



City of Alpine
Regular City Council Meeting & Workshop
803 W. Holland Avenue, Alpine, Texas 79830
Tuesday, June 15, 2021 - 3:00 P.M.

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS WILL HOLD A WORKSHOP AT 3:00 P.M. & REGULAR MEETING AT 5:30 P.M. ON TUESDAY, JUNE 15, 2021, AT CITY COUNCIL CHAMBERS AT 803 W. HOLLAND AVENUE AND VIA ZOOM CONFERENCE, IN THE CITY OF ALPINE, TEXAS. **MEETING LOGIN DETAILS MAY BE FOUND AT WWW.CITYOFALPINE.COM.** THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS ACT (SECTION 551.043, TEXAS GOVERNMENT CODE).

Members of the audience will be provided an opportunity to address the Council on any agenda item after determination of quorum and proof of notice of the meeting. Zoom meeting guidelines and procedures may be found on the City Website. **Remarks will be limited to a total of 3 minutes per person. Please speak into the microphone located at the podium and state your name and address for in person attendance. When addressing the Council, please introduce yourself by first and last name and state aloud the Ward that you reside in or have business interest in.** For public comments made by virtual attendance, please email your name and the Ward that you reside in or have business interest in. For public comments made by virtual attendance, please email your name to the meeting moderator at g.calderon@ci.alpine.tx.us. If you do not live or own property in the City please state that in your email. If you have a petition or other information pertaining to your subject, please email it to the City Secretary beforehand at city.secretary@ci.alpine.tx.us. 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 or meeting disruptions. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

WORKSHOP AGENDA - 3:00 P.M.

1. **Call to Order and Pledge of Allegiance.**
 2. **Determination of a Quorum and Proof of Notice of Workshop Meeting.**
 3. **Public Comments** - (limited to 3 minutes per person)
 4. **Workshop.**
 - a. Workshop regarding general job descriptions for City Manager & City Secretary
 5. **Adjourn.**
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REGULAR CITY COUNCIL MEETING AGENDA - 5:30 P.M.

1. **Call to Order.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentation, Recognitions, and Proclamations** – None
5. **Reports -**

City Mayor Report – None

City Attorney Report -

- Municipal Court Update
- Rules of Procedure for City Council Meetings
- Open meetings update

City Manager Report -

- Employee Acknowledgements
- Life Jacket Donation
- Municipal Court Clerk
- Grant Mania Update
- Summer Heat

City Staff Update - None

6. Public Hearings -

- Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-05-06, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances.
- Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Applications.

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

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

1. Approval of June 1, 2021 Minutes (M. Antrim, Interim City Manager)
2. Approval of Judy Stokes for the vacant Animal Advisory Board position (J. Stokes, City Council)
3. Approval of Lucy Escovedo for the vacant Ward 5 Parks & Recreation Advisory Board Position (J. Johnson, City Council)

8. Information or Discussion items –

1. Traffic & Speeding problems on West Del Rio (J. Stokes, City Council)
2. Tourism, Upcoming Events, and a possible meeting with Kiwanis, Lions Club, Artwalk, and Viva Big Bend Representatives (J. Stokes, City Council)
3. Donation by Dr. Avinash Rangra for Park Improvements (J. Stokes, City Council)
4. City Zoom meeting guidelines and impacts on open meetings and public attendance (J. Stokes, City Council)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming

from, if applicable. (Action items limited to (up to 10 per meeting.) After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City.

Individuals who do not live in, or own businesses or property in the City Limits of Alpine, will be allowed to speak if there is time available.)

1. Discuss, consider, and approve the WTG gas contract, including the relocation of City gates. (M. Antrim, Interim City Manager)
2. Discuss, consider, and approve Resolution 2021-06-06 regarding WTG Gas rates. (M. Antrim, Interim City Manager)
3. Discuss, consider, and approve the second and final reading of Ordinance 2021-05-06, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)
4. Discuss, consider, and approve the first reading of Ordinance 2021-05-01, an ordinance amending Chapter 18, Buildings and Building Regulations, Article VII - Outdoor Lighting to the Alpine Code of Ordinances (J. Stokes, City Council)
5. Discuss, consider, and approve the proposed City of Alpine Organizational Chart. (M. Antrim, Interim City Manager)
6. Discuss, consider, and approve the Interlocal Agreement for the Kokernot Lodge, Poet's Grove, a project between the City of Alpine and Sul Ross State University (M. Antrim, Interim City Manager)
7. Discuss, consider, and approve submitted bid proposal by U Construction on the remodel of the Visitor Center (M. Antrim, Interim City Manager)
8. Discuss, consider, and approve Special Use Permit Applications for: (M. Antrim, Interim City Manager)
 - a. Short Term Rental Special Use Permit for 503 E Avenue B. Owner of record is Jason & Robin Stone.
 - b. Short Term Rental Special Use Permit for 208 Berkeley Street. Owner of record is Adam & Shatiel Brant.
 - c. Short Term Rental Special Use Permit for 115 & 117 N 6th Street. Owner of record is Desert Dame Thirty.

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

11. Executive Session -

1. Update on pending litigation - Creswell Suit - TML assigned legal counsel (M. Antrim, Interim City Manager)

2. Discuss and consider the appointment of Interim Utilities Director (M. Antrim, Interim City Manager)
3. Discuss and consider Interim City Secretary and Utilities Director Compensation (M. Antrim, Interim City Manager)

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.)

12. Action – Executive Session -

1. Action, if any, on pending litigation - Creswell Suit - TML assigned legal counsel (M. Antrim, Interim City Manager)
2. Action, if any, on appointment of Interim Utilities Director (M. Antrim, Interim City Manager)
3. Action, if any, on Interim City Secretary and Interim Utilities Director compensation (M. Antrim, Interim City Manager)

13. Adjournment.

CERTIFICATION

I, Geoffrey R. Calderon, Interim City Secretary, do hereby certify that this notice was posted at City Hall, a place convenient and readily accessible to the general public and to the City's website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on June 11, 2021 and remained so posted for at least 72 hours preceding the scheduled time of said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (432)837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.



Geoffrey R. Calderon, Interim City Secretary



WORKSHOP AGENDA - 3:00 P.M.

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2. **Determination of a Quorum and Proof of Notice of Workshop Meeting.**
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 - a. Workshop regarding general job descriptions for City Manager & City Secretary
5. **Adjourn.**

- a. Workshop regarding general job descriptions for **City Manager & City Secretary**

DIVISION 3. - CITY MANAGER

Sec. 2-86. - To be appointed.

The city council shall appoint a city manager who shall be the administrative head of the municipal government under the direction and supervision of the council.

(Code 1978, § 2-18)

Sec. 2-87. - Residence.

The city manager may or may not be a resident of the city when appointed, but during the term of his office he shall reside in the city.

(Code 1978, § 2-19)

Sec. 2-88. - Tenure.

The city manager shall be appointed for an indefinite period and shall be subject to discharge at the will of the city council.

(Code 1978, § 2-20)

Sec. 2-89. - Absence or disability.

During the absence or disability of the city manager, the city council shall designate a properly qualified person to perform the duties of office; however, no member of the city council shall be so designated.

(Code 1978, § 2-21)

Sec. 2-90. - Powers and duties.

The powers and duties of the city manager shall be:

- (1) To devote all of his working time and attention to the affairs of the city, and be responsible to the city council for the efficient administration of its affairs.
- (2) To see that all laws and ordinances are enforced and that the city's legal authority exists before acting on the city's behalf in any matter that may involve interpretation of any law or that may cause the city to become liable in contract or in tort.
- (3) With the advice and consent of the city council, to appoint and remove all heads of departments. He shall have the power to appoint or remove all subordinate employees, subject to council approval.
- (4) To exercise supervision and control over all departments created by the city council or that may be created by the city council.
- (5) To attend all meetings of the city council with the right to take part in the discussion, but having no vote; and he shall be notified of all special meetings of the city council.
- (6) To see that all terms and conditions imposed in favor of the city and its inhabitants in any public utility franchise are faithfully kept and performed and upon knowledge of any violation thereof to call such violation to the attention of the city council.
- (7) To act as budget officer and as such to prepare and submit to the city council, prior to the beginning of each fiscal year, a budget of proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amounts required by months for the efficient operation of each department of the city government and the reasons for such estimated expenditures.

- (8) In addition to subsection (7) of this section, the city manager shall make and file a budget as required by state law.
- (9) To make a full written report to the city council as soon after the close of each month's accounts as possible, showing the operation and expenditures of each department for the preceding month, and a comparison of such monthly expenditures, by departments, with the monthly allowances made for such departments in the annual budget, and to keep the city council fully advised at all times as to the financial condition and needs of the city.
- (10) To act as purchasing agent for the city and to purchase all merchandise, material and supplies needed by the city; and he may establish, if needed, a suitable storehouse where such supplies shall be kept and from which such supplies shall be issued as needed; and to adopt such rules and regulations governing requisitions and transaction of business between himself and such purchasing agent and the heads of the departments, officers and employees of the city as the city council may approve. He will maintain and keep an accurate, current inventory of all city property, real, personal or mixed.
- (11) To recommend to the city council the salaries to be paid each appointive officer and subordinate employee of the city; and it shall be the duty of the city council to pass ordinances or resolutions, from time to time, fixing rates of compensation.
- (12) To recommend to the city council, in writing, from time to time, for adoption, such measures as he may deem necessary or expedient.
- (13) To do and perform such other duties as may be prescribed by ordinance or resolution of the city council.

(Code 1978, § 2-22)

Sec. 2-91. - Compensation and bond.

The city manager shall receive such compensation as the city council establishes as part of an employment contract between the city and the city manager, and the city council may approve the initial contract by resolution and any changes in the actual amount of compensation shall be approved by the city council by resolution.

(Code 1978, § 2-23; Ord. No. 2015-09-01, 9-15-2015)

Sec. 2-92. - Effect on duties of departmental heads.

All ordinances of the city prescribing the duties of heads of departments shall remain in full force and effect except insofar as they conflict with the provisions of this article in which case the provisions of this article shall govern.

(Code 1978, § 2-24)

Sec. 2-93. - Disclaimer of unlawful delegation.

Nothing contained in this division shall operate as any attempt on the part of the city to delegate any rights, duties, obligations or authority that it is not authorized by law to so delegate.

(Code 1978, § 2-25)

Sec. 2-94. - Reserved.

Editor's note— Ord. No. 2013-05-01, § 1, adopted May 21, 2013, repealed former § 2-94 in its entirety which pertained to public information requests and derived from Ord. No. 2005-5-15, adopted June 6, 2005.

Secs. 2-95—2-115. - Reserved.

Section 4.02 Duties of the City Manager

The City Manager shall:

(A) with the advice and consent of the Council, appoint and remove all department heads of the City, except as otherwise provided in this Charter or by ordinance;

(B) attend all meetings of the Council, taking part in discussion, but having no vote.

(C) see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to his or her direction and supervision, are faithfully executed;

(D) prepare and submit the annual budget and capital program to the Council;

(E) submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;

(F) keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City.

(G) make such other reports as the Council may require concerning the operations of the City departments, offices, and agencies subject to his or her direction and supervision; and

(H) perform such other duties as are specified in the Charter or may be required by the Council or the laws of the State of Texas.

City Manager

Department: Admin

Compensation Negotiated

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

Education and Experience: A Bachelor's in Business, Political Science or related field required. A Master's in Public Administration preferred. Additional experience and education requirements determined by the City Council.

Licenses and Certificates: Class C Texas Driver's License required. Additional licenses and certifications determined by the City Council.

