



**City of Alpine**  
**Regular City Council Meeting & Workshop**  
**803 W. Holland Avenue, Alpine, Texas 79830**  
**Tuesday, July 20, 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, JULY 20, 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](http://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 the 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](mailto: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](mailto: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. Budget Workshop
  5. **Adjourn.**
- 

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

1. **Call to Order and Pledge of Allegiance.**
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** -
  - Presentation of a plaque to Johnny Galvan for over 27 years of service to the City
5. **Reports** -
  - City Mayor Report** - None
  - City Attorney Report** - None
  - City Manager Report** -
    - Finance Update
    - Paving Update
  - City Staff Update** -
    - Municipal Court Update by Honorable Judge Jodi Cole

## **6. Public Hearings -**

- Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances.

## **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 July 6, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of job description for Director of Utilities (M. Antrim, Interim City Manager)

## **8. Information or Discussion items –**

1. Discussion regarding the request for the paving of a taxiway at the Alpine Casparis-Municipal Airport (J. Stokes, City Council)
2. Discussion regarding the proposed Noise Ordinance (M. Antrim, Interim City Manager)
3. 2022-2026 Capital Improvement Plan Update (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 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 second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances (J. Stokes, City Council)
2. Discuss, consider, and approve the first reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)

3. Discuss, consider, and approve the first reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)
4. Discuss, consider, and approve a Special Use Permit Application for the establishment of a retail & alcohol drive through store. Property is located at 300 S. Cockrell St. Legal description being Lot one (1) through five (5), six (6), seven (7), eight (8), & ten (10), Block thirty-five (35), Subdivision: Hancock. Owner of record is Ryan & Marisol Skelton (M. Antrim, Interim City Manager)
5. Discuss, consider, and approve appointment for Planning & Zoning Commission vacancy, one ward 2 position:
  - a. Deborah Derden - Recommended by Planning & Zoning (Unanimous recommendation)(M. Antrim, Interim City Manager)

**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)

**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)

**13. Adjournment.**

**CERTIFICATION**

I, Geoffrey R. Calderon, City Secretary, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City's website [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:30 P.M. on July 16, 2021.

and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (432)837-3301, option 1, or email [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

  
Geoffrey R. Calderon, City Secretary



### **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. Budget Workshop
  5. **Adjourn.**
- 

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

1. **Call to Order and Pledge of Allegiance.**
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** –
  - Presentation of a plaque to Johnny Galvan for over 27 years of service to the City

**5. Reports -**

**City Mayor Report** – None

**City Attorney Report** - None

**City Manager Report** -

- Finance Update
- Paving Update

**City Staff Update** -

- Municipal Court Update by Honorable Judge Jodi Cole

**6. Public Hearings -**

- Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances.

**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 July 6, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of job description for Director of Utilities (M. Antrim, Interim City Manager)

1. **Approval of July 6, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)**

**City of Alpine  
Regular City Council Meeting  
Tuesday, July 6, 2021  
5:30 P.M.  
Minutes**

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

1. **Call to Order & Pledge of Allegiance.** – Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. **Determination of a Quorum and Proof of Notice of the Meeting** – Councilor Judy Stokes, Councilor Chris Rodriguez, Councilor Sara Tandy, Councilor Martin Sandate, and Councilor Jerry Johnson attended at the City Council Chambers. Interim City Manager, Megan Antrim, and 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 July 2, 2021.
3. **Public Comments** – (limited to 3 minutes per person) – Aaron Rodriguez, Laura Gold, Rick Stephens.
4. **Presentation, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None
5. **Reports** – Copies of the charts presented during the meeting are posted on the City website at [www.cityofalpine.com/cmreports](http://www.cityofalpine.com/cmreports).  
  
**City Mayor's Report** – (A. Ramos, Mayor) – None  
  
**City Attorney's Report** – None  
  
**City Manager Report** –
  - Illegal Dumping
  - Projects in Action  
**City Staff Updates** –
  - Municipal Court Update by Honorable Judge Jodi Cole
6. **Public Hearings** –

- Public Hearing to obtain citizen views and comments on the second and final 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

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 15, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of June 29, 2021 Special Meeting Minutes (M. Antrim, Interim City Manager)
3. Approval of FY 2021-2022 Budget Calendar (M. Antrim, Interim City Manager)
4. Approval of FY 2021-2022 Holiday Calendar (M. Antrim, Interim City Manager)
5. Approval of Martin Sandate as City representative for the Alpine Public Library Board of Directors (J. Johnson, City Council)
6. Approval of Resolution 2021-07-01 designating the City Manager as the authorized representative for the Department of Justice, Justice Assistance Program Grant (M. Antrim, Interim City Manager)
7. Approval of Resolution 2021-07-02 designating the City Manager as the authorized representative for the Department of Homeland Security, Local Border Security Program Grant (M. Antrim, Interim City Manager)

**Councilor Johnson requested to move Item one (1) out of the regular sequence of the consent agenda. Item one (1) was moved to Action Items.**

**RESOLUTION 2021-07-06:** Councilor Stokes motioned to approve consent agenda items two (2) through seven (7), with Councilor Tandy seconding the motion. The motion was carried unanimously.

8. **Information or Discussion items** –

1. Utility Billing Issues & Concerns (C. Rodriguez, City Council)
2. Discuss and receive updates from APD on key issues (C. Rodriguez, City Council)

3. Zoom meeting and Council Procedures (M. Antrim, Interim City Manager)
4. Five Year Capital Improvement Plan (M. Antrim, Interim City Manager)
5. Discuss Council Member Residency Requirements & Qualifications (M. Antrim, Interim City Manager)

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

*Item one (1) moved from the Consent Agenda to Action Items:*

Approval of June 15, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)

**RESOLUTION 2021-07-07:** Motion was made by Councilor Johnson to amend the 6-15-21 minutes to change the wording for item number two (2) on June 15 action items to reflect the unanimous vote for approval of Resolution 2021-06-06. The motion was seconded by Councilor Stokes. The motion was unanimously carried.

1. Discuss, consider, and approve the second and final 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) –

**RESOLUTION 2021-07-08:** Motion was made by Councilor Stokes to discuss, consider, and approve the second and final 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. The motion was seconded by Councilor Johnson. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted for. Councilor Rodriguez voted against. The motion was passed 4 to 1.

2. Discuss, consider, and approve Resolution 2021-07-03, a resolution establishing a partnership between the City as applicant and Big Bend Telecom (BBT) as sub recipient to deploy fiber optic facilities with National Telecommunications and Information Administration (NTIA) grant funds in the City of Alpine, Texas (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-09:** Motion was made by Councilor Stokes to discuss, consider, and approve Resolution 2021-07-03. The motion was seconded by Councilor Tandy. The motion was carried unanimously.

**RESOLUTION 2021-07-10:** Motion was made by Councilor Johnson to amend the original motion to add Exhibit “A” to the resolution, Exhibit “A” being a map provided to the City Council by BBT and presented to the City Council during the BBT presentation. The motion was seconded by Councilor Stokes. The motion was unanimously carried.

3. Discuss, consider, and approve Resolution 2021-07-04, a resolution authorizing the City of Alpine to accept a donation from Dr. Avinash Rangra of trees and memorial plaques to be placed at American Legion Park and the Dog Park area at Kokernot Park (J. Stokes, City Council) –

**RESOLUTION 2021-07-11:** Motion was made by Councilor Stokes to discuss, consider, and approve Resolution 2021-07-04, a resolution authorizing the City of Alpine to accept a donation from Dr. Avinash Rangra of trees and memorial plaques to be placed at American Legion Park and the Dog Park area at Kokernot Park and to add the maps provided to Council to the resolution. Johnson seconded. The motion was unanimously carried.

4. Discuss, consider, and approve Resolution 2021-07-05, a resolution adopting an investment policy regarding funds for the City of Alpine and provisioning an effective date (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-12:** Motion was made by Councilor Stokes to approve Resolution 2021-07-05, a resolution adopting an investment policy regarding funds for the City of Alpine and provisioning an effective date. The motion was seconded by Councilor Sandate. The motion was unanimously carried.

