS

WHEREAS, Section 3 of Article I of the By-Laws of the Housing Authority of the City of Alpine, Texas, provides that the offices of the Authority shall be at such place or places in the City of Alpine, Texas, as may be designated by resolution, now therefore

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS:

That until otherwise provided by resolution, the principal office of the Housing Authority of the City of Alpine shall be at the City Hall in the City of Alpine, Texas.

After discussion of the resolution, Commissioner Shields moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Sotello. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Shields, Sotello, Carpenter, Votaw.

NAYS: None.

The Vice-Chairman declared the motion carried and said resolution finally adopted.

The following resolution was then introduced by Commissioner Sotello, read in full by the Secretary, and considered by the Authority:

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RESOLUTION NO. 5

RESOLUTION DESIGNATING THE TIME AND PLACE  
OF REGULAR MEETINGS OF THE HOUSING AUTHORITY  
OF THE CITY OF ALPINE, TEXAS

WHEREAS, Section 2 of Article III of the By-Laws of the Housing Authority of the City of Alpine, Texas, provides that regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority; now therefore

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS:

That the Commissioners of the Housing Authority of the City of Alpine, Texas, shall hold regular meetings at 7:30 o'clock p.m. on the 1st and 3rd Thursdays, except on legal holidays, of each month at the office of the Authority of the City of Alpine, Texas.

After discussion of the resolution, Commissioner Sotello moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Shields. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Sotello, Shields, Carpenter, Votaw.

NAYS: None.

The Vice-Chairman thereupon declared the motion carried and said resolution finally adopted.

The following resolution was introduced by Commissioner Carpenter, read in full by the Secretary, and considered by the Authority:

RESOLUTION NO. 6

RESOLUTION APPROVING COOPERATION  
AGREEMENT WITH THE CITY OF ALPINE,  
TEXAS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF ALPINE, TEXAS,  
AS FOLLOWS:

1. The Cooperation Agreement between the City of Alpine, Texas, and the Housing Authority of Alpine, Texas is hereby approved.

2. The Chairman is hereby authorized and directed to execute the Cooperation Agreement in the name of, and the Secretary is hereby directed to seal and attest the Cooperation Agreement with the seal of the Housing Authority of the City of Alpine, Texas.

3. This resolution shall become effective immediately.

4. The Cooperation Agreement referred to in Sections 1 and 2 is in the following form, to-wit:

After discussion of the resolution Commissioner Carpenter moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Sotello. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Carpenter, Sotello, Shields, Votaw.

NAYS: None.

The Vice-Chairman thereupon declared the motion carried and said resolution finally adopted.

The following resolution was introduced by Commissioner Carpenter, read in full by the Secretary, and considered by the Authority:

RESOLUTION NO. 7

RESOLUTION AUTHORIZING AND DIRECTING SUBMISSION  
OF APPLICATION FOR RESERVATION OF LOW-RENT  
HOUSING AND FOR A PRELIMINARY LOAN

WHEREAS, the Housing Authority of the City of Alpine, Texas, has found and hereby determines that there is a need for low-rent housing to meet needs not being adequately met by private enterprise within its area of operation; now therefore

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS, AS FOLLOWS:

The Secretary shall cause to be prepared and the Chairman and the Secretary shall sign and send to the Public Housing Administration ("PHA") an application for a reservation of 50 dwelling units of low-rent public housing and for a preliminary loan in the amount of approximately \$10,000.00 to be spent for the preparation of housing surveys and preliminary plans for the development of a low-rent housing project or projects consisting of the aforesaid dwelling units and necessary appurtenances.

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After discussion of the resolution Commissioner Carpenter moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Shields. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Carpenter, Shields, Sotello, Votaw.

NAYS: None.

The Vice-Chairman thereupon declared the motion carried and said resolution finally adopted.

The following resolution was then introduced by Commissioner Shields, read in full by the Secretary, and considered by the Authority:

RESOLUTION NO. 8

RESOLUTION APPOINTING AND  
EMPLOYING AN ARCHITECT

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ALPINE, TEXAS:

That the firm of Gene Hobart of Weslaco, Texas be appointed architect for the Housing Authority of the City of Alpine to plan and design the public housing project for the fifty units now planned in Alpine, Texas.

After discussion of the resolution Commissioner Shields moved that said resolution be finally adopted as introduced and read. The motion was seconded by Commissioner Carpenter. The question being put upon the final adoption of said resolution, the roll was called with the following results:

AYES: Carpenter, Shields, Sotello, Votaw.

NAYS: None.

The Vice-Chairman thereupon declared the motion carried and said resolution finally adopted.

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There being no further business to come before the meeting, it was moved and seconded that the meeting adjourn. The motion carried.

/S/ R/ D/ Votaw  
Vice-Chairman

/S/ Mayron Shields  
Secretary



CERTIFICATE

I, Mayron Shields, Secretary of the Housing Authority of the City of Alpine, Texas, do hereby certify that the attached copy of the minutes of the meeting of the Commissioners of said Authority held on the 18th day of November, 1965, is a true, correct and compared copy of the original minutes of said meeting on file and of record, and I do further certify that the copies of the resolutions and motions appearing in said minutes are true, correct and compared copies of the original resolutions and actions adopted and passed at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority this the 14<sup>th</sup> day of December, 1965.

Mayron Shields  
Mayron Shields, Secretary



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**MAY 10, 2022**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 4 – Performance Evaluation  
Agenda Sponsor: Judy Stokes, City Council  
Memo Submitted By: Geoffrey Calderon, City Secretary

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**SYNOPSIS**

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Annual performance assessment of the City Secretary, including any proposed compensation adjustment (J. Stokes, City Council)

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**BACKGROUND**

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- Geoffrey Calderon was appointed Interim City Secretary on May 24, 2021.
- Calderon was appointed as full-time City Secretary on July 6, 2021.
- A performance assessment has not been conducted, but Councilor Stokes has requested a one-year assessment be completed.
- The City Secretary has waived the right of having the performance assessment conducted in Executive Session and has requested that it take place in Regular Session, as allowed per Texas Government Code, Section 551.074.

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**SUPPORTING MATERIALS**

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1. None.

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**STAFF RECOMMENDATION**

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**NONE.**

## **SECTION OVERVIEW**

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

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### **10 MINUTE RECESS**

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**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).

**10. Executive Session** –

**Consultation with Attorney § 551.071**

1. Discuss the Parkhill, Smith, & Cooper Mediation (M. Antrim, City Manager)

**Personnel Matters § 551.074**

2. Annual performance assessment of the City Manager, including any proposed compensation adjustment (J. Stokes, City Council)

**11. Action – Executive Session** –

1. Action, if any, regarding the Parkhill, Smith, & Cooper Mediation (M. Antrim, City Manager)
2. Action, if any, regarding the annual performance assessment of the City Manager, including any proposed compensation adjustment (J. Stokes, City Council)

**12. Adjourn.**