General Purpose

The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Council in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Council.

Typical Duties

- Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- Attend all City Council meetings and workshops.
- Oversee the preparation of meeting agendas and supporting materials; present recommendations to council; and respond to questions and direction from City Council.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Council fully informed on matters related to the financial condition of the city.
- Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- Develop and implement capital improvement and strategic plans for a wide range of municipal activities.
- Research, analyze, and make recommendations for cost effective improvements in City operations.

City Manager

Department: Admin

Compensation Negotiated

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

- Work with department heads to design, evaluate and administer departmental programs and services.
- Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God.
- Assists with city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Application of good knowledge of research methods.
- Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, ect.).
- Knowledge of local government purchasing laws and practices.
- Ability to work with and coordinate between multiple agency and different governmental structures to meet goals and objectives.
- Ability to read, analyze, and interpret reports and documents
- Application of good knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.
- Application of good knowledge of rules and regulations of the Texas Open Records Law.
- Application of good knowledge of rules and regulations of the Texas Open Meeting Law.
- Principles, practices, methods and techniques of official record maintenance and retention.
- Principles and practices of recording and filing city financial records.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Exposure to irate members of the public.

City Manager

Department: Admin

Compensation Negotiated

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

- Requires flexible time management.
- Regular travel for training.
- 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

City Manager

Reports to: City Council

Job Summary

Responsible to the City Council for the proper administration and operation of all the affairs of the City.

Primary Duties

1. Ensure that all State Laws and City Ordinances are effectively enforced.
2. Except as prohibited by the City Charter, shall appoint, suspend or remove all employees of the City.
3. Attend all meetings of the City Council except when excused by Council.
4. Prepare the budget annually and submit it to the City Council and is responsible for its administration after its adoption.
5. Prepare and submit to the City Council at the end of the fiscal year a complete report on the finances of the City for the preceding year.
6. Keep the City Council advised of the financial condition and future needs of the City and makes such recommendations as may seem to him advisable.
7. Perform such other duties as may be prescribed by the City Charter or required of him by the City Council, as consistent with the Charter.

Physical Requirements

1. Fingers, hands and arms dexterity; eye-hand coordination; good hearing and vision
2. Moderate lifting; moving of office materials and equipment
3. Sitting, stooping, bending, walking, carrying and twisting associated with an office environment

Qualifications

1. Bachelor's Degree
2. Two years experience as a City Manager, Assistant City Manager, or Administrative Assistant
3. City approved supervisory training



pop. 8374
Alamo Heights

CITY MANAGER

EXEMPT STATUS: Exempt

SALARY RANGE: Commensurate

POSITION REPORTS TO: Mayor and City Council

with experience

JOB SUMMARY:

Under policy direction from City Council, is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of the City; coordinates programs, services, and activities among City departments and with outside agencies; ensures the financial integrity of the municipal organization; represents the City's interest to the general public, other agencies, levels of government, and other outside interests; and provides highly responsible and complex policy advice and administrative support to the Mayor and City Council. Exercises direct supervision over management, professional, and clerical staff.

ESSENTIAL JOB FUNCTIONS:

- Assumes full management responsibility for all City services and activities; formulates, implements, and administers policies and procedures.
- Directs and manages the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of City service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Represents the City to elected and appointed officials of County, State and Federal government, and outside agencies; explains and justifies, City programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Plans, directs, and manages the City's annual work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates program goals and objectives.
- Provides highly responsible policy analysis and administrative staff assistance to the Mayor and City Council; and directs specific and comprehensive analyses of a wide range of municipal policies.
- Coordinates municipal services and activities and presents staff reports and other related correspondence.
- Attends City Council meetings and workshops; directs and oversees the preparation of meeting agendas and supporting materials; presents staff recommendations; and responds to questions and direction from the City Council.
- Directs, oversees, and participates in the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year adjustments; and keeps the City Council fully informed on matters related to the City's financial condition.
- Negotiates contracts and solutions involving a variety of administrative, fiscal, and special projects; and analyzes and prepares recommendations on special requests.

Updated 12/2018

- Selects, trains, motivates, and evaluates all senior management personnel; works with staff to correct performance deficiencies; and implements discipline and termination procedures as necessary.
- Participates on a variety of community boards and committees; attends and participates in professional groups and committees; and stays abreast of new trends and innovations in the field of municipal administration.
- Administers municipal programs and services; plans, organizes, and directs activities which support the goals and objectives of the City; and establishes and implements administrative and operating policies and procedures.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Performs related duties and fulfills responsibilities as required.

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university with major coursework in a related field required
- Master's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, or a related field desired
- Ten (10) years of increasingly responsible managerial and administrative experience in a municipal government
- Substitution Ratio: Equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern and highly complex principles and practices of municipal administration and organization.
- Knowledge of principles and practices of municipal finance and budget preparation and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of principles of personnel management, including supervision, training, and performance evaluation.
- Knowledge of research and reporting methods, techniques, and procedures.
- Knowledge of sources of information related to municipal programs, services, and administration.
- Ability to provide effective leadership and coordinate the activities of a municipal organization.
- Ability to effectively administer a variety of City-wide programs and administrative activities.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Ability to analyze problems, provide alternatives, identify solution in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to gain cooperation through discussion and persuasion.
- Ability to select, supervise, train, and evaluate assigned staff.
- Ability to prepare and administer municipal budgets and allocate limited resources in a cost effective manner.
- Ability to evaluate and develop improvements in operations, procedures, policies, or methods.
- Ability to prepare clear and concise reports and develop appropriate recommendations.

Updated 12/2018

- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.

LICENSES OR CERTIFICATES:

- Valid driver license

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to lift up to 20 lbs
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

SIGNATURES

This job description has been approved by all levels of management:

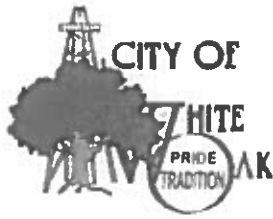
Department Head/Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

pop. 6331



CLASSIFICATION: EXEMPT

CITY COORDINATOR/ECONOMIC DEVELOPMENT DIRECTOR

Job Description

Revision date 2/2020.

SUMMARY:

Assist the mayor in the day to day operation of city business. Responsible to the Mayor and City Council for the proper administration of all city affairs. Provide executive leadership to various boards and commissions, including but not limited to White Oak Economic Development Corporation, White Oak Planning and Zoning Commission, White Oak Board of Adjustments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research and gather information as directed by the Mayor or City Council. Establish personnel policies and uniform city guidelines. Handle citizen's complaints and problems in a courteous and fair manner. Keep the City Council informed about city activities, progress, and problems that may require City Council action or attention. Make day to day administrative decisions in the absence of the Mayor. Assist in identifying and planning long range and short-range projects to meet the growing need for city services. Meet with business and industrial prospects, review zoning and development applications for compliance and present requests to prospective boards for consideration. Adhere to and enforce city ordinances, state and federal laws and other regulations. Establish and maintain effective working relationship with other cities, elected officials, the general public and fellow employees. Review city contracts on an annual basis. Attend meetings of the City Council, White Oak Economic Development Board, Planning and Zoning Commission and White Oak Board of Adjustments. Perform other tasks as required by the City Charter, the Mayor or City Council.

SUPERVISORY RESPONSIBILITIES:

Supervise all city employees including department heads. Conduct hiring and disciplinary duties. Ability to plan, organize and evaluate the activities of others.

PHYSICAL DEMANDS:

Work is performed in a standard office environment and occasionally in the field. Subject to sitting for extended periods of time, standing, walking, bending, reaching, kneeling, driving, interacting with citizens, business prospects and other officials. Ability to lift objects up to 25 pounds.

**CITY COORDINATOR/ECONOMIC DEVELOPMENT DIRECTOR
JOB DESCRIPTION**

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REQUIRED EDUCATION, DEGREES, CERTIFICATES/OR LICENSES:

Bachelor's Degree in Public Administration or Business Administration and five years progressive management experience or an equivalent combination of education and experience resulting in adequate proficiency levels of the above listed responsibilities.

Certified Public Manager certification preferred.

Possess a valid Texas drivers' license.

C

CITY MANAGER

City of Lamesa Lamesa, Texas, United States

14 days ago



Description

Serves as the chief administrative officer of the City. Plans, organizes, integrates fiscal controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the City. Ensures that all laws and City Ordinances are enforced, and performs related duties as assigned by the City Council.

Requirements

Bachelor's Degree preferred a Master's Degree and a Certified Public Management Certification (CPM) is required with a strong background in Administrative Management, Finance and Municipal laws. A minimum three years' experience in City Management or as an Assistant Manager is required. Experience with a \$10 - \$12 million dollar budget

Must be able to establish and maintain effective working relationships with employees, City officials, the public and the media

Essential Job Functions:

- Excellent financial management and budgeting experience- striving for economic growth and generating revenue
- Plans, organizes, controls, integrates and evaluates the work of all City departments
- Ability to develop and implement a strategic plan
- Keeps the Council apprised of legislative, regulatory and policy issues impacting the City
- Provide positive relationships with other governmental entities and local organizations
- Experience of municipal water/wastewater enterprise system, including Solid Waste operations
- Strong leadership in managing City personnel with proper work ethics
- Excellent communicator with ability to effectively negotiate and work well with council and the community
- Some municipal airport operations experience
- Appoints department heads and staffs as provided by City Charter or local ordinances
- Supervises activities of departments performing functions of law enforcement, fire suppression, maintenance of public health, construction of public works, and purchase of supplies and equipment
- Prepares annual budget and submits a preliminary estimate to City Council for approval
- Prepares grant applications, making sure that applications focus on the conditions, restrictions and goals sponsoring the City
- Experience in planning and administering a \$10 - \$12 million dollar City budget
- Administers project grants, contracts and RF-Ps to ensure that operations conform to the terms of the agreement, and that maximum efficiency is achieved
- Monitors financial administration of grants to ensure that proper documentation is submitted for expenditures and that request for funds are made within time limitations specified
- Assures that assigned areas of responsibility are performed within budget; performs costs control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds; personnel, materials, facilities, and time
- Provides professional advice to the City Council and Department Heads, makes presentations to council, boards, commissions, civic groups and the general public
- Plans for future development of the city areas to provide for population growth and expansion of public services. Recommends zoning regulation controlling location and development of residential and commercial areas
- Assist City Secretary in preparing City Council agenda

Job Information

Job ID: 56969337

Location:

Lamesa, Texas, United States

LAMESA, Texas, United States

Position Title: CITY MANAGER

Company Name: City of Lamesa

Job Function: City Administrator/City Manager

Job Type: Full-Time

Job Duration: Indefinite

Min Education: BA/BS Undergraduate

Min Experience: 3-5 Years

Required Travel: 10-25%



Chief Building Inspector / Co...
City of Lamesa
LAMESA, TX, United States



Maintenance Helper
City of Tahoka
Tahoka, TX, United States



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City Manager

City of Carrizo Springs Carrizo Springs, Texas, United States

20 days ago



Description

The City of Carrizo Springs is presently accepting resumes for the position of City Manager.

The City of Carrizo Springs is a home rule council-manager city in the heart of the Southwest Texas Winter Garden. The city of 6,000 is supported by farming, ranching, and oil and gas exploration and production, including the Eagle Ford Shale. The city is the county seat of Dimmit County with excellent schools, an independently run hospital, doctors and dentists, banks, restaurants and other business. 80 miles north of Laredo, 120 miles southwest of San Antonio.

The city employs approximately 50 people with departments to support water, sewer and gas services, street maintenance, code enforcement, city marshal, city-owned landfill, parks. Professional staff includes Finance Director, Public Works Director, Human Resources Specialist, City Clerk, IT support. The 2019-2020 budget is \$9.2 million.