5. Discuss, consider, and approve appointments for Planning & Zoning Commission vacancies, one at large position and one ward 2 position:

- a. Rick Stephens - Recommended by Planning & Zoning (4 affirmative votes, 1 against)
- b. Deborah Derden - Recommended by Planning & Zoning (Unanimous recommendation)
- c. Lucy Escovedo - Recommended by Planning & Zoning (Unanimous recommendation)

(M. Antrim, Interim City Manager)

**RESOLUTION 2021-07-13:** Motion was made by Councilor Rodriguez to discuss, consider, and approve Rick Stephens for the Planning & Zoning Commission. The motion was not seconded. The motion was lost.

**RESOLUTION 2021-07-14:** Motion was made by Councilor Johnson to discuss, consider, and approve the appointment of Deborah Derden to the Planning & Zoning Commission. The motion was seconded by Councilor Tandy. The motion failed with unanimous opposition.

**RESOLUTION 2021-07-15:** Motion was made by Councilor Tandy to amend the original motion to table this item until further discussion takes place. The motion was seconded by Councilor Stokes. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted for. Councilor Rodriguez voted against. The motion was adopted 4 to 1.

**RESOLUTION 2021-07-16:** Motion was made by Councilor Tandy to approve Lucy Escovedo for the Planning & Zoning Commission. The motion was seconded by Councilor Stokes. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted for. Councilor Rodriguez voted against. The motion was adopted 4 to 1.

6. Discuss, consider, and approve job descriptions for City Manager and City Secretary (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-17:** Motion made by Councilor Stokes to approve the job descriptions for City Manager and City Secretary. The motion was seconded by Councilor Tandy. The motion was unanimously carried.

7. Discuss, consider, and approve the internal transfer of Interim City Secretary, Geoffrey R. Calderon, to full-time City Secretary (J. Stokes, City Council) –

**RESOLUTION 2021-07-18:** Motion was made by Councilor Stokes to discuss, consider, and approve the internal transfer of Interim City Secretary, Geoffrey Calderon, to full-time City Secretary. The motion was seconded by Councilor Sandate. The motion was unanimously carried.

8. Discuss, consider, and approve the contract for Interim City Attorney (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-19:** Motion was made by Councilor Tandy to approve the contract for Interim City Attorney. The motion was seconded by Councilor Sandate. Councilor Stokes, Councilor Tandy, Councilor Sandate, and Councilor Johnson voted for. Councilor Rodriguez voted against. The motion was passed 4 to 1.

9. Discuss, consider, and approve the recommendation from the Airport Advisory Board for a new lease allowing Customs and Border Protection to build a helipad. (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-20:** Motion was made to discuss, consider, and approve the recommendation from the Airport Advisory Board. The motion was seconded by Councilor Stokes. The motion was unanimously carried.

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

(7:35 P.M.) **RESOLUTION 2021-07-21:** Motion was made by Councilor Johnson to move into executive session. Motion was seconded by Councilor Stokes. The motion was unanimously carried.

#### **11. Executive Session –**

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)

1. Update on pending litigation - Creswell Suit - TML assigned legal counsel (M. Antrim, Interim City Manager)
2. Acquisition or Sale of City Property (M. Antrim, Interim City Manager)

(8:10 P.M.) **RESOLUTION 2021-07-22:** Motion was made by Councilor Johnson to reconvene regular session. The motion was seconded by Councilor Sandate. The motion was unanimously carried.

## **12. Action – Executive Session**

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

**RESOLUTION 2021-07-22:** Motion was made by Councilor Johnson to take no action. The motion was seconded by Councilor Stokes. The motion was unanimously carried.

2. Action, if any, on Acquisition or Sale of City Property (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-23:** Motion was made by Councilor Johnson to take no action. The motion was seconded by Councilor Stokes. The motion was unanimously carried.

## **13. Adjourn. (8:12 P.M.)**

**ATTEST:**

\_\_\_\_\_  
Andres “Andy” Ramos, Mayor

\_\_\_\_\_  
Geoffrey R. Calderon, City Secretary

## **CERTIFICATION**

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

\_\_\_\_\_  
Geoffrey R. Calderon, Interim City Secretary

2. Approval of job description for Director of Utilities (M. Antrim, Interim City Manager)

**Director of Public Utilities****Department: Public Utilities****Division: Enterprise-Water, Sewer & Sanitation****Supervisor: City Manager****Salary: Exempt****Status: Full-Time**

\$50,000.00 - \$75,000.00 Annually

\$4,166.67 - \$6,250.00 Monthly

\$24.04 - \$36.06 Hourly

**Education and Experience:** A minimum of a High School diploma or GED is required. Experience in utilities and maintenance experience at the management level; or an equivalent combination of training, education, and experience; including office support experience, cartographic or technical planning, or permitting, or licensing support experience preferred. A Bachelor's Degree in Engineering, Public Administration, or related field is preferred. Possession of Certification as a Licensed Professional Engineer (P.E.) in the State of Texas highly desirable.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. Requires a "C" license in water treatment and requires a "C" license in water. Also a "B" license in wastewater treatment, preferred.

**General Purpose**

The Public Utilities Director shall work under the direct supervision of the City Manager. This is a highly independent and responsible executive level position that supervises and directs the day-to-day operations of various Public Utilities that includes water and sewer utilities, fleet maintenance, building maintenance, environmental services. Provides construction information, recommendations, technical assistance to City management, attends all meetings related to City Management and Public Utilities. Prioritizes order of construction projects and lays out daily work schedules; oversees construction projects including CIP projects, including supervising contractors and consultants. Administers department budget and authorizes related expenditures.

**Typical Duties**

- Plans, directs, and coordinates the activities of the Water, Wastewater, Sanitation and environmental services.
- Maintains liaison with appropriate County, State, and Federal agencies.
- Establishes standards, plans, schedules, and procedures for expanding, operating, and maintaining the City's Public Utility Infrastructure.
- Assesses the need for consultant services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Appraises adequacy of facilities and develops plans and priorities for modification and extensions; evaluates soundness and efficiency of operations; supervises the installation of improvements; and develops work programs and budgetary estimates.
- Recruits, selects and supervises employees within the Departments.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Develop the annual budgets and capital improvement needs in support of long-range planning of City capital improvement plans or initiatives for each department with assistance from the various departments, and collectively monitor the progress of the budget throughout each fiscal year.
- Lead and monitor the delivery of any Public Utility Infrastructure and Capital Improvement Programs.
- Works with City Management on maintenance of contract for the Municipal Landfill.
- Oversee the activities of Keep Alpine Beautiful and the Recycling Center.

**Director of Public Utilities****Department: Public Utilities****Division: Enterprise-Water, Sewer & Sanitation****Supervisor: City Manager****Salary: Exempt****Status: Full-Time****\$50,000.00 - \$75,000.00 Annually****\$4,166.67 - \$6,250.00 Monthly****\$24.04 - \$36.06 Hourly**

- Continuously update the defined stakeholders for all projects, update service delivery types, and work to serve their needs as well as protect their interests.
- Hire, assign, supervise, and evaluate department heads, managers and staff. Assist with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Serve as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Ensures all regulator reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations for all departments; immediately notifies the City Manager of any known regulatory violations, inspections, notices, investigations or enforcement activities.
- Assists with city functions and special events and works on-call to handle emergency works as required or necessary.
- Performs other duties as required or necessary.

**Knowledge, Skills, and Abilities**

- Application of good knowledge of planning and drafting techniques.
- Application of good knowledge of geographical information systems.
- Application of good knowledge of mapping, drafting, graphics and illustration methods and materials.
- Application of some knowledge of public relations methods.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Application of good knowledge of research methods.
- Knowledge in planning, operations, construction practices and materials used in design, engineering and configuration of water, wastewater, sanitation and landfill systems or services.
- Knowledge and understanding of pumps, meters, valves, lift stations as well as all testing and reporting required by regulatory bodies necessary for effective and efficient systems.
- Proven experience in developing and leading teams of people to accomplish public utility tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of municipal financial planning, budgeting and management.
- Communicate effectively, both orally and in writing, in a clear and professional manner.
- Prepare a variety of reports related to Public Utilities activities.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines
- Skill in creating a professional department that is progressive, proactive and result driven and

**Director of Public Utilities****Department: Public Utilities****Division: Enterprise-Water, Sewer & Sanitation****Supervisor: City Manager****Salary: Exempt****Status: Full-Time**

\$50,000.00 - \$75,000.00 Annually

\$4,166.67 - \$6,250.00 Monthly

\$24.04 - \$36.06 Hourly

lead staff to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.