The city recently completed a new wastewater treatment plant, civic center renovation, and is expanding and improving city parks. Our next challenges include replacing old and inadequate water mains and lines, rainwater drainage projects, paving streets and other infrastructure projects. The new city manager should have experience in effectively funding and managing these types of projects.

City Charter 4.02, The City Manager: powers and duties.

The City Manager shall be the chief executive officer and the head of the administrative branch of the city government. He or she shall be responsible to the Council for the proper administration of all affairs of the city and to that end, he or she shall have power and be required to

- Appoint and, when necessary for the good of the service, remove all officers and employees of the city except as otherwise provided by this Charter and except as he or she may authorize the head of a department to appoint and remove subordinates in such department.
- Prepare the budget annually and submit it to the Council and be responsible for its administration after adoption.
- Prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- Keep the Council advised of the financial condition and future needs of the city and make such recommendations as may seem to him or her desirable.
- Establish divisions with administrative departments for the purpose of efficient operations.
- Perform such other duties as may be prescribed by this Charter or required of him or her by the Council not inconsistent with this Charter.

Salary is up to \$80,000 depending on education and experience with excellent benefits package. Housing is available if required.

Requirements

College degree is required.

3+ years in public administration preferred

Master's degree in public administration preferred

Job Information

Job ID: 56903993

Location:

Carrizo Springs, Texas, United States

Position Title: City Manager

Company Name: City of Carrizo Springs

Job Function: City Administrator/City Manager

Job Type: Full-Time

Job Duration: Indefinite

Min Education: Master's Degree

Min Experience: 3-5 Years

Required Travel: 25-50%



[City Clerk](#)

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C

City Manager

City of Post TexasPOST, Texas, United States

16 days ago



Description

DESCRIPTION

The Mayor and City Council for the City of Post are seeking applicants for the position of City Manager, a full-time exempt position. The City Manager will be accountable to the Mayor and City Council for the satisfactory performance of the duties assigned by ordinance, resolution, Mayor and Council directive, Federal and State law. Applicants for the position should possess the education, level of experience and working knowledge that will provide the highest standard of leadership possible so as to help move the City forward in an open and transparent method and manage the day-to-day operations of all municipal functions of the City.

DUTIES, JOB RESPONSIBILITIES & CHARACTERISTICS

- Devotes all of their working time and attention to the affairs of the City.
- Communicates and works well with the public, employees and City Council.
- Is responsible to the City Council for the efficient administration of the City's affairs.
- Appoints and removes, in his or her sole discretion, all City employees except those appointed by City Council as provided for in the City of Post Code of Ordinances.
- Organizes all City work operations.
- Exercises supervision and control over all departments created by the City Council.
- Performs any other duties as may be prescribed by ordinance, resolution or as directed by the City Council or that may be proper for the efficient administration of the City's affairs.
- Attends all meetings of the City Council and takes part in discussions, making recommendations to the City Council when appropriate.
- Keeps the City Council fully advised as to the financial condition and needs of the City.
- Executes contracts on behalf of the City when authorized by ordinance, resolution or City Council action.
- Ability to maintain and build excellent working relationships between the City of Post and Garza County, Development Corporation of Post, Post Chamber of Commerce, Post Independent School District, Post Hospital District, Federal and State agencies as well as Federal and State elected officials and the local business community.

FINANCIAL RESPONSIBILITIES

- Prepare and submit an annual budget to City Council for adoption and assures the City operates within the adopted budget.
- Ensure a clean audit at the end of each fiscal year.
- Ensure that all accounts of revenues and disbursements are properly booked and accounted for.
- Prepare, at least monthly, reports and statements to present to the City Council indicating the financial status and cash position of the City.
- Maintain oversight of all financial transactions including billing and payroll.
- Seek out and apply for alternate funding sources such as grant and loans.
- Supervision and control over all City purchases in accordance with budget and Council

Job Information

Job ID: 56944701

Location:

POST Texas United States
POST Texas United States

Position Title: City Manager

Company Name: City of Post Texas

Job Function: City Administrator/City Manager

Entry Level: Yes

Job Type: Full Time

Job Duration: Indefinite

Min Education: H S Diploma/Equivalent

Min Experience: 3-5 Years

Required Travel: 0-10%

Requirements

REQUIREMENTS

- Being a Certified Public Manager and or a Credentialed Manager is desired but not required.
- Three to five years of progressively responsible positions in public administration.
- Knowledge of fiscal functions and practices of municipal governments.
- Experience and oversight of procedures and processes in governmental accounting, finance, budget preparation and administration, treasury functions, purchasing, tax, water and sewer customer service, municipal operations, and data processing.
- Effective written and verbal communications skills.

The Mayor and City Council of the City of Post reserve the right to choose whom they deem to be the most qualified candidate to fill the open position of City Manager based upon abilities and characteristics they feel will most fit the needs of the City and the citizens of Post. The salary range is depending on qualifications with benefits to be provided as is provided to all other City employees. This position shall remain open until filled.

Submit your application, background check authorization, and resume along with a cover letter addressed to the Mayor and City Council, to the attention of Meg Nelson, Interim City Manager/Administrator, 105 East Main, Post, Texas 79356. Failure to provide the required employment application and authorization for the background check may result in your disqualification for consideration as a candidate for the open position of City Manager for the City of Post.

Equal Opportunity Employer Statement

The City of Post, Texas is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or other protected characteristic as outlined by Federal, State, or local laws.

This applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training and apprenticeship. The City of Post, Texas makes hiring decisions based solely on qualifications, merit, and the needs of the organization at the time.

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- a. **Workshop regarding general job descriptions for City Manager & City Secretary**

Section 4.03 City Secretary

(A) The Council shall appoint a City Secretary who shall report administratively to the City Manager, but may be removed from office only with the consent of the Council.

(B) The duties of the City Secretary shall be to:

- (1) prepare and post notice of Council meetings;
- (2) keep the minutes of proceedings of Council meetings;
- (3) authenticate by signature and record in full, in a book kept and indexed for that purpose, all ordinances and resolutions passed by the Council;
- (4) hold and maintain the City Seal and affix the Seal to all instruments requiring it; and
- (5) perform such other duties as may be specified by the Council, City Manager, this Charter, or the laws of the State of Texas.

Section 4.04 City Attorney

(A) The City Council shall appoint an attorney, licensed to practice law in the State of Texas, as City Attorney. The City Attorney shall serve at the will of and be entitled to compensations established by the Council.

(B) The duties of the City Attorney shall be to:

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$43,680.00 - \$66,560.00 Annually

\$3,640.00 - \$5,546.00 Monthly

\$21.00 - \$32.00 Hourly

Education and Experience: High School Graduate or GED equivalent required. Five (5) years of progressively responsible administrative secretary experience preferably in the public sector.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. City Secretary Certification by the Texas Municipal Clerks Certification Program or obtained within a maximum of four (4) years of employment. Notary Public Certification or obtained within six (6) months of employment.

General Purpose

City Charter Section 4.03 City Secretary:

(A) The Council shall appoint a City Secretary who shall report administratively to the City Manager, but may be removed from office only with the consent of the Council.

Working under minimal supervision the City Secretary provides highly responsible and complex administrative support; performing duties as custodian of official records for City, attend and record proceedings of official meeting of the City Council, conduct City elections and to coordinate the City's record management program.

Typical Duties (Local Government Code Sec. 22.073)

- The secretary of the municipality shall attend each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings, including advisory boards.
- Engross and enroll all laws, resolutions, and ordinances of the governing body;
- Keep the corporate seal;
- Take charge of, arrange, and maintain the records of the governing body, serve as the Records Management Officer for all City documents and fulfill request for public information.
- Countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses
- Prepare all notices required under any state regulation or ordinance of the municipality, including preparing and posting agendas for City Council meetings in accordance with State law.
- The secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.
- The secretary shall keep a register of bonds and bills issued by the municipality and all evidence of debt due and payable to the municipality, noting the relevant particulars and facts as they occur.
- The secretary shall carefully keep all contracts made by the governing body.
- The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$43,680.00 - \$66,560.00 Annually

\$3,640.00 - \$5,546.00 Monthly

\$21.00 - \$32.00 Hourly

- Notify City Manager of upcoming appointments and terms to different committees for agenda items.
- Prepare oaths of office and make necessary arrangements for City General Election. Request list of registered voters from County Tax Assessor.
- Keep land deeds of all City owned property and buildings and titles of vehicles of the City of Alpine and update as necessary.
- File accident reports with insurance carrier on all City owned vehicles.
- Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God.
- Develop a yearly work improvement plan.
- Assists with city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Intermediate skill in personal computers, Microsoft Office and applicable software
- Ability to read, analyze, and interpret reports and documents
- Ability to maintain City documents and records so as to be safe, clean, and readily retrievable by officials or citizens having a need for access to them.
- Ability to organize and conduct an efficient and honest election in compliance with state law and local ordinances.
- Thorough knowledge of Texas Election Code, Texas Local Government Code, Texas Public Information Act and Texas Open Meetings Act.
- Application of good knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.
- Application of good knowledge of rules and regulations of the Texas Open Records Law.
- Application of good knowledge of rules and regulations of the Texas Open Meeting Law.
- Principles, practices, methods and techniques of official record maintenance and retention.
- Principles and practices of recording and filing city records.
- Knowledge of municipal financial planning, budgeting and management.
- Application of good knowledge of public relations methods.
- Application of good knowledge of City, county, state and federal civil and criminal laws, regulations, codes and ordinances.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$43,680.00 - \$66,560.00 Annually

\$3,640.00 - \$5,546.00 Monthly

\$21.00 - \$32.00 Hourly

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

ACKNOWLEDGEMENT

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

Employee Signature & Date

Employee's Printed Name

**CITY OF PRAIRIE VIEW
JOB DESCRIPTION**

pop. 6648

Job Title: City Secretary

Exempt

Reports To: Mayor

Department: Administration

JOB SUMMARY

Serves as custodian of the City seal, official archives and records, ordinances and related material. Attends City Council meetings and is responsible for preparation, distribution and indexing of official minutes. Serves as chief election official for the City and administers all City elections. Serves as records management officer.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computation, report and letter preparation, and decision making within scope of responsibility.

Oversee (at Directive of Mayor) operations and activities of the city, including Utility Billing, Accounts Payable and Payroll, Human Resources, budget preparation, insurance programs, debt service, investment functions and auditing functions.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a City Secretary may be asked to perform; other duties may be assigned:

Customer Service/Clerical

- Manage Administrative staff to include Admin Assistant, Treasurer, and Billing - Keeps the corporate seal and takes custody of and maintains all books, records, papers, documents and files of the City Council.
- Attests mayor's signature on all official documents.
- Maintains and distributes ordinances and resolutions, and keeps all contracts made by the City Council other than construction contracts.
- Directs the official publications of City legal advertising and makes arrangements for the conduct of municipal elections.
- Responsible for posting all notices furnished for meetings of the City Council, boards, commissions and committees, and maintains copies of meeting minutes.

- Attends City Council meetings and is responsible for the preparation, distribution and indexing of the official minutes.
- Attends bid openings on public works and electrical contracts.
- Administers the City's Records Management
- Responsible for production and distribution of City Council agendas.
- Coordinates the application process for citizens' boards and commissions.
- Processes and issues permits, etc.
- Oversees all financial activities including Utility Billing, Payroll, Accounts Payable and budget activities and reporting.
- Works with auditor for the annual audit report.
- Performs all other duties as assigned by Mayor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required, Degree in Business Administration or Business Management, or Associate's Degree in Business Administration or Business Management or a related field, preferred at least 5 years' related experience
- Previous experience in customer service, dealing directly with the public preferred.

SKILLS AND ABILITIES

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.

- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- This job is performed in an office environment.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days
- Noise distractions (telephone calls, equipment, conversations with customers, etc.)
- Unpleasant social situations (dealing with upset or irate individuals).

Kaufman: pop. 7330

JOB DESCRIPTION

JOB TITLE: CITY SECRETARY

REPORTS TO: CITY COUNCIL

FLSA STATUS: EXEMPT

JOB SUMMARY:

City Secretary is appointed by the City Council. To plan, direct, manage, and oversee the activities and operations of the City Secretary's Office, including serving as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor, City Council, and City Manager. Responsible for all paperwork pertaining to official business of the City Council, and for implementation of the City's record's management program; acts as representative of the City at various functions; assists City Manager in making operational decisions including interpretation of policy, law, Ordinances, the City Charter, Council guidelines, and official procedures; open records; municipal elections; records management; and all aspects of human resources. Position involves regular contact with the public in situations that affect the accomplishment of the job at hand, and requires considerable tact and diplomacy.

SUPERVISION EXERCISED:

Receives general administrative direction from the City Manager. Exercises supervision over clerical staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides administrative support to the Mayor, City Council and staff. Prepares and posts all legal, agenda and meeting notices, provides staff support to the City Council and Council-appointed boards; prepares documentation for and recordings of official City Council minutes, ordinances, resolutions and other related business; maintains official city records and oversees records management and retention program; provides review and responds to public information requests; administers elections processes and ensures deadline requirements are met.

Prepares and presents staff reports and other necessary correspondence. Assists and communicates with staff and professional business associates. Assists the public, and employees; provides information on departmental and city policies and procedures as required; and transfers inquiries to the appropriate individual or department as necessary. Responds to and resolves difficult and sensitive citizen inquiries and complaints through established City practices and procedures. Attends City Council meetings and records all official proceedings; prepares and preserves accurate minutes and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings for Council.

Certifies and executes official City documents; maintains custody of City Seal; administers and files oaths of office.

Serves as **Records Management Officer** for the City; manages, facilitates, and handles all technical support for Public Records; administers Records Management Program; interprets Local Government Records Act and the City's Records Management Ordinance; recommends revisions to ordinances as needed; oversees and directs all Department Records Liaisons.

Responsible for receiving all **Public Information** requests or **Open Records** Requests for the City of Kaufman. Respond to Open Records Requests within the time constraints established by law.

Provides information on Open Meeting Laws and compliance to city staff as well as members of the City Council, boards, and commissions.

Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, judgments, agreements, surety bonds, deeds, insurance, and minutes; certifies copies as required.

Receives and files claims and/or lawsuits against the City; accepts subpoenas; records legal documents of the City.

Serves as **Municipal Election Administrator**, coordinates municipal elections through the County; prepares all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code; and receives and files all campaign financial reports; coordinates the Canvass of Election Results; arranges the swearing-in of newly elected council members and board members; updates city website with current election information, campaign forms, as well as current and historical election results, campaign finance reports, and election history.

Receives applications for elected office and verifies all required fields are fully completed. Files Statements and Oath of Elected Officials and assists board members in filing statements of appropriate offices.

Receives and processes formal petitions relating to initiatives, referendums, or recalls; examines and certifies results; receives and processes petitions relating to matters pertaining to the City.

Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government. Prepares proclamations and arranges for official appearances of the Mayor or designated city representative at local and regional community events. Coordinates City Secretary's Office activities with other City departments and outside agencies and organizations.

Participates in the development and administration of the City Secretary's Office budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies, directs the monitoring and approval of expenditures through the administrative practices and procedures of the City; participates in the preparation of and implements budgetary adjustments as necessary.

Oversee and facilitate all aspects of **Human Resources**. Coordinates and manages assigned programs expertise in variety of human resources activities to include benefits, benefits

programs, compensation, and workman's compensation/claims and risk management and maintains all City employees' personnel records. Conducts research and respond to a variety of inquiries from employees and retirees. Manages and oversees annual employees programs. Manages and oversees COBRA and FLMA administration; as well as property and casualty insurance for the City.

Participates and organizes special event planning and coordination.

Coordinates, directs and organizes the posting of all legal notices, agendas, publications, and job announcements on the City's website.

Perform other job related duties and responsibilities as assigned.

QUALIFICATIONS AND KNOWLEDGE:

Pertinent Federal, State and Local laws, codes and regulations.

Public Information Open Records Act; election laws and procedures; Local Government Records Act, and political reform requirements. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Knowledge of new hire orientation process, open enrollment, Flex/HRA/HSA accounts, and Worker's Compensation claims.

Office procedures, methods, and computer equipment.

Skill to:

Interpret and understand the City Charter, Election Code, Local Government Code, Code of Ordinances and other statutes of the State of Texas.

Effectively use business English, spelling, and appropriate grammar.

Work with new technology.

Ability to:

Meet deadlines in a timely manner.

Provide information and organize material including records retention/destruction in compliance with laws, regulations and policies.

Identify and respond to community and City Council issues, concerns, and needs.

Interpret and explain local and state laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City employees and other government officials, community groups, the general public and media representatives.

Be able to work night meetings. Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Must be able to handle stressful situations.

Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 40 pounds.

Follow and embrace the City of Kaufman Core Values – Trust, Accountability, Teamwork, Pride and Service Excellence.

Experience:

Three (3) years' experience in municipal government activities; knowledge of Local election laws, Codes, Ordinances and Resolutions; good knowledge of records management operations; verbal fluency; good grammatical skills, ability to manage an office and supervise the work of others; ability to interact with City officials, city employees, and the public in a pleasant and gracious manner.

Minimum Requirements:

Bachelor's degree and three (3) years' experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have a valid Texas Driver's license and safe driving record. Certified or registered in the Municipal Clerk Certification Program, i.e. Texas Municipal Clerk Association (TMCA) is preferred. Position will be required to obtain Certification within a reasonable period of time, to be determined at hire.

POP. 9251

City of Hondo, TX



Title: City Secretary

FLSA Status: Exempt

BRIEF DESCRIPTION:

City Secretary is responsible for performing mandated and statutory requirements as defined by State Law, Home Rule Charter and City Ordinance.

The purpose of this position is to perform the duties of the City Secretary's office. This is accomplished by preparing and dissemination of documents for City Council and other various meetings, chief election official, records manager, and assisting the Mayor, City Council and City Manager with administrative duties, special projects or research and the preparation of the annual budget. Other duties include serving as IT coordinator/webpage manager.

REPORT TO:

This position reports to the City Manager.

SUPERVISES:

This position supervises the Utility Division/billing supervisor, Facilities Division/supervisor, Assistant to the City Secretary, IT Coordinator, and Custodian.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Responsible for city council meetings by posting notice of meetings at city hall/city website; scheduling public hearings; assembling and dissemination of agenda packets for city council and members of the news media; attends all council meetings; records meetings and prepares minutes. Utilizes tact, diplomacy and persuasiveness when resolving complex and significant issues dealing with Mayor, City Council, City Attorney and Department Heads; handling of confidential information and documents, such as contract bid information, human resources/personnel records or information distributed or verbal in closed sessions; coordinates assistance between departments in order to complete projects and achieve City	30%



		goals; represents the City professionally and works closely with the public, outside organizations and regulatory agencies.	
2	S	Manages Utility Department, Facility Services, Assistant to City Secretary, IT Coordinator, and Custodian by overseeing the hiring process, conducting performance evaluations; advising on disciplinary issues; and ensuring compliance with state and federal regulations. Provides additional administrative support by reviewing all incoming and outgoing correspondence by performing official certification of legal documents; maintaining records management program; ensuring proper disposal of city records; responding to open records requests by complying with the Public Information Act; maintains code of ordinances, resolutions, contracts, leases, and other legal documents; provides assistance to Mayor, City Council, employees and the public concerning interpretation of City Charter, ordinances policy and procedures; responds to and resolves difficult and sensitive citizen inquires and complaints.	25%
3	S	Prepares and administers departmental budgets, coding invoices; cemetery plot sales, La Lomita lot sales; handles alcoholic beverage, peddlers, solicitor permits. Provides administrative research/legislative update support to Mayor, City Council and other city employees. Prepares proclamations and completes clerical work, coordinates special events/special projects at Mayor or City Council's request; attends and serves as liaison on various boards and commissions; updates rosters and tracks attendance. Receives and reviews for accuracy application requests for zoning, variance, plats and re-plats requests, publishes required notices, mail notices and generates calendar for timeliness. Prepares notice to bidders, requests for proposals and/or qualifications; attends bid openings.	25%
4	S	Conducts all City elections in accordance with the Texas Election Codes and City Charter, maintaining calendar of election dates; preparing all legal notices and required documentation for elections; negotiating contracts; receiving and verifying candidate applications; receiving and posting election results; working with County on leasing electronic voting machines; recruiting and training election workers; and providing general information to elected officials.	20%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires specific knowledge of municipal government and general administrative field or combination of experience. Thorough knowledge of laws and ordinances relating to the powers and duties of the City Secretary. Knowledge is normally acquired through two year associate's degree, or certification program.



Experience	Over five years up to and including seven years of municipal government experience. Comprehensive knowledge of municipal codes, resolutions, ordinances, City Charter and applicable State Laws.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has responsibility for final approval of appropriate divisions/department budget and presents the budget(s) to Senior Management. Is authorized to approve fiscal budgeted expenditures up to the amount that requires the approval of Senior Management.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-



Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, observing work duties
Sitting	C	desk work, meetings, driving
Walking	O	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	R	files, supplies, equipment
Pushing/Pulling	R	file drawers, tables and chairs
Reaching	R	for supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	from computer to telephone, getting inside vehicle
Climbing	N	
Balancing	N	
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:



C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

POP. 8091

Recruitment Announcement

City Secretary, City of Richland Hills, Texas

The City of Richland Hills is recruiting for the position of City Secretary. The current City Secretary, Linda Cantu, has announced her retirement to be effective in October. The City Council would like to have the new City Secretary begin work by the middle of August in order to provide some overlap. Additionally, the City Council will most likely call a special election for the November uniform election date, which must be ordered in August; City Council would prefer that the new City Secretary work with the election from the beginning of the process. The salary for the position is negotiable, dependent upon the successful applicant's knowledge and experience, but will be competitive. The City participates in the Texas Municipal Retirement System (2-1 match at 7% contribution rate), and the employee benefits package is competitive.

About the City

Richland Hills was incorporated in 1950 as one of the first suburban cities to Fort Worth. Richland Hills is a city of just under 8,000 residents living within 3.9 square miles of land area situated along SH 26, SH 183, and SH 121 in northeast Tarrant County just a few minutes east of downtown Fort Worth. Richland Hills is served by the Fort Worth Public Transportation Authority (the "T") and Richland Hills residents have rider request bus service to Fort Worth. With a rail station on the Trinity Railway Express located within the city limits, residents of Richland Hills have easy access to both downtown Dallas and Fort Worth. The City of Richland Hills operates under a Home Rule, Council Manager form of government. The City Council is composed of a Mayor and five (5) Council members elected at large to two year terms. More information about the community and its municipal government can be found on the City's website at www.RichlandHills.com.