**Other Job Characteristics**

- Lift and carry items up to 50 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

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

**ACKNOWLEDGEMENT**

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

---

Employee Signature & Date

---

Employee's Printed Name

**8. Information or Discussion items –**

1. Discussion regarding the request for the paving of a taxiway at the Alpine Casparis-Municipal Airport (J. Stokes, City Council)
2. Discussion regarding the proposed Noise Ordinance (M. Antrim, Interim City Manager)
3. 2022-2026 Capital Improvement Plan Update (M. Antrim, Interim City Manager)

1. Discussion regarding the request for the paving of a taxiway at the Alpine Casparis-Municipal Airport (J. Stokes, City Council)

2. Discussion regarding the proposed Noise Ordinance (M. Antrim, Interim City Manager)

**3. 2022-2026 Capital Improvement Plan Update (M. Antrim, Interim City Manager)**



## **CITY OF ALPINE - 100 NORTH 13<sup>TH</sup> STREET 79830**

July 20, 2021

Honorable Mayor & Council,

The capital improvement plan (CIP) was established to provide a routine process for identifying, evaluating, and advocacy of the capital needs of the City of Alpine.

The capital planning process not only provides an orderly and routine method of proposing the planning and financing of capital improvements, but the process also makes capital expenditures more responsive to community needs. The CIP does not appropriate funds but supports the budget process and the appropriations made through the adoption of the budget.

The objectives utilized to develop the CIP are:

- To identify and examine current and future infrastructure needs and minimize the financial impact on residents;
- To maximize the useful life of capital investments by scheduling major renovations and modifications at the appropriate time in the life cycle of the facility;
- To improve financial planning by comparing needs with resources and estimating future funding issues.

The CIP ensures coordination between City departments and City Council in the planning and implementing of capital projects. The CIP identifies and determines future infrastructure needs and establishes priorities among projects, so the available resources are used to the best advantage. The plan also ensures the use of the best financial mechanisms and ensures maximum useful life of capital investments.

The City of Alpine's CIP improves the links between capital investments and the City's long-term vision and goals and builds citizen confidence by making more effective use of City resources. This document will allow the City Council and staff to keep up with the growth of our community needs as well as take a long-range view of our future activities and responsibilities.

The development of the CIP represents many hours of work and dedication by many staff members, including the following:

Megan Antrim, Director of Finance  
Abel Hinojos, Airport Supervisor  
Robert Martin, Chief of Police  
Chris Ruggia, Director of Tourism  
Jessica Washington, Interim Utilities Director

Randy Guzman, Director of Gas Department  
Robert Llanez, Parks Foreman  
Eddie Molinar, Public Works Director  
Jennifer Stewart, ACO Supervisor  
Heather Yadon, Visitor Center Coordinator

Sincerely,

Megan Antrim, CPFIM  
Interim City Manager

# **CITY OF ALPINE**

## **EXCERPT FROM CHARTER**

### **Section 5.08 Capital Program**

(A) The City Manager shall prepare and submit to the Council a five-year capital program at least three months prior to the final date for submission of the annual budget.

(B) The capital program shall include:

- (1) a clear general summary of its contents;
- (2) a list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
- (3) cost estimates, methods of financing, and recommended time schedules for each such improvement; and
- (4) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(C) The capital program shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

### **Section 5.09 City Council Action on Capital Program**

(A) The Council shall publish in one or more newspapers of general circulation in the City the general summary of the capital budget and a notice stating:

- (1) the times and places where copies of the capital program are available for inspection by the public; and
- (2) the time and place, not less than two weeks after such publication, for a public hearing on the capital program.

(B) The Council by resolution shall adopt the capital program with or without amendment after the public hearing and on or before the fifteenth day of the twelfth month of the current fiscal year.

**Section 5.10 Public Records** Copies of the budget and the capital program as adopted shall be public records and shall be available to the public at suitable places in the City.

# CITY OF ALPINE

## 5 YEAR CAPITAL PLAN

### COMPLETED

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR FUNDING	AMOUNT
AIRPORT	DESIGN PHASE OF LIGHTING PROJECT	2021 CARES ACT	\$ 72,000
		Airport - Total	\$ 72,000
ANIMAL CONTROL	SHADE STRUCTURE/KENNELS	2021 GENERAL FUND - OPERATING BUDGET	\$ 30,600
		General Fund - Total	\$ 30,600
GAS DEPARTMENT	DITCH WITCH - EXCAVATOR	2021 GAS DEPT - OPERATING BUDGET	\$ 48,112
		2021 GAS DEPT - OPERATING BUDGET	\$ 20,021
GAS DEPARTMENT	COMBUSTIBLE GAS INDICATORS	Gas Dept - TOTAL	\$ 68,133
		CITY OF ALPINE	\$ 170,733

### CURRENT/ACTIVE

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR FUNDING	AMOUNT
ADMINISTRATION	ALPINE SCHOOL HOUSE REMODEL	2020-2022 AMERICAN RESCUE PLAN	\$ 300,000
PUBLIC WORKS- PARKS	PUEBLO NUEVO PARK IMPROVEMENTS	2021-2025 TEXAS PARKS & WILDLIFE/GENERAL	\$ 425,000
		General Fund - Total	\$ 725,000
AIRPORT	CONSTRUCTION PHASE OF LIGHTING PROJECT	2021 - 2023 TxDOT AVIATION/FAA/AIRPORT OPERATING	\$ 950,000
AIRPORT	SEAL COAT 1/19	2021 - 2023 TxDOT AVIATION/FAA/AIRPORT OPERATING	\$ 590,000
AIRPORT	AWOS REPLACEMENT/RELOCATION	2022 - 2024 TxDOT AVIATION/AIRPORT OPERATING	\$ 175,000
		Airport - Total	\$ 1,715,000

		CURRENT/ACTIVE			
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	
HOT - TOURISM	VISITOR CENTER RESTROOMS/PAVILLION REMODEL	2021-2022	HOT FUNDS	\$	280,599
			HOT Funds - Total	\$	280,599
UTILITIES	WWTP - AERATOR & BAR SCREEN(PART OF WWTP)	2013-2026	UTILITIES OPERATING FUNDS & RESERVES	\$	1,400,000
			Utilities - Total	\$	1,400,000
			CITY OF ALPINE TOTAL	\$	4,120,599
UPCOMING					
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT	
ADMINISTRATION	CITY-WIDE SOFTWARE	2021-2026	MULTIPLE FUNDS/DEPARTMENTS	\$	500,000
	SECURITY SYSTEM	2021-2026	MULTIPLE FUNDS/DEPARTMENTS	\$	200,000
	INCUBATOR SPACE FOR ECONOMIC DEVELOPMENT	2021-2026	ECONOMIC DEVELOPMENT ADMINISTRATION	\$	400,000
	HAZARD MITIGATION PLANNING	N/A	GENERAL FUND OPERATING/FEMA GRANT	\$	100,000
			Administration - Total	\$	1,200,000
AIRPORT	ROTATOR BEACON	2021-2023	TxDOT AVIATION/ AIRPORT OPERATING	\$	15,000
AIRPORT	COVERED PARKING	2021-2024	AIRPORT OPERATING BUDGET	\$	20,000
AIRPORT	UPDATE MASTER/LAYOUT PLAN	2021-2026	TxDOT AVIATION/ AIRPORT OPERATING	\$	150,000
AIRPORT	TAXIWAY EXPANSION	2021-2026	AIRPORT OPERATING BUDGET	\$	60,000
AIRPORT	KUBOTA	2021-2025	AIRPORT OPERATING BUDGET	\$	15,000
			Airport - Total	\$	260,000
ALPINE POLICE DEPT	K-9 UNIT	GENERAL FUND OPERATING/ GRANT			
		2021-2024	POSSIBILITIES	\$	25,000
ALPINE POLICE DEPT	LICENSE PLATE READER	GENERAL FUND OPERATING/ GRANT			
		2021-2023	POSSIBILITIES	\$	15,000
ALPINE POLICE DEPT	HOLDING CELLS	2021-2022	GENERAL FUND OPERATING	\$	10,000
ALPINE POLICE DEPT	TASERS	2021-2026	GENERAL FUND OPERATING	\$	67,224
ALPINE POLICE DEPT	MOBILE HANDHELD RADIOS	GENERAL FUND OPERATING/ GRANT			
		2021-2025	POSSIBILITIES	\$	46,400
ALPINE POLICE DEPT	MOBILE DATA TERMINAL	2021-2024	GENERAL FUND OPERATING	\$	10,000