About the Position

The City Secretary position is a statutory position required by State law and the City Charter. The City Secretary is one of four positions (along with the City Manager, City

Attorney, and Municipal Court Judge) appointed by and reporting directly to the City Council. The City Charter provides that the City Secretary is appointed by the Mayor with approval of the majority of the Council, and requires the City Secretary to perform certain functions and duties typical of the City Secretary position. The City Charter requirements can be found in the City Charter set out on the City's website at www.RichlandHills.com.

In addition to the statutory duties of the position and the requirements set out in the City Charter, the City Secretary is designated as the City's Records Management Officer by City ordinance. As such, the City Secretary is responsible for the City's records retention program, including the preservation, maintenance, and disposal of City records in accordance with the Texas State Library requirements. The City Secretary serves as the Chief Election Official for the City, responsible for coordinating and administering municipal elections and related matters for the City. The City Secretary coordinates the codification of City ordinances into the City Code of Ordinances published by Municode, publishes required legal notices in the official newspaper of the City within the appropriate time requirements established by state law, and posts all legal notices and agendas on the City's official bulletin board and on the City's website.

The City Secretary coordinates and attends meetings of the City Council and certain other boards and commissions, acts as recording secretary, and prepares the meeting minutes for approval by the Council, board, or commission. The City Secretary serves as an administrative secretary to the Mayor and City Council, maintains records and correspondence of the Mayor and Council, and coordinates the recruitment, application and appointment process for City Council appointed boards and commissions.

The City Secretary serves as an information resource to the City Council, members of Council appointed boards and commissions, the City Attorney, City Manager and other City administrative and management staff, and provides information to the public in compliance with the Public Information Act. The City Secretary receives bids and attends bid openings, develops and oversees the department budget for the City

Secretary's office and the City Council, and is responsible for updating and maintaining information pertaining to the City Secretary's office and City Council on the City's website.

Job Requirements

Applicants for the position must be familiar with and have a good working knowledge of requirements of the Texas Open Meetings Act, the Texas Public Information Act, the requirements for municipal elections set out in the Texas Election Code, and the requirements for records retention set out in state law. The position requires applicants to have a good working knowledge in computer system applications such as Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, Access), skill in operating office equipment including copiers, scanners and fax machines, the ability to operate audio and video recording equipment, and the ability to oversee control of electronically stored records and to use technology to provide for efficient and economic storage of records.

Education

- High school graduate or GED required. Associates Degree or equivalent college hours will be a plus.

Experience

- A minimum of five years of progressively responsible administrative secretarial experience, preferably as a municipal clerk or city secretary, deputy city secretary, or assistant city secretary.

Certifications & Memberships

- Notary Public Certification required (after employment).
- City Secretary Certification by the Texas Municipal Clerks Certification Program required (within three years of employment).

Submit Resume to :

Applicants for the City Secretary position should submit a resume to the attention of Barbara Mann, Director of Finance/Human Resources, City of Richland Hills, 3200 Diana Drive, Richland Hills, Texas, 76118. Applicants will also be required to complete

the City's Employment Application Form which can be obtained from the City's website. Resumes and applications for the position must be submitted by 5:00 p.m. on Friday, May 30th.

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

1. **Call to Order.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentation, Recognitions, and Proclamations** – None

5. Reports -

City Mayor Report – None

City Attorney Report -

- Municipal Court Update
- Rules of Procedure for City Council Meetings
- Open meetings update

City Manager Report -

- Employee Acknowledgements
- Life Jacket Donation
- Municipal Court Clerk
- Grant Mania Update
- Summer Heat

City Staff Update - None

6. Public Hearings -

- Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-05-06, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances.
- Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Applications.



City Secretary,

I strongly object to a short-term rental at 208 S. Berkley St.

Please add this letter to the public record in the event I am unable to attend the June 15 meeting in person.

I respectfully request that the city council reject the application for a special use permit.

Our quiet residential neighborhood does not need the safety risk, disruption, noise, and traffic that will accompany this business.

A short-term rental right next door will decrease my property's value AND will mean that I cannot use and enjoy my own backyard. The neighboring deck/porch directly overlooks my yard and into my windows. I will no longer be able to have any privacy or sense of safety if different sets of strangers are staying there.

Please do not allow this nuisance to destroy the safety and serenity I have enjoyed while living here.

My husband and I bought the lot in 2010, then five years later began designing and building our house with our own blood, sweat, and tears over a period of 18 months.

Our investment goes far beyond financial. Mark hammered every nail into every piece of wood in our home, all while battling an incurable form of cancer that took his life in January 2020.

I beg you not to disrespect his legacy and my peace of mind by allowing our beautiful neighborhood to be ruined.

Sincerely,

Frances G. Grimes
210 S. Berkley St./Ward 4
Alpine, TX 79830

cc: Interim City Manager Megan Antrim, Ward 4 Council Member Martin Sandate

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 June 1, 2021 Minutes (M. Antrim, Interim City Manager)
2. Approval of Judy Stokes for the vacant Animal Advisory Board position (J. Stokes, City Council)
3. Approval of Lucy Escovedo for the vacant Ward 5 Parks & Recreation Advisory Board Position (J. Johnson, City Council)

1. Approval of June 1, 2021 Minutes (M. Antrim, Interim City Manager)

**City of Alpine
Regular City Council Meeting
Tuesday, June 1, 2021
5:30 P.M.
Minutes**

1. **Call to Order, and Pledge of allegiance to the flags** – Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers and via zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. **Determination of a quorum and proof of notice of the meeting** – Councilor Judy Stokes, Councilor Chris Rodriguez, Councilor Sara Tandy, Councilor Martin Sandate, and Councilor Jerry Johnson attended at the City Council Chambers. Interim City Manager Megan Antrim and Interim City Secretary Geoffrey Calderon attended at the City Council Chambers. Interim City Secretary, Geoffrey Calderon reported that the agenda was posted at 2:00 P.M. on May 28, 2021.
3. **Public Comments** (limited to 3 minutes per person) – Chris Mueller, Laura Gold, Rick Stephens, Sara Blair.
4. **Presentation, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None
5. **Reports** – Copies of the charts presented during the meeting are posted on the City website at www.cityofalpine.com/cmreports.

City Mayor's Report – (A. Ramos, Mayor) – None

City Attorney's Report – None

City Manager Report –

- Alpine School Remodel Update
- Swimming Pool
- Budget Process
- Staffing

City Staff Updates – None

6. Public Hearing –

- Public Hearing to obtain citizen's view and comments on one animal permit for 4 horses and 10 steers located at 1909 W. Mosley Loop, Alpine, Texas, 79830. Applicant is Justin Claiborne.

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 minutes from City Council meeting on May 18, 2021. (M. Antrim, Interim City Manager)
2. Approval of minutes from City Council meeting on May 24, 2021. (M. Antrim, Interim City Manager)
3. Approval of 1st and 2nd Quarterly Investment Reports. (M. Antrim, City Council)

Councilor Rodriguez requested to move item one (1) from the normal sequence of the Consent Agenda. Motion was made by Councilor Johnson, by Resolution 2021-06-01, to approve items two (2) and three (3) on the consent agenda. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

Motion was made by Councilor Rodriguez, by Resolution 2021-06-02, to approve the May 24, 2021 minutes with an amendment to reflect a presentation under the Mayor report to recognize Rick Stephens for his years of service to the City Council and to amend the vote on the action taken to terminate Erik Zimmer's employment contract to reflect Councilor Rodriguez' and Councilor Johnson's vote against the termination. Motion was seconded by Councilor Stokes. Motion unanimously carried.

8. Information or Discussion items –

1. Discuss Wastewater Treatment Facility current aerator project (M. Antrim, Interim City Manager)
2. Outdoor Lighting Ordinance presentation by Bill Wren (M. Antrim, Interim City Manager)

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

1. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-06, an ordinance amending Chapter 23 – City Council, Article II – Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-03, to discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-06 an ordinance amending Chapter 23 – City Council, Article II – Rules of Procedure to the Alpine Code of Ordinances. Motion was seconded by Councilor Stokes. Motion unanimously carried.
2. Discuss, consider, and take appropriate action on the second and final reading of one animal permit for 4 horses and 10 steers. Horses and steers will be located at 1909 W. Mosley Loop, Alpine, Texas, 79830 (C. Rodriguez, City Council) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-04, to discuss, consider, and take appropriate action on the second and final reading of one animal permit for 4 horses and 10 steers. Horses and steers will be located at 1909 W. Mosley Loop, Alpine, Texas. Motion was seconded by Councilor Johnson. Motion unanimously carried.

3. Discuss, consider, and take appropriate action to appoint a Mayor Pro Tem (M. Antrim, Interim City Manager) – Motion was made by Councilor Stokes, by Resolution 2021-06-05, to appoint a Mayor Pro Tem. Motion was seconded by Councilor Johnson. Motion unanimously carried.

Motion was made by Councilor Rodriguez, by Resolution 2021-06-07, to appoint Jerry Johnson as Mayor Pro Tem. Motion was seconded by Councilor Sandate. Motion unanimously carried.

4. Discuss, consider, and take appropriate action on WTG Gas Contract, including the relocation of the City gates (M. Antrim, Interim City Manager) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-08, to discuss, consider, and take appropriate action on the WTG gas contract including the relocation of City gates. Motion was seconded by Councilor Sandate. Councilor Stokes, Councilor Rodriguez, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted against. Motion failed.

Motion was made by Councilor Johnson, by Resolution 2021-06-09, to table the West Texas Gas contract including the relocation of City gates. Motion was seconded by Councilor Sandate. Motion unanimously carried.

5. Discuss, consider, and take appropriate action to approve Resolution 2021-06-06 regarding WTG gas rates (M. Antrim, Interim City Manager) – Motion was made by Councilor Johnson, by Resolution 2021-06-10, to take appropriate action to approve Resolution 2021-06-06 regarding West Texas Gas rates. Motion was seconded by Councilor Tandy. Councilor Stokes, Councilor Rodriguez, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted against. Motion failed.

Motion was made by Councilor Tandy, by Resolution 2021-06-11, to amend the resolution included in the City Council Packet to be titled Resolution 2020-06-06. Motion was seconded by Councilor Stokes. Councilor Stokes, Councilor Rodriguez, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted against. Motion failed.

Motion was made by Councilor Tandy, by Resolution 2021-06-12, to amend the resolution included in the City Council Packet to be titled Resolution 2021-06-06. Motion was seconded by Councilor Stokes. Motion unanimously carried.

Motion was made by Councilor Johnson, by Resolution 2021-06-13, to table Resolution 2021-06-06. Motion was seconded by Councilor Stokes. Motion unanimously carried.

6. Discuss, consider, and take appropriate action to appoint Interim City Attorney (M. Antrim, Interim City Manager) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-14, to discuss, consider, and take appropriate action to appoint an Interim City Attorney. Motion was seconded by Councilor Tandy. Motion unanimously carried.

Motion was made by Councilor Tandy, by Resolution 2021-06-15, to move item 6 from Action Items to Executive Session pursuant to Texas Government Code Section 551.074. Motion was not seconded. Motion lost.

Motion was made by Councilor Tandy, by Resolution 2021-06-16, to appoint Rod Ponton as Interim City Attorney. Motion was seconded by Councilor Stokes. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted for. Councilor Rodriguez voted against. Motion passed 4 to 1.

7. Discuss, consider, and take appropriate action to authorize the Interim City Manager to advertise for the position of City Manager, City Secretary, City Attorney, and Director of Utilities (M. Antrim, Interim City Manager) – Motion was made by Councilor Johnson, by Resolution 2021-06-17, to take appropriate action to authorize the Interim City Manager to advertise for the position of City Manager, City Secretary, City Attorney, and Director of Utilities. Motion was seconded by Councilor Sandate. Councilor Stokes, Councilor Rodriguez, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted against. Motion failed.

Motion was made by Councilor Rodriguez, by Resolution 2021-06-18, to table the item to authorize the Interim City Manager to advertise for position of City Manager, City Secretary, and Director of Utilities until a workshop takes place where the Council can verify job descriptions and expectations. Motion was seconded by Councilor Johnson. Motion unanimously carried.

8. Discuss, consider, and take appropriate action to authorize the Interim City Manager to work with department heads to hire open positions for recycle tech, court clerk, and field workers in the Streets and Water Departments (M. Antrim, Interim City Manager) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-19, to discuss, consider, and take appropriate action to authorize the Interim City Manager to work with department heads to hire open positions for recycle tech, court clerk, and field workers in the Streets and Water Departments. Motion was seconded by Councilor Stokes. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted in favor. Councilor Rodriguez voted against. Motion carried 4 to 1.
9. Discuss, consider, and take appropriate action to approve TCEQ Agreed Order, Docket No. 2021-0015-MWD-E concerning licensing violations at the City of Alpine Waste Water Treatment plant and administrative penalty in the amount of \$10,020 (M. Antrim, Interim City Manager) – Motion was made by Councilor Rodriguez, by Resolution 2021-06-20, to discuss, consider, and take appropriate action to approve TCEQ Agreed Order, Docket No. 2021-0015-MWD-E concerning licensing violations at the City of Alpine Waste Water Treatment plant and administrative penalty in the amount of \$10,020. Motion was seconded by Councilor Stokes. Motion unanimously carried.
10. Discuss, consider, and take appropriate action to approve Special Use Permit Applications for: (M. Antrim, Interim City Manager)

a. Short Term Rental Special Use Permit for 509 S. 5th Street. Owners of record are Don & Martha Coats.

b. Short Term Rental Special Use Permit for 604 E Gallego Avenue. Owner of record is Robert Howard.

Motion was made by Councilor Rodriguez, by Resolution 2021-06-21, to discuss, consider, and take appropriate action to approve Special Use Permit Applications for:

a. Short Term Rental Special Use Permit for 509 S. 5th Street. Owners of record are Don & Martha Coats.

b. Short Term Rental Special Use Permit for 604 E Gallego Avenue. Owner of record is Robert Howard.

Motion was seconded by Councilor Sandate. Motion unanimously carried.

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

(7:44 P.M.) Motion was made by Councilor Rodriguez, by Resolution 2021-06-22, to move into Executive Session for an update on pending litigation regarding the Creswell Suit. Motion was seconded by Councilor Sandate. Motion unanimously carried.

11. Executive Session –

1. Update on Pending litigation – Creswell Suit – TML assigned legal council (M. Antrim, Interim City Manager)

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 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)

(8:07 P.M.) Motion was made by Councilor Rodriguez, by Resolution 2021-06-23, to move into Regular Session. Motion was seconded by Councilor Johnson. Motion unanimously carried.

12. Action – Executive Session

1. Update on Pending litigation – Creswell Suit – TML assigned legal council (M. Antrim, Interim City Manager) – **Motion was made by Councilor Rodriguez, by Resolution 2021-06-24, to take no action. Motion was seconded by Councilor Sandate. Motion unanimously carried.**

I certify that this notice was posted at 2:00 P.M. on May 28, 2021 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.

ATTEST:

Andres "Andy" Ramos, Mayor

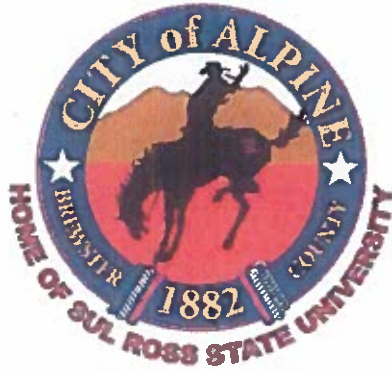
Geoffrey R. Calderon, Interim City Secretary

I, Geoffrey R. Calderon, do certify that the notice of the above meeting was posted at 2:00 P.M. on May 28, 2021, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Geoffrey R. Calderon, Interim City Secretary

2. Approval of Judy Stokes for the vacant Animal Advisory Board position (J. Stokes, City Council)

3. Approval of Lucy Escovedo for the vacant Ward 5 Parks & Recreation Advisory Board Position
(J. Johnson, City Council)



CITY OF ALPINE
ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

Name: Lucy E. Escovedo
Street Address: 1600 E. Ave. I / P.O. Box 403
City, State & Zip: Alpine, TX 79831
Phone Number: 432-294-1558
E-Mail: luhefr@icloud.com
Occupation: _____

How long have you been a resident of or involved with Alpine?: _____

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

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

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

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

I wish to continue to serve my community, I have a passion for contributing to my community. I feel I am very qualified with my experience and knowledge.

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

If yes, in what capacity? When I was on city council, Parks Board + Planning + zoning

How long? 2014 - 2020

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: ☒

If yes, please explain: When I was on city council. No conflict of Interest

Signature: Leah E. Edwards

Date: 6-7-2021

Lucy E. Escovedo

What qualifications do I have to serve as a board member or commissioner?

I've lived in Alpine, Texas my entire life and I have served the city of Alpine since August 2014 on boards, commissions and on city council. I have the experience, knowledge and passions to continue to serve the city of Alpine.

Work Experience:

- I've worked and served for 30 years for the community.
- I was the manager for the Alpine Chamber of Commerce for 10 years where I learned about tourism, planning events, economic development and main street.
- I was the secretary for Permiacare for 20 years where mental health for individuals are served.
- I also worked as the executive director for the Alpine Housing Authority where low income families and people with disabilities in our community are served.

Board Experience:

- I was on City Council since May 2016 until November 4, 2020
- I also served on the Parks Board for the City of Alpine from August 2004 –May 2016
- I served on the Planning and Zoning Commission for the City of Alpine Texas from August 2004-May 2016
- I also served as an ex-officio Commissioner for the Alpine Housing Authority from September 2016 to June 2020

Education, Certifications & Trainings:

- Graduated of Leadership Big Bend May 1998
- Graduated of SRSU May 1991
- Graduated of Alpine High School May 1988
- Certified in Business Management and Public Service
- Certified Medical and Paralegal
- Certified as a Live Coach
- Certified as a Notary Public
- Certified as a Texas Hospitality Instructor
- Training on the Open Meetings Act

8. Information or Discussion items –

1. Traffic & Speeding problems on West Del Rio (J. Stokes, City Council)
2. Tourism, Upcoming Events, and a possible meeting with Kiwanis, Lions Club, Artwalk, and Viva Big Bend Representatives (J. Stokes, City Council)
3. Donation by Dr. Avinash Rangra for Park Improvements (J. Stokes, City Council)
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OLD ZOOM MEETING GUIDELINES

CITY COUNCIL ZOOM MEETING GUIDELINES

In order to meet the City of Alpine Council Meeting Rules and Procedures Ordinance, the following guidelines must be followed:

ACCESS TO ZOOM MEETINGS

- City Council meetings can be accessed via ZOOM. You will need to have a registered ZOOM account to access meetings. Registration is free and only takes a few minutes to set up.
- ZOOM Meetings will require a Meeting ID and Password to access. Information can be found on the City of Alpine Website at www.cityofalpine.com/meetinglink.
- You will NOT be able to access meetings through Facebook or Google.
- Waiting Room will be enabled. Please log in to the meeting 10 – 15 minutes before the start time.

PUBLIC COMMENTS

- Questions about any agenda item can be emailed prior to the meeting to Geo Calderon (g.calderon@ci.alpine.tx.us), Cynthia Salas (city.secretary@ci.alpine.tx.us) or Erik Zimmer (erik.zimmer@ci.alpine.tx.us). **If the meeting has already begun, the question can be emailed to Geo Calderon (g.calderon@ci.alpine.tx.us)**
- If someone has a question they want to 'ask live' but not submit in writing, that is also allowed. They will need to state that in their email to Geo during the meeting and he will notify the Mayor at the appropriate time. Once the Mayor asks for that person to speak, Geo will unmute them. If you want to make a Public Comment during that section of the meeting, please email your name to Geo, Cynthia, or Erik ahead of the meeting. All names wanting to make a public comment for the meeting will be queued up and given to the Mayor at that section of the meeting. The Mayor will call on those individuals one at a time and our meeting moderator will take you off mute to make your comments. This will function the same as our existing sign-up sheet in Council Chambers.
- All participants will be muted until recognized by ZOOM Conference Host. Participants will be unmuted one at a time when recognized by the Mayor. Background noise should be kept to a minimum.
- **Please note, you must include your full name (first and last) along with what Ward you reside in or have business interest in. If you do not live or own property in the City, state that in your email. Public Comments are limited to 3 minutes each.**

RECORDING

- ZOOM City Council Meetings will be recorded and made available on the City of Alpine's website - www.cityofalpine.com/meetings

Instructions for Virtual Attendance at Alpine City Council Meetings

COUNCIL MEETINGS VIA ZOOM

City council Meetings can be accessed through ZOOM. You will need to provide your first and last name in order to access City Council meetings.

How the Meeting Will Work

- City Council Meetings will require a Meeting ID and Password to access. Login information may be found on the City of Alpine website at www.cityofalpine.com/meetinglink.
- You will NOT be able to access meeting via Facebook or Google. Waiting Room will be enabled. Please log in 10 – 15 minutes before the start time.
- ZOOM City Council meetings will be recorded and made available on the City of Alpine's official YouTube channel and on the City website: cityofalpine.com/meetings.

How to Provide Public Comments

- *Public Comments are limited to 3 minutes per person.*
- Public Comments are accepted by residents, property owners, and those that have a business interest within the corporate city limits of Alpine, Texas.
- All commenters must provide the Council with their first and last name and the ward in which they reside or have business interest in (or their address). If you do not meet the above requirements, you may still make your comment if time permits.
- Questions or Public Comments about any agenda item can be emailed prior to the meeting to the meeting host, Geo Calderon. Please address your Public Comment to the City Council.

Email:

- **Email Address:** g.calderon@ci.alpine.tx.us.
Subject: Public Comment for the Upcoming City Council Meeting on [date]

Live Public Comment:

- If someone has a question they want to "ask live" but not submit in writing, that is also allowed. The commenter will need to state that in their email to Geo during the meeting and he will notify the Mayor at the appropriate time. Once the Mayor asks for that person to speak, the host will unmute them. If you want to make a Public Comment at the meeting, please make every effort to notify Geo ahead of the meeting if you will be attending virtually.

Public Participation Guidelines

Below are requirements for members of the public in meetings conducted via Zoom Webinar.

- **Identification:** Before entering the waiting room, please enter your full name so that you may gain access to the meeting. The host can call upon you during the public comment period.
- **Mute/Unmute:** Attendees will be muted and not audible to the Council except during times they are designated to speak. When you are announced, you will be able to unmute yourself.
- **Time limit:** Those testifying or providing audience comment will be limited to three (3) minutes each speaker unless an exception is granted by the Council.
- **Use headphones/mic** for better sound quality and less background noise, if possible.

For additional information,
please call (432)837-3301

Office of the Attorney General (OAG):

The Office of the Governor is in receipt of OAG's request to temporarily suspend certain open-meeting provisions of Texas law. OAG asserts that strict compliance with these laws could prevent, hinder, or delay necessary action by numerous governmental bodies in relation to efforts to cope with the COVID-19 disaster. State and local officials can slow the spread of COVID-19 by avoiding meetings that bring many people into congregate settings. OAG has identified provisions that frustrate this public-health goal by requiring that government officials, members of their staff, and members of the public be physically present at a specified meeting location. OAG's request would relax these open-meeting requirements to allow for telephonic or videoconference meetings of governmental bodies, without the need for face-to-face contact during a pandemic.