## UPCOMING

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
ALPINE POLICE DEPT	TRAINING FACILITY & SHOOTING RANGE	N/A	GENERAL FUND OPERATING	\$ 250,000
ALPINE POLICE DEPT	APD - BUILDING MAINTENANCE/REMODEL	N/A	GENERAL FUND OPERATING	\$ 120,000
			<b>Alpine Police Department - Total</b>	<b>\$ 543,624</b>
ANIMAL CONTROL	HVAC SYSTEM	2021-2023	GENERAL FUND OPERATING	\$ 25,000
ANIMAL CONTROL	CAT CONDOS	2021-2023	GENERAL FUND OPERATING	\$ 5,000
ANIMAL CONTROL	ANIMAL SHELTER REPAIRS/MAINTENANCE	2021-2024	GENERAL FUND OPERATING	\$ 30,000
ANIMAL CONTROL	INCINERATOR	2021-2023	GENERAL FUND OPERATING	\$ 20,000
			<b>Animal Control Services - Total</b>	<b>\$ 80,000</b>
GAS DEPARTMENT	RECTIFIER	2020-2022	GAS DEPARTMENT OPERATING	\$ 50,000
GAS DEPARTMENT	AC/HVAC UNIT	2021-2023	GAS DEPARTMENT OPERATING	\$ 25,000
GAS DEPARTMENT	BUILDING UPDATES	2021-2024	GAS DEPARTMENT OPERATING	\$ 50,000
GAS DEPARTMENT	BAY COVERAGE	2021-2023	GAS DEPARTMENT OPERATING	\$ 20,000
GAS DEPARTMENT	18' TRAILER	2021-2022	GAS DEPARTMENT OPERATING	\$ 8,500
			<b>Gas Department - Total</b>	<b>\$ 153,500</b>
HOT - TOURISM	VISITOR CENTER UPDATES	2021-2024	HOT FUNDS	\$ 45,000
HOT - TOURISM	OUTDOOR PORTABLE STAGE	2021-2023	HOT FUNDS	\$ 100,000
HOT - TOURISM	DOWNTOWN KIOSK	2021-2024	HOT FUNDS	\$ 31,000
			<b>HOT Funds - Total</b>	<b>\$ 176,000</b>
PUBLIC WORKS-PARKS	KUBOTA-MOWER	2021-2023	GENERAL FUND OPERATING	\$ 20,250
PUBLIC WORKS-PARKS	TRACTOR-MOWER	2021-2023	GENERAL FUND OPERATING/ USDA	\$ 35,000
PUBLIC WORKS-PARKS	SPLASH PAD	N/A	City Reserved \$50,000/ Donations	\$ 300,000
			<b>PW - Parks - Total</b>	<b>\$ 355,250</b>
PUBLIC WORKS - STREETS	MAINTAINER	2021-2025	GENERAL FUND OPERATING	\$ 250,000
PUBLIC WORKS - STREETS	DUMP TRUCK	2021-2025	GENERAL FUND OPERATING	\$ 100,000
PUBLIC WORKS - STREETS	FLEET MAINTENANCE FACILITY	2021-2023	GENERAL FUND OPERATING	\$ 60,000
PUBLIC WORKS - STREETS	FRONT END LOADER	2021-2024	GENERAL FUND OPERATING	\$ 85,000
			<b>PW - Streets - Total</b>	<b>\$ 495,000</b>

## UPCOMING

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
UTILITIES	AUTOMATED METERING SYSTEM	N/A	UTILITY OPERATING FUND/ARPA	\$ 1,400,000.00
UTILITIES	REFURBISH WELLS - MUSQUIEZ	2021-2023	UTILITY OPERATING FUND	\$ 125,000.00
UTILITIES	HOUSEHOLD HAZARDOUS WASTE	2021-2023	UTILITY OPERATING FUND	\$ 25,000.00
UTILITIES	SUL ROSS STORAGE TANKS	2021-2022	UTILITY OPERATING FUND	\$ 50,000.00
UTILITIES	MANHOLE ADDITIONS	N/A	UTILITY OPERATING FUND	N/A
UTILITIES	INFRASTRUCTURE LOCATION/REPLACEMENT	2021-2025	UTILITY OPERATING FUND	\$ 3,000,000.00
UTILITIES	GIS SYSTEM	2021-2026	UTILITY OPERATING FUND	\$ 250,000.00
UTILITIES	BACKHOE	2021-2022	UTILITY OPERATING FUND	\$ 60,000.00
UTILITIES	AUTOMATED WELL METERS	N/A	UTILITY OPERATING FUND	N/A
UTILITIES	EASTSIDE SEWER EXTENSION	N/A	UTILITY OPERATING FUND	\$ 1,686,392.00
UTILITIES	FACILITY MAINTENANCE	2021-2026	UTILITY OPERATING FUND	\$ 50,000.00
UTILITIES	WASTEWATER TREATMENT PLANT	2021-2026	UTILITY OPERATING FUND/TWDB	\$ 5,000,000.00
			Utilities - Total	\$11,646,392.00
			CITY OF ALPINE - TOTAL	\$14,909,766.00

## CITY WIDE SOFTWARE

### RESPONSIBLE DEPARTMENT

ADMINISTRATION

### PROJECT MANAGER

CITY OF ALPINE DEPARTMENT HEADS

### PROJECTED EXPENSE

\$ 250,000 TO \$ 500,000



### PROJECT DESCRIPTION

Updating and implementation of a city - wide software program. Current software varies department to department and in some cases is no longer supported or maintained by developers.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	

### FUNDING SOURCE

General Fund Operating - Departmental  
Utilities  
Gas Department  
Airport

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

Overall - Department Performance

## ALPINE SCHOOL HOUSE REMODEL

### RESPONSIBLE DEPARTMENT

FINANCE DEPARTMENT

### PROJECT MANAGER

MEGAN ANTRIM, DIRECTOR OF FINANCE

### PROJECTED EXPENSE

\$ 300,000



### PROJECT DESCRIPTION

Remodel of City owned facility currently not being utilized as a response to the Covid-19 Pandemic and need to social distance and growing staff located at City Hall. Remodel includes construction of reception/payment window, flooring, plumbing, electrical, HVAC, and painting of facility.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 300,000					

### FUNDING SOURCE

American Rescue Plan Act - infrastructure improvements to include social distancing

### OPERATING BUDGET IMPACT IF COMPLETED

Regular maintenance costs

Regular utilities costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued deterioration of city owned property - extensive repairs

### PERFORMANCE MEASURES

## INCUBATOR SPACE FOR ECONOMIC DEVELOPMENT

### RESPONSIBLE DEPARTMENT

ADMINISTRATION

### PROJECT MANAGER

CITY MANAGER

### PROJECTED EXPENSE

\$ 400,000



### PROJECT DESCRIPTION

Prior CIP Item - Potential Economic Development Administration funding to establish an Incubator Business Space. Is an idea/concept that may require some level of match and administration by the City if pursued.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$	-	\$	-	\$	-

### FUNDING SOURCE

American Rescue Plan Act - infrastructure improvements to include social distancing

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## INCUBATOR SPACE FOR ECONOMIC DEVELOPMENT

### RESPONSIBLE DEPARTMENT

ADMINISTRATION

### PROJECT MANAGER

CITY MANAGER

### PROJECTED EXPENSE

\$ 200,000



### PROJECT DESCRIPTION

Council Approved Ordinance - Outdoor Lighting - Ordinance allows for the community to become compliant within five years of passing of the ordinance. In order to come into compliance lighting sources that do not comply will need to be either updated or replaced. The City will work back with McDonald Observatory and other entities to determine which lighting sources need to be addressed, funding opportunities, and implementation process to come into compliance.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000	\$ 25,000	\$ 25,000	\$ 75,000	\$ 50,000	

### FUNDING SOURCE

General Fund Operation Budget  
Possible grant opportunities

### OPERATING BUDGET IMPACT IF COMPLETED

Initial update/replacement costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Violation of City Ordinance

### PERFORMANCE MEASURES

## SECURITY EQUIPMENT UPGRADE - REPLACEMENT

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

CITY MANAGER &  
ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 200,000



### PROJECT DESCRIPTION

City of Alpine has security video cameras in several buildings and city owned properties. Much of the equipment is need of replacement or updating. In addition, not all facilities are on the same security system, making it harder to properly manage. There are several areas where no security system is installed.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	

### FUNDING SOURCE

GENERAL FUND  
UTILITIES  
AIRPORT  
HOT

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

Security will provide continous security for employees, citizens, and property at our many facilities.