COVID-19 notwithstanding, Texans deserve transparency in government. To that end, OAG's request would leave important open-meeting protections in place. A governmental body would still be required to give the public written notice before holding a telephonic or videoconference meeting. *See, e.g.,* TEX. GOV'T CODE §§ 551.041, 551.043–551.044, 551.125(c), 551.127(d), 551.141. A governmental body would still have to provide the public with a recording of the telephonic or videoconference meeting. *See, e.g., id.* §§ 551.125(e), 551.127(g). And members of the public would still be entitled to participate and address the governmental body during the telephonic or videoconference meeting, perhaps through a dial-in number or videoconference software. *See, e.g., id.* §§ 551.007(b), 551.125(e).

Accordingly, the Office of the Governor agrees that it is appropriate to suspend certain open-meeting provisions, subject in each case to the following conditions that will apply to any governmental body invoking this suspension:

The requisite notice of a telephonic or videoconference meeting must comply with existing law on meeting notices and also must include in the meeting notice a toll-free dial-in number or a free-of-charge videoconference link that provides two-way communication for members of the public to both hear the meeting and address the governmental body.

If a governmental body prepares an agenda packet that would have publicly circulated in hard copy at a face-to-face meeting, an electronic copy of the agenda packet must be posted with the agenda to allow members of the public to follow along with the telephonic or videoconference meeting.

The public must be provided access to a recording of any telephonic or videoconference meeting.

In answering open-meeting questions during this disaster, OAG should remind state and local officials of the many requirements that remain in place during this temporary suspension. OAG's request recognizes that transparency is essential at this time, even if face-to-face contact is not.

In accordance with section 418.016 of the Texas Government Code, and subject to the conditions set forth above, the Office of the Governor suspends the following statutes to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations:

- those statutes that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
 - TEX. GOV'T CODE § 551.122(b)
 - TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
 - TEX. GOV'T CODE § 551.130(c)–(d), (i)
 - TEX. GOV'T CODE § 322.003(d), (e)(2)
 - TEX. GOV'T CODE § 845.007(f)(2)
 - TEX. GOV'T CODE § 855.007(f)(2)
 - TEX. CIV. PRAC. & REM. CODE § 74.102(f)
 - TEX. INS. CODE § 2151.057(d)(1)
 - TEX. LOCAL GOV'T CODE § 379B.0085(a)
- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
 - TEX. GOV'T CODE § 551.043(b)(2)–(3)
 - TEX. GOV'T CODE §§ 551.049–551.051
- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
 - TEX. GOV'T CODE § 551.121(f)(1)
 - TEX. GOV'T CODE § 551.122(d)
 - TEX. GOV'T CODE § 551.125(e)–(f)
 - TEX. GOV'T CODE § 551.126(d)(1)
 - TEX. GOV'T CODE § 551.127(f), (j)
 - TEX. GOV'T CODE § 551.130(e)–(f)
 - TEX. GOV'T CODE § 551.131(e)(1)
 - TEX. GOV'T CODE § 322.003(e)(3)
 - TEX. GOV'T CODE § 436.054(e)
 - TEX. GOV'T CODE § 845.007(f)(3)
 - TEX. GOV'T CODE § 855.007(f)(3)
 - TEX. AGRIC. CODE § 41.061(c)–(d)
 - TEX. AGRIC. CODE § 41.1565(c)–(d)
 - TEX. AGRIC. CODE § 41.205(d)–(e)

- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)
- those that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials
 - TEX. GOV'T CODE § 551.007(b)
 - TEX. GOV'T CODE § 551.125(b)(1), (d)

This suspension is in effect until terminated by the Office of the Governor or until the March 13, 2020 disaster declaration is lifted or expires.

Thank you,

James P. Sullivan
Deputy General Counsel
Office of Governor Greg Abbott

9. 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.) After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, or own businesses or property in the City Limits of Alpine, will be allowed to speak if there is time available.)

1. Discuss, consider, and approve the WTG gas contract, including the relocation of City gates. (M. Antrim, Interim City Manager)
2. Discuss, consider, and approve Resolution 2021-06-06 regarding WTG Gas rates. (M. Antrim, Interim City Manager)
3. Discuss, consider, and approve the second and final reading of Ordinance 2021-05-06, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)
4. Discuss, consider, and approve the first reading of Ordinance 2021-05-01, an ordinance amending Chapter 18, Buildings and Building Regulations, Article VII - Outdoor Lighting to the Alpine Code of Ordinances (J. Stokes, City Council)
5. Discuss, consider, and approve the proposed City of Alpine Organizational Chart. (M. Antrim, Interim City Manager)
6. Discuss, consider, and approve the Interlocal Agreement for the Kokernot Lodge, Poet's Grove, a project between the City of Alpine and Sul Ross State University (M. Antrim, Interim City Manager)
7. Discuss, consider, and approve submitted bid proposal by U Construction on the remodel of the Visitor Center (M. Antrim, Interim City Manager)
8. Discuss, consider, and approve Special Use Permit Applications for: (M. Antrim, Interim City Manager)
 - a. Short Term Rental Special Use Permit for 503 E Avenue B. Owner of record is Jason & Robin Stone.
 - b. Short Term Rental Special Use Permit for 208 Berkeley Street. Owner of record is Adam & Shatiel Brant.
 - c. Short Term Rental Special Use Permit for 115 & 117 N 6th Street. Owner of record is Desert Dame Thirty.

- I. Discuss, consider, and approve the WTG gas contract, including the relocation of City gates. (M. Antrim, Interim City Manager)

GAS SALES CONTRACT
BETWEEN
WTG GAS MARKETING, INC.
"SELLER"
AND
CITY OF ALPINE, TEXAS
"BUYER"

GAS SALES CONTRACT

This CONTRACT, made and entered into effective the 1st day of June, 2021, hereinafter referred to as "Effective Date", by and between **WTG GAS MARKETING, INC.**, a Texas Corporation, hereinafter referred to as "Seller", and the **CITY OF ALPINE, TEXAS**, hereinafter referred to as "Buyer".

WITNESSETH

THAT WHEREAS, Buyer owns and operates a gas distribution system at or near the City of Alpine, located in Brewster County, Texas, and at or near the City of Fort Davis, located in Jeff Davis County, Texas, and adjoining environs, and requires a supply of gas in and for the operation of said Facilities; and WHEREAS, Seller, has a supply of gas which is available for sale to Buyer; and WHEREAS, Seller desires to sell to Buyer and Buyer desires to purchase from Seller such gas under the terms and conditions hereinafter set forth; Now, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter set forth, the parties covenant and agree as follows:

ARTICLE I **DEFINITIONS**

As used herein, the following terms shall be construed to have the following scope and meaning:

1. "Day" shall mean the twenty-four (24) hour period commencing at 9:00 a.m. local time on any calendar day and ending at 9:00 a.m. local time on the following calendar day.
2. "Month" shall mean the period commencing at 9:00 a.m. local time on the first (1st) day of a calendar month and ending at 9:00 a.m. local time on the first (1st) day of the next succeeding calendar month.
3. "Year" shall mean a period of three hundred sixty-five (365) consecutive days commencing and ending at 9:00 a.m. local time; provided, however, that any such year which contains the date of February 29 shall consist of three hundred sixty-six (366) consecutive days.
4. "Gas" shall mean natural gas, including gas well gas, casinghead gas or the residue gas resulting from processing either casinghead gas or gas well gas.
5. "Cubic foot of gas" shall mean the volume of anhydrous gas contained in one (1) cubic foot of space at a standard pressure of fourteen and seventy-three hundredths (14.73) psia and a standard temperature of sixty (60) degrees Fahrenheit, hereinafter called "F".
6. "Mcf" shall mean one thousand (1,000) cubic feet.
7. "British Thermal Unit", hereinafter called "BTU", shall mean the amount of heat required to raise the temperature of one (1) avoirdupois pound of pure water, hereinafter called "H₂O", one (1) degree F from fifty-eight and five-tenths (58.5) degrees F at a constant pressure of fourteen and seventy-three hundredths (14.73) psia.

8. "Gross Heating Value" shall mean the number of Btus produced by the complete combustion, at a constant pressure, of the amount of gas which would occupy a volume of one (1) cubic foot at a temperature of sixty (60) degrees F, if saturated with water vapor and at a constant pressure of fourteen and seventy-three hundredths (14.73) psia and under standard gravitational force (acceleration 980.655 centimeters per second) with air of the same temperature and pressure as the gas when the products of combustion are cooled to the initial temperature of the gas and air when the water formed by combustion is condensed to the liquid state. The gross heating value so determined shall be corrected from the conditions of testing to that of the actual condition of the gas as delivered expressed in Btu per cubic foot and reported at a pressure base of fourteen and seventy-three hundredths (14.73) psia; provided, however, if the gas delivered contains seven (7) pounds of water vapor or less per one million (1,000,000) cubic feet, such gas shall be deemed to be anhydrous.
9. "MMBtu" shall mean one million (1,000,000) Btus.
10. "Psi" shall mean pounds per square inch.
11. "Psia" shall mean pounds per square inch, absolute.
12. "Psig" shall mean pounds per square inch, gauge.
13. "MAOP" shall mean maximum allowed operating pressure.
14. "RRC" shall mean Railroad Commission of Texas.
15. "Facilities" shall mean Buyer's natural gas distribution system serving the City of Alpine, Texas, the City of Fort Davis, Texas and adjoining environs, as such system may be enlarged or extended.

ARTICLE II

QUANTITY

1. Subject to the terms and conditions hereof, commencing with the Effective Date and continuing throughout the term hereof, Seller agrees to deliver and sell, and Buyer agrees to accept, purchase and pay for the entire quantity of gas required by Buyer in and for the operation of the Facilities.
2. Buyer shall not resell any gas sold and purchased hereunder except solely in and for the operation of the Facilities.
3. If Seller interrupts, suspends or curtails delivery of gas pursuant to the laws, rules, regulations or orders of any governmental agency, court or authority having jurisdiction, or due to the request of any court, agency, governmental official, or the RRC, such interruption, suspension or curtailment shall be without liability to Seller.

ARTICLE III

POINT(S) OF DELIVERY & DELIVERY PRESSURE

1. The Point(s) of Delivery for gas sold and purchased hereunder shall be at the outlet side of WTG Gas Transmission Company's metering station (City of Alpine, Texas town border station and City of Fort Davis, Texas), which is the existing measuring facilities located at Buyer's Facilities in Brewster County and Jeff Davis County, Texas. Title to all gas sold and delivered hereunder shall pass from Seller to Buyer at the Point(s) of Delivery.
2. The measuring and related facilities at the Point(s) of Delivery, that are existing and connected to Seller's, or Seller's designee's, system, shall be owned, maintained and operated by Seller, or Seller's designee.
3. The parties hereto, or their respective designee, shall at all reasonable times have access to the premises of each other insofar as such premises are directly connected with any matter or thing covered hereby, for inspection, operation, installation, removal, repair and testing of equipment, but the operation of measuring equipment and changing of charts shall be done only by the employees or agents of Seller or Seller's designee.
4. Buyer may, at its option, install check measurement equipment for checking Seller's, or its designee's, metering facilities at the Point(s) of Delivery, same to be so installed as not to interfere with the operation of Seller's or Seller's designee's, metering facilities at such Point(s) of Delivery.
5. The Pressure at which Seller, or Seller's designee, shall deliver gas hereunder at the Point(s) of Delivery shall be as may be necessary to enter Buyer's Facilities but not in excess of the pressure Seller, or its designee, may have existing and available from time to time in Seller's or Seller's designee's, pipeline at the Point(s) of Delivery.

ARTICLE IV MEASUREMENT

For purposes of billing hereunder, Buyer and Seller agree to rely upon the information submitted by WTG Gas Transmission Company as to the quantity of gas measured at the Delivery Point, provided that accepted industry standards relating to gas measurement are adhered to.

ARTICLE V QUALITY

All gas tendered for sale under this Contract shall meet the quality specifications of WTG Gas Transmission Company. All specifications, definitions, and terms of WTG Gas Transmission Company relating to the delivery of gas are incorporated herein by reference. If the gas fails to meet said standards of quality, then either party may suspend delivery immediately as its sole remedy, and shall provide written notice for such suspension to the other party as soon as practicable. Seller shall not be obligated to odorize the gas and Buyer shall hold Seller harmless from any and all claims, losses, damages and expense associated with adverse claims arising from the odorization or failure to odorize the gas delivered hereunder.

ARTICLE VI

PRICE

Commencing on the Effective Date, Buyer shall pay Seller for volumes delivered by Seller hereunder under the terms and conditions and at a price per MMBtu as set forth on Exhibit "A" attached hereto.

ARTICLE VII

INVOICING, PAYMENT, INTEREST & AUDIT

1. Invoicing – On or before the twentieth (20th) day of each calendar month, Seller shall mail unto Buyer at Buyer's address, as reflected in Article XVI hereof, an invoice reflecting the quantity of gas sold and purchased during the preceding calendar month at the price as defined in Article VI.
2. Payment – On or before fifteen days after receipt of such invoice from Seller, Buyer shall pay to Seller, the amount due pursuant to this Contract for deliveries during the preceding calendar month. The remittance address for Seller shall be such address as reflected on Seller's invoice from time to time.
3. Interest – If Buyer shall fail to pay any amount due, then interest thereon shall accrue at the rate equal to two (2) percentage points above the prime interest rate posted by the Well Fargo Bank – Texas, NA, from time to time, so long as such rate does not exceed the then legal usury rate, from the date due until the date of actual payment; provided, however, that if presentation of the invoice by Seller is delayed after the twentieth (20th) day of the month, then the time of payment shall be extended accordingly, unless Buyer is responsible for said delay. If Buyer shall fail to pay any amount due to Seller hereunder when the same is due and should said failure continue for twenty (20) days, Seller may, by giving Buyer seven (7) days written notice, suspend deliveries of gas hereunder and said suspension shall be in addition to any and all other remedies available hereunder; provided, however, if such overdue payment is received by Seller within such seven (7) day period, suspension of deliveries of gas will not be invoked.
4. Adjustment of Errors – In the event an error is discovered in any statement or payment hereunder, such error shall be adjusted within sixty (60) days of the determination thereof; provided, however, that the claim therefor shall have been made within two (2) years from the date of such statement or payment.
5. Audit – Each party hereto shall have, at its expense, the right at all reasonable times, to examine the books and records of the other party to the extent necessary to verify the accuracy of any statement, charge, computation or demand made under or pursuant to this Contract. Each party agrees to keep records and books of account in accordance with generally accepted accounting principles and practices in the industry. Any statement shall be final as to both parties unless questioned within two (2) years after the date of the statement.

ARTICLE VIII

TERM

1. This Contract shall become effective on the Effective Date hereof and shall continue in full force and effect for an initial period ending May 31, 2031. This Contract shall

continue year to year thereafter with written notice of termination to the other which shall be received at least sixty (60) days prior to the expiration date of the initial term or any automatic extensions.

2. This Contract may otherwise terminate as provided in Paragraph 2. Of Article XV hereof.

ARTICLE IX FORCE MAJEURE & LIABILITY

1. Seller and Buyer, as to each other, each assumes full responsibility and liability for the maintenance and operation of their, or their designee's, respective properties, if any, and shall save harmless the other party from all liability and expense on account of any and all damages, claims or actions, including injury to and death of persons, arising from any act or accident in connection with the installation, presence, maintenance and operation of the property and equipment of the indemnifying party, or its designee.
2. Seller shall not be liable to Buyer for its failure to deliver gas, and Buyer shall not be liable to Seller for its failure to receive gas, when such failure on the part of either party shall be due to accident to or breakage of Seller's, or Seller's designee's, or Buyer's pipelines, machinery or equipment, or if caused by fire, floods, storms, weather conditions, strikes, riots, legal interference, failure of gas supply, interruption of transportation service, acts of God or public enemy, shutdowns for necessary repairs and maintenance, or without limitation by enumeration, any other cause beyond the reasonable control of the party failing to deliver or receive gas, as the case may be, provided such party shall promptly and diligently take such action as may be necessary and practicable under the then existing circumstances to remove the cause of failure and resume the delivery or receipt of gas, as the case may be.

ARTICLE X NON-WAIVER OF FUTURE DEFAULT

No waiver by either Seller or Buyer of any one or more defaults by the other in performance of any of the provisions of this Contract shall operate or be construed as a waiver of any other existing or future default or defaults, whether of a like or of a different character.

ARTICLE XI SUCCESSORS AND ASSIGNS

Any party which shall succeed Seller by purchase, merger, consolidation or other business requirement to the properties and obligations, substantially as an entirety, shall be entitled to the rights and shall be subject to the obligations of its predecessor in title under this Contract. No assignment of this Contract by Buyer or Seller, or any of the rights or obligations thereunder, shall be made unless there first shall have been obtained the consent thereto of the other, which consent shall not be unreasonably withheld. Seller or Buyer may pledge or assign their respective right, title and interest in and to and under this Contract to a trustee or trustees, individual or corporate, as security for bonds or other obligations or securities without the necessity of any such trustee or trustees becoming in any respect obligated to perform the obligations of the

assignor under this Contract and if any such trustee be a corporation, without it being required to qualify to do business in any State in which performance of this Contract may occur.

ARTICLE XII

WARRANTY OF TITLE

Seller warrants the title to all gas delivered by Seller hereunder and agrees to indemnify Buyer from all suits, actions, debts, accounts, damages and losses arising from or out of adverse claims by any and all persons to said gas or to royalties, or to any charges against said gas.

ARTICLE XIII

RESPONSIBILITY

1. Seller shall be in control and/or possession of the gas sold hereunder and responsible for any damage or injury caused thereby until the same shall have been delivered to Buyer at the Point(s) of Delivery.
2. Buyer shall be in control and possession of the gas purchased hereunder and responsible for any damage or injury caused thereby after the same shall have been received by Buyer at the Point(s) of Delivery.

ARTICLE XIV

TAXES

Buyer shall provide Seller with the applicable state tax exemption certificate regarding purchases hereunder, if applicable, and shall be liable for payment of all sales and use, excise, gross receipts or other transaction taxes, or taxes based upon heat content, including any applicable penalties and/or interest (regardless of when, how, or against which party such tax, penalty and/or interest is imposed) by any federal, state, or local government or instrumentality thereof, upon the sale, transfer, or delivery of all gas sold, transferred, or delivered by Seller pursuant to this Contract, or upon the Buyer's purchase, possession, storage, use, or consumption thereof. This provision shall survive termination of this Contract.

ARTICLE XV

REGULATORY BODIES

1. This Contract is subject to all valid orders, rules and regulations of any State, Federal or other regulatory body having jurisdiction over the purchase, sale or use of the gas sold hereunder and the parties agree to comply with such orders, rules and regulations. Should either of the parties, by law or regulation, be ordered or required to do any act inconsistent with the provisions of this Contract, this Contract shall be deemed to be modified to conform with such law or regulation.
2. Notwithstanding anything to the contrary contained herein, if at any time during the term hereof, any State, Federal or other regulatory body having jurisdiction shall take any action which is designed or otherwise subjects this Contract, or the transportation agreement(s) required to deliver gas hereunder, to any greater or different regulation or jurisdiction than that existing on the Effective Date (or

thereafter as such regulation or jurisdiction may have change and been accepted by Seller), then upon verbal notice given to Buyer, Seller may cancel and terminate this Contract on the effective date of such governmental action.

3. Each of the parties understands that should the RRC, or other governmental regulatory body, require approval of, or that certain actions be taken for the approval of, the sale, purchase or transportation of gas under this Contract, presently or in the future, then each of the parties will make any necessary applications or filings, will take other necessary actions, and will submit any records or data to the regulatory body so that requisite regulatory authorization may be obtained or granted. In the event that such authority is not obtained or granted, then the parties understand that their mutual obligations under this Contract as expressed hereinafter will have no force or effect as to the sale and purchase of gas and there will be no liability on the part of either of the parties.

ARTICLE XVI **NOTICES**

Any notice or request provided for in this Contract shall be mailed or delivered to the party to whom given at such party's address as follows:

BUYER:

City of Alpine, Texas
100 N. 13th Street
Alpine, Texas 79830
Telephone: (432) 837-3301
Facsimile: (432)

SELLER:

WTG Gas Marketing, Inc.
211 North Colorado
Midland, Texas 79701
Telephone: (432) 682-6311
Facsimile: (432) 682-4024

Or at such other address as such party shall from time to time designate as the address for such purpose, by letter addressed to the other party. The mailing of notice by first-class mail shall constitute service of notice hereunder.

ARTICLE XVII **MISCELLANEOUS**

1. This Contract constitutes the entire understanding of the parties relating to the sale and purchase of gas hereunder and there shall be no modification or waiver hereof except by writing, signed by the party claimed to be bound thereby.
2. The descriptive heading of the provisions of this Contract are formulated and used for convenience only and shall not be deemed to affect the meaning or construction of any such provision.
3. This Contract shall be construed and governed by the laws of the state of Texas, with venue fixed in Midland County, Texas.
4. This Contract shall terminate and supersede any prior Contracts made between Seller and Buyer.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in multiple counterparts by their respective personnel thereunto duly authorized, as of the Effective Date.

BUYER:

CITY OF ALPINE, TEXAS

By: _____
Print Name: _____
Title: _____

SELLER:

WTG GAS MARKETING, INC.

By: _____
Print Name: _____
Title: _____

EXHIBIT "A"

To the Gas Sales Contract
Dated
February 22, 2012
by and between

WTG GAS MARKETING, INC.
And
CITY OF ALPINE, TEXAS

This Nomination Notice sets out the agreement of the parties for the purchase and sale of natural gas pursuant to that certain Gas Sales Contract between the parties, as stated above, and become a part of and subject to the terms and conditions of such Contract.

TERM OF DELIVERY: Beginning June 1, 2021 through May 31, 2031

MONTHLY
BASE LOAD
QUANTITY
Buyer's Requirements

PRICE TO BUYER AT DELIVERY POINT
Equal to 103% of the higher of the first of the month West Texas – Waha, or El Paso – Permian index price as published in "Inside FERC's – Gas Market Report, plus \$1.10 per MMBtu.

If at any time during the term of this Contract the transportation and fuel charges assessed by third party pipelines to Seller increase or decrease, the price payable by Buyer to Seller shall be adjusted accordingly. Should Seller incur any non-normal transportation penalties or fees due to an event of Force Majeure, those penalties or fees will be the responsibility of Buyer.

Effective Date of this Exhibit A: June 1, 2021

Supersedes Exhibit A Effective: This an original Exhibit A

WTG GAS MARKETING, INC.

CITY OF ALPINE, TEXAS

By: _____

By: _____

Title: _____

Title: _____