## APD - HOLDING CELLS

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 10,000



### PROJECT DESCRIPTION

Installation of two holding cells for use to hold detainees prior to magistration.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000					

### FUNDING SOURCE

General Fund Operating - Police Department

### OPERATING BUDGET IMPACT IF COMPLETED

Increase in personal and maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

Magistration process

## APD K-9 UNIT

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$25,000



### PROJECT DESCRIPTION

Alpine Police Department currently requires the assistance of outside entities to assist with drug interdiction. The acquisition of a multi-use K-9, necessities, and employee training would provide the department with needed resources/tools to perform their jobs.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 5,000			

### FUNDING SOURCE

General Fund - Operating Budget

Law Enforcement Grant possibilities

### OPERATING BUDGET IMPACT IF COMPLETED

Additional yearly maintenance and necessities

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

Increase in possible asset forfeiture funds for use by the Police Department

## APD - LICENSE PLATE READER

RESPONSIBLE DEPARTMENT

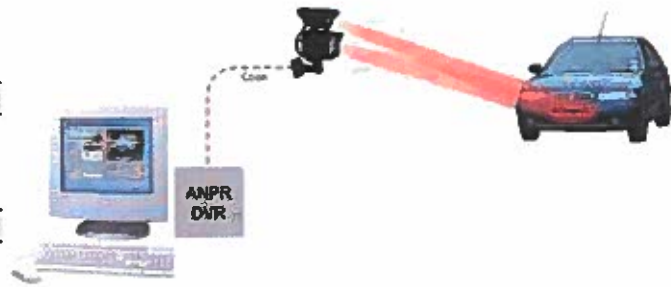
ALPINE POLICE DEPARTMENT

PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

PROJECTED EXPENSE

\$ 15,000



PROJECT DESCRIPTION

Provide continues surveillance of traffic interdiction and monitoring of stolen vehicles, wanted persons, and vehicles listed under "bolo's" for drug or human trafficking

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 7,500	\$ 7,500				

FUNDING SOURCE

General Fund Operating - Police Department

Law Enforcement Grant possibilities

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## APD TASER's

**RESPONSIBLE DEPARTMENT**

ALPINE POLICE DEPARTMENT

**PROJECT MANAGER**

ROBERT MARTIN, CHIEF OF POLICE

**PROJECTED EXPENSE**

\$ 67,224



**PROJECT DESCRIPTION**

Replacement of outdated/non-operational tasers. Total replacement of 18 tasers. Currently not all APD Officers have availability/access to tasers. This project will be completed in phases.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
<b>FINANCIAL PLAN</b>	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 27,224	

**FUNDING SOURCE**

General Fund Operating - Police Department

**OPERATING BUDGET IMPACT IF COMPLETED**

Maintenance of equipment

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

Maintenance of equipment

**PERFORMANCE MEASURES**

## MOBILE DATA TERMINALS

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 10,000



### PROJECT DESCRIPTION

Equip five APD vehicles with mobile data terminals.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 2,000	\$ 3,000	\$ 5,000			

### FUNDING SOURCE

General Fund Operating - Police Department

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## APD -MOBILE HAND HELD UNITS

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 46,400



### PROJECT DESCRIPTION

Replace 16 outdated/inoperable radios. This project will be completed in phases.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 20,000	\$ 6,500		

### FUNDING SOURCE

General Fund Operating - Police Department

Law Enforcement Grant possibilities

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## TRAINING FACILITY & SHOOTING RANGE

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 10,000 TO \$ 250,000



### PROJECT DESCRIPTION

Construction of training facility to be used by Alpine law enforcement to maintain required certifications. Shooting range to be utilized both day and night without limitations.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	

### FUNDING SOURCE

General Fund Operating - Police Department

Outside grant funding possibilities

### OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## Alpine Police Station Building Maintenance - Remodel

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

ROBERT MARTIN, CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 80,000 TO \$ 120,000



### PROJECT DESCRIPTION

Remodel/building maintenance to include new flooring, paint, ceiling replacement, HVAC update and maintenance, electrical upgrade.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	

### FUNDING SOURCE

General Fund Operating - Police Department

Outside grant funding possibilities

### OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance

### PERFORMANCE MEASURES

## ANIMAL SHELTER HVAC

### RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

### PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

### PROJECTED EXPENSE

\$ 25,000



### PROJECT DESCRIPTION

Replace/upgrade current swamp cooler unit to HVAC system to better accommodate facility

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 15,000				

### FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

### OPERATING BUDGET IMPACT IF COMPLETED

N/A

### OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

### PERFORMANCE MEASURES

## INCINERATOR

### RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

### PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

### PROJECTED EXPENSE

\$ 20,000



### PROJECT DESCRIPTION

Upgrade current incinerator to a larger capacity unit to allow for additional disposal of larger animals

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000				

### FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

Possible Donation from Dr. Avinash Rangra (\$1,000 a year for three (3) years in the name of Kismish

### OPERATING BUDGET IMPACT IF COMPLETED

N/A

### OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

### PERFORMANCE MEASURES



## ANIMAL SHELTER REPAIRS & MAINT

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 30,000



PROJECT DESCRIPTION

Upgrade current incinerator to a larger capacity unit to allow for additional disposal of larger animals

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000			

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES



CAT CONDOS

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 5,000



PROJECT DESCRIPTION

Build and install additional cat housing units.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 2,500	\$ 2,500				

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

## SPLASH PAD

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

### PROJECT MANAGER

ROBERT LLANEZ, PARKS FOREMAN

### PROJECTED EXPENSE

\$ 200,000 to \$ 300,000.00



### PROJECT DESCRIPTION

The installation of a splash pad at Kokernot park

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	0	0	0	0	0	Prior CIP - \$50,000 allocated

### FUNDING SOURCE

Prior CIP - City allocation 25% and 75% from donations and outside entities

### OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance and insurance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## TRACTOR MOWER

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

### PROJECT MANAGER

ROBERT LLANEZ, PARKS FOREMAN

### PROJECTED EXPENSE

\$ 35,000



### PROJECT DESCRIPTION

Purchase of new tractor mower to replace current shared mower.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 15,000	\$ 20,000				

### FUNDING SOURCE

General Fund Operating - Public Works - Parks Department

Possible grant assistance - USDA

### OPERATING BUDGET IMPACT IF COMPLETED

Decrease in maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Increase in maintenance cost

### PERFORMANCE MEASURES

## KUBOTA MOWER

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

### PROJECT MANAGER

ROBERT LLANEZ, PARKS FOREMAN

### PROJECTED EXPENSE

\$ 20,250



### PROJECT DESCRIPTION

Mower to replace aged existing fleet

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 12,250				

### FUNDING SOURCE

General Fund Operating Budget - Public Works - Park Department

### OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

### PERFORMANCE MEASURES

## PUEBLO NUEVO PARK IMPROVEMENTS

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

### PROJECT MANAGER

ROBERT LLANEZ, PARKS FOREMAN

### PROJECTED EXPENSE

\$ 425,000.00



### PROJECT DESCRIPTION

Full development of Pueblo Nuevo Park based on the recommendations made by Parks Master Plan.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00			

### FUNDING SOURCE

Texas Parks and Wildlife Grant  
City General Fund Operating Budget - Parks Department

### OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## FRONT END LOADER

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREET DEPARTMENT

### PROJECT MANAGER

EDDIE MOLINAR - PUBLIC WORKS DIRECTORLL

### PROJECTED EXPENSE

\$ 85,000.00



### PROJECT DESCRIPTION

Replace current front end loader which is over 20 years old. Equipment is used and maintained regularly, unfortunately the age of the equipment has made it hard to keep maintained.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,000.00	\$ 30,000.00	\$ 35,000.00	\$ -	\$ -	

### FUNDING SOURCE

General Fund Operating Budget - Streets Department

### OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance costs

### PERFORMANCE MEASURES

## FLEET MAINTENANCE FACILITY

### RESPONSIBLE DEPARTMENT

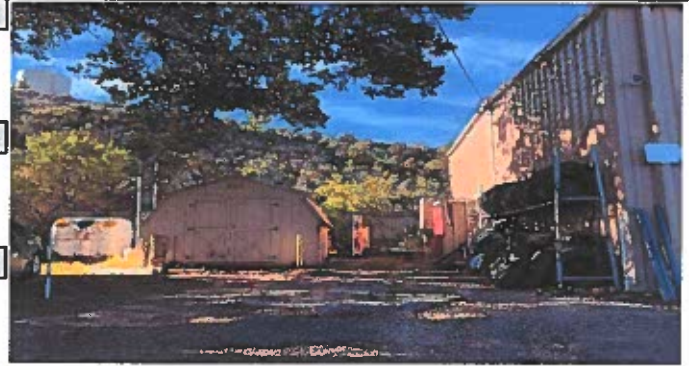
PUBLIC WORKS - STREETS DEPARTMENT

### PROJECT MANAGER

EDDIE MOLINAR - PUBLIC WORKS DIRECTOR

### PROJECTED EXPENSE

\$ 60,000.00



### PROJECT DESCRIPTION

Project consists of the construction of an addition to the current yard facility. The expansion would create additional space for the mechanics to maintain the current cities fleet and leased vehicles. The current facility would continue to be used to service larger equipment pieces.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 30,000.00				

### FUNDING SOURCE

General Fund Operating Budget

### OPERATING BUDGET IMPACT IF COMPLETED

Additional utilities and maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## DUMP TRUCK

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREETS DEPARTMENT

### PROJECT MANAGER

EDDIE MOLINAR - PUBLIC WORKS DIRECTOR

### PROJECTED EXPENSE

\$ 45,000.00 TO \$ 100,000.00



### PROJECT DESCRIPTION

Replacement of older dump truck - over 20 years old. Older model would be used as a backup when needed to allow the street department be more efficient during paving season.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 45,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	

### FUNDING SOURCE

General Fund Operating Budget

### OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

### PERFORMANCE MEASURES

## 10" BLADE MAINTAINER

### RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREET DEPARTMENT

### PROJECT MANAGER

EDDIE MOLINAR - PUBLIC WORKS DIRECTOR

### PROJECTED EXPENSE

\$100,000.00 TO \$ 250,000.00



### PROJECT DESCRIPTION

Current City owned maintainer has a 14 ft. blade and is not usable in smaller areas within the City. Example - Street department is unable to properly fix shoulders, maintain alleyways, and assist parks (baseball diamonds). This piece of equipment would be an addition resource.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00		

### FUNDING SOURCE

General Fund Operating Budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026**

## UTILITY GIS SYSTEM

**RESPONSIBLE DEPARTMENT**

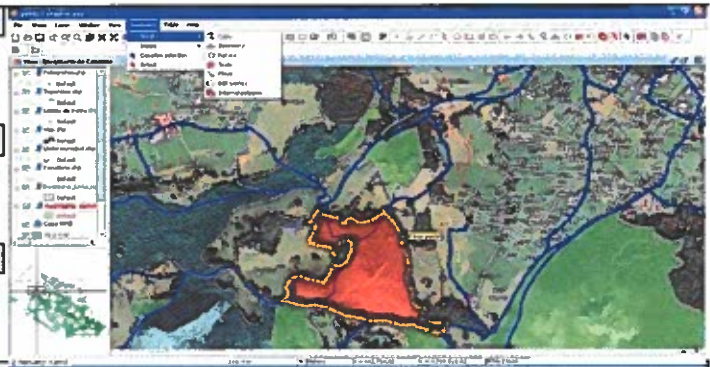
UTILITIES - WATER/WASTEWATER/SANITATION

**PROJECT MANAGER**

UTILITIES DIRECTOR

**PROJECTED EXPENSE**

\$ 50,000.00 to \$ 250,000.00



**PROJECT DESCRIPTION**

The projected expense would be to initiate the program. The program would include the purchase of GIS software and plan development to GIS all water, wastewater, and sanitation infrastructure and equipment. This project would be completed in phases to allow for proper implementation, training and funding.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	

**FUNDING SOURCE**

Utility operating budget

**OPERATING BUDGET IMPACT IF COMPLETED**

Additional maintenance cost, training, and staffing

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

No Impact

**PERFORMANCE MEASURES**

## OLD INFRASTRUCTURE LOCATION AND REPLACEMENT

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 500,000.00 to \$ 3,000,000.00



### PROJECT DESCRIPTION

Project would include the planning, mapping, and implementation of determining a replacement plan for the City's current water and waste infrastructure. The first phase would be the location of all infrastructure owned by the City. Additional outside funding may need to be obtained after determination is made on the proper replacement plan. Replacement plan would include which sections of infrastructure need to be replaced from top priority down to lowest priority.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$	

### FUNDING SOURCE

Utility operating budget

TWDB - Texas Water Development Board Grant/Funding Opportunities

### OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance, supplies, and labor

### PERFORMANCE MEASURES

Completed infrastructure plan and maintenance program

## MANHOLES

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

UNKOWN



PROJECT DESCRIPTION

Project would involve the addition, replacement, and the increase of grade of multiple manholes around the City of Alpine. Project could be completed in phases and meet state requirements. Cost of project is unknown at this time. Once an evaluation is completed, the CIP would be adjusted to include costs.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

## SUL ROSS STORAGE TANKS

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 50,000.00

### Tank: Sul Ross #1

500,000 gallon capacity.

32' High / 52' Diameter

Overflow Level: 29'



### PROJECT DESCRIPTION

There are two storage tanks located on Sul Ross campus that have been under question as to ownership. TCEQ provided information that the City is responsible for actual maintenance of the tanks as the water stored in them is City owned. These tanks will need to be refurbished; which includes repairing rust spots, repainting, installing manual level indicators and installation of SCADA monitoring.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Possible TCEQ Fines

### PERFORMANCE MEASURES

### Tank: Sul Ross #2

100,000 gallon capacity.

25' High / 26' Diameter

Overflow Level: 23'



## BACKHOE

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 60,000.00



### PROJECT DESCRIPTION

Purchase of new backhoe to replace current backhoe, which is over 20 years old. Older backhoe will be kept as a backup and use for situations that require two crews to operate at once.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance fees

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance fees

### PERFORMANCE MEASURES



## SMART WATER METERS

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 1,400,000.00

### PROJECT DESCRIPTION

City currently has roughly 2800 meters that are read monthly by one employee. Updating to smart meters would reduce the amount of labor needed to collect data on each meter. It would enable better oversight of water sales, water losses, and disputes on usage. Would provide up to date information and allow citizens more visibility to their usage. This project could be completed in phases over multiple years.

### Automated Meter Infrastructure and Smart Water Metering



FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

Possible use of grant funding - American Rescue Plan Act

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

### Typical Smart Water Meter System

A wire runs from the water meter inside the home to a communications module located outside the home which in turn wirelessly communicates interval data to the smart electric meter. The smart electric meter later sends the data back to the utility.



## AUTOMATED WELL METERS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

UNKNOWN



PROJECT DESCRIPTION

Update current manual metering methods at each well sight to gain clear data collections and consistent communication with SCADA system. Could be included with the update of residential meters to smart meters.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

### Typical Smart Water Meter System

A wire runs from the water meter inside the home to a communications module located outside the home which in turn wirelessly communicates interval data to the smart electric meter. The smart electric meter later sends the data back to the utility.



## Musquiz Well Refurbishment

### RESPONSIBLE DEPARTMENT

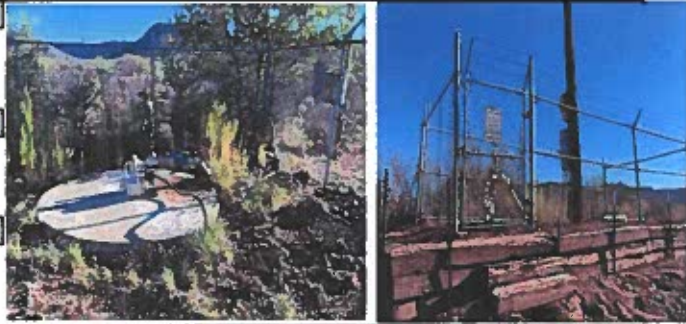
UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 125,000.00



### PROJECT DESCRIPTION

Project would consist of bringing Musquiz's wells 8 and 9 back online to help relieve the load on the other wells in the area. Project can be completed in phases.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 75,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance and demand on current operational wells

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued maintenance and demand on operational wells

### PERFORMANCE MEASURES



## HOUSEHOLD HAZARDOUS WASTE

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

ENVIRONMENTAL SERVICES COORDINATOR

### PROJECTED EXPENSE

\$ 25,000.00



### PROJECT DESCRIPTION

In order to address the need of proper hazardous waste materials from household residents (paint, antifreeze, single-use batteries, herbicides and pesticides), Environmental Service's project would consist of constructing a secure location for offsite storage of the materials before being properly disposed of.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

Additional disposal expenses

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

[illegible]

PROJECT DESCRIPTION
To provide service to the Eastside of Alpine, to include annexed areas with no current access to sewer services. Project consists of laying 8,200 feet of sewer lines, 2250 feet of forced main, and a new larger lift station to handle the additional sewage. The larger lift station would replace the existing four lift stations currently in use. Project would provide access to sewer services to Travelodge, Penny Diner, Mobile Home Park, Best Value Inn, Tri-County Steel and Concrete, Big Bend Saddlery, Hip O Taxidermy, Valero, Outwest Feed and Supply, Oasis Tire Company, Alpine Auto Sales, Quality Inn, RV Park, Alon, Holiday Inn Express, Pizza Hut, Tractor Supply, McCoy's Building Supply, Dairy Queen, Big Bend Mini Storage, Sul Ross Meat Market and other possible economic development in the area. The initial engineering review and recommendations has been completed.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -		\$ -	\$ -	\$ -	

FUNDING SOURCE
Utility operating budget
TWDB - Texas Water Development Board Grant/Funding Opportunities

OPERATING BUDGET IMPACT IF COMPLETED	
Additional maintenance and labor	

OPERATING BUDGET IMPACT IF NOT COMPLETED	
No Impact	

## PERFORMANCE MEASURES

### Attachment 5 – Opinion of Probable Cost

Item	Description	Unit	Quantity	Unit Cost	Total Cost
<b>Construction Costs</b>					
1	Bonds and Mobilization	LS	1	\$50,000.00	\$50,000.00
2	Proposed Hwy 67 Lift Station	LS	1	\$350,000.00	\$350,000.00
3	Pre-cast Concrete Manhole	EA	17	\$5,000.00	\$85,000.00
4	6" DR21 CL200 PVC Sewer Force Main	LF	2,250	\$30.00	\$67,500.00
5	6" SDR 35 PVC Sewer Line	LF	6,550	\$50.00	\$327,500.00
6	8" SDR 35 PVC Sewer Line	LF	1,850	\$80.00	\$99,000.00
7	14" Bore and Steel Encasement	LF	120	\$200.00	\$24,000.00
8	6" and 8" Slick Bores	LF	2,200	\$100.00	\$220,000.00
9	Force Main Connection	EA	1	\$1,500.00	\$1,500.00
10	Sewer Service Connections	EA	23	\$1,000.00	\$23,000.00
11	Metal Detectable Tape	LF	10,450	\$0.25	\$2,612.50
<b>Construction Sub-Total</b>					<b>\$1,250,112.50</b>
<b>Contingencies (10%)</b>					<b>\$125,011.25</b>
<b>CONSTRUCTION TOTAL</b>					<b>\$1,375,123.75</b>
<b>Non-Construction Costs</b>					
<b>Engineering and Surveying (15%)</b>					<b>\$206,268.56</b>
<b>Inspection</b>					<b>\$80,000.00</b>
<b>ROW Acquisition</b>					<b>\$25,000.00</b>
<b>ENGINEERING SERVICES TOTAL</b>					<b>\$311,268.56</b>
<b>PROJECT TOTAL</b>					<b>\$1,686,392.31</b>

## FACILITY MAINTENANCE

<b>RESPONSIBLE DEPARTMENT</b>	
UTILITIES - WATER/WASTEWATER/SANITATION	
<b>PROJECT MANAGER</b>	
UTILITIES DIRECTOR	
<b>PROJECTED EXPENSE</b>	
\$ 25,000.00 TO \$ 50,000.00	

**PROJECT DESCRIPTION**  
Update current facilities - flooring, restrooms, removal and construction of pergola/awning. Pergola currently is falling apart and is unsafe to residents and employees. Facility locations include 309 W Sul Ross and 109 N. 8th Street

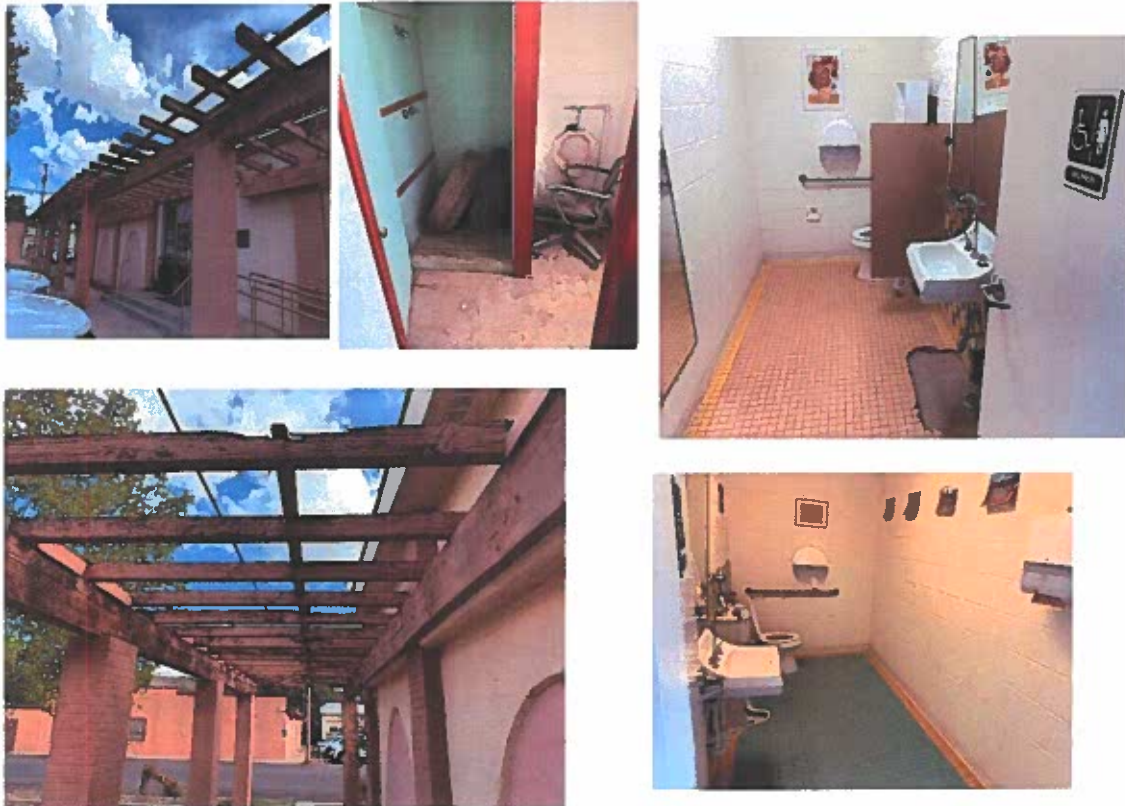
FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	Year 1	Year 2	Year 3	Year 4	Year 5
	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

**FUNDING SOURCE**  
Utility operating budget

**OPERATING BUDGET IMPACT IF COMPLETED**  
Reduced maintenance costs

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
Increased maintenance costs

### PERFORMANCE MEASURES



## WASTEWATER TREATMENT PLANT

<b>RESPONSIBLE DEPARTMENT</b>	
UTILITIES - WATER/WASTEWATER/SANITATION	
<b>PROJECT MANAGER</b>	
UTILITIES DIRECTOR	
<b>PROJECTED EXPENSE</b>	
\$ 1,400,000.00 TO \$ 5,000,000.00	

**PROJECT DESCRIPTION**  
This project is a complete update to the current wastewater treatment plant. The current condition is critical and each area of concern will need to be addressed in the order recommend by engineers to ensure continued operations of the facility. In addition, TCEQ compliance must be maintained to prevent additional setbacks and financial impacts. This is a multi-phased project that includes 1)Update/replacement of racetrack aerators 2)replacement of manual bar screen with automated 3)Update/replacement of electrical system to create one uniform electrical system 4)Repair/update and maintenance of clarifiers 5)Refurbishment of drying beds 6)Any additional improvements to ensure continued operation of plant

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Prior Years \$300,000 Engineer Contracted
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	

**FUNDING SOURCE**  
Utility operating budget  
TWDB - Texas Water Development Board Grant/Funding Opportunities

**OPERATING BUDGET IMPACT IF COMPLETED**  
Reduced maintenance costs

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
Increased maintenance costs  
TCEQ Enforcement

**PERFORMANCE MEASURES**



## AIRPORT RUNWAY LIGHTING PROJECT

### RESPONSIBLE DEPARTMENT

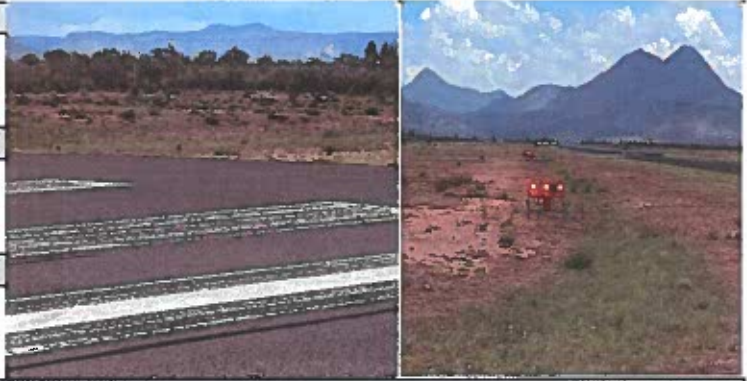
ALPINE CASPARIS MUNICIPAL AIRPORT

### PROJECT MANAGER

ABEL HINOJOS, AIRPORT SUPERVISOR

### PROJECTED EXPENSE

DESIGN PHASE	\$ 72,000
CONSTRUCTION PHASE	\$ 950,000
TOTAL	\$ 1,022,000



### PROJECT DESCRIPTION

Design and construction of new lighting system along runways and taxiways. Current system is no longer supported.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 52,586	\$ 42,414				Design phase paid FY2020 through CARES Funds

### FUNDING SOURCE

Texas Department of Transportation - Aviation Division grant & FAA support project. 90% funded by FAA/State, 10% funded by City of Alpine. City required match \$7,200 for design phase and \$95,000 for construction phase.

### OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance expense

### OPERATING BUDGET IMPACT IF NOT COMPLETED


Increased maintenance and inability to provide 24 hour service. Current lighting system has become obsolete and acquiring parts has become harder and harder.

### PERFORMANCE MEASURES

Maintain current airport operation 24/7

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## AIRPORT RUNWAY 1/19 SEALCOAT

<b>RESPONSIBLE DEPARTMENT</b>	
ALPINE CASPARIS MUNICIPAL AIRPORT	
<b>PROJECT MANAGER</b>	
ABEL HINOJOS, AIRPORT SUPERVISOR	
<b>PROJECTED EXPENSE</b>	
\$ 590,000	
<b>PROJECT DESCRIPTION</b>	
Seal coat runway 1/19	

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	0	0	0	0		0 Required Match paid FY2020 through CARES Funds and Alpine Operating Budget

<b>FUNDING SOURCE</b>
Texas Department of Transportation - Aviation Division grant & FAA support project. 90% funded by FAA/State, 10% funded by City of Alpine. City required match \$59,000

OPERATING BUDGET IMPACT IF COMPLETED	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Sealer/Manpower/Foreign Object Debris (FOD) Removal						

OPERATING BUDGET IMPACT IF NOT COMPLETED	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Potential liability for airplane engine replacement for ingesting FOD						

<b>PERFORMANCE MEASURES</b>
Rehabbing the surface will provide longevity over the useful life of the runway.

## AIRPORT ROTATOR BEACON

<b>RESPONSIBLE DEPARTMENT</b>	
ALPINE CASPARIS MUNICIPAL AIRPORT	
<b>PROJECT MANAGER</b>	
ABEL HINOJOS, AIRPORT SUPERVISOR	
<b>PROJECTED EXPENSE</b>	
\$ 15,000	

**PROJECT DESCRIPTION**  
Replacement of current outdated rotating beacon. Current beacon continues to decline in providing a consistent lighting source for aviation.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 3,500	\$ 3,500				

**FUNDING SOURCE**  
Airport Operating Budget


TxDOT Aviation RAMP Grant

**OPERATING BUDGET IMPACT IF COMPLETED**  
No Impact

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
Increased Maintenance, safety concerns

**PERFORMANCE MEASURES**

## AIRPORT TAXIWAY EXPANSION

<b>RESPONSIBLE DEPARTMENT</b>	
ALPINE CASPARIS MUNICIPAL AIRPORT	
<b>PROJECT MANAGER</b>	
ABEL HINOJOS, AIRPORT SUPERVISOR	
<b>PROJECTED EXPENSE</b>	
\$ 60,000.00	
<b>PROJECT DESCRIPTION</b>	
Expansion of taxiway to new hangar construction.	

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	

<b>FUNDING SOURCE</b>
Airport Operating Budget


Yearly allocation dependent on FAA & TxDOT Aviation required City Matching

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>
Additional maintenance

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
N/A

<b>PERFORMANCE MEASURES</b>
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## AIRPORT AWOS UPGRADE AND RELOCATION

RESPONSIBLE DEPARTMENT	
ALPINE CASPARIS MUNICIPAL AIRPORT	
PROJECT MANAGER	
ABEL HINOJOS, AIRPORT SUPERVISOR	
PROJECTED EXPENSE	
\$ 175,000	
PROJECT DESCRIPTION	
Replace and relocate outdated AWOS - Automated Weather Observing System.	

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 21,875	\$ 21,875				
Dependent on TxDOT	\$ 43,750					

FUNDING SOURCE
Texas Department of Transportation - Aviation Division grant support project. 75% funded by State, 25% funded by City of Alpine. TxDOT Aviation CIP lists the project to be eligible for funding in either FY2022 or FY2023. City required match - \$43,750

OPERATING BUDGET IMPACT IF COMPLETED
N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED
Continued maintenance expenses

PERFORMANCE MEASURES
Passing of annual inspection without additional required maintenance or equipment replacement

## AIRPORT COVERED PARKING AREA

### RESPONSIBLE DEPARTMENT

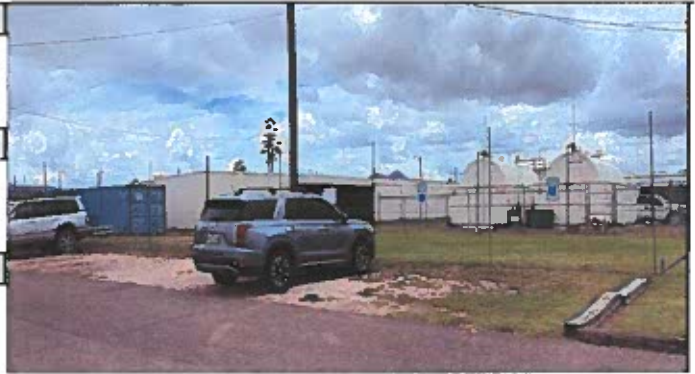
ALPINE CASPARIS MUNICIPAL AIRPORT

### PROJECT MANAGER

ABEL HINOJOS, AIRPORT SUPERVISOR

### PROJECTED EXPENSE

\$ 20,000



### PROJECT DESCRIPTION

Provide covered parking for airport customers and staff. Include designated handicap parking. No covered parking is currently provided.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 5,000	\$ 5,000	\$ 10,000			

### FUNDING SOURCE

Airport Operating Fund

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## AIRPORT MASTER - LAYOUT PLAN UPDATING

**RESPONSIBLE DEPARTMENT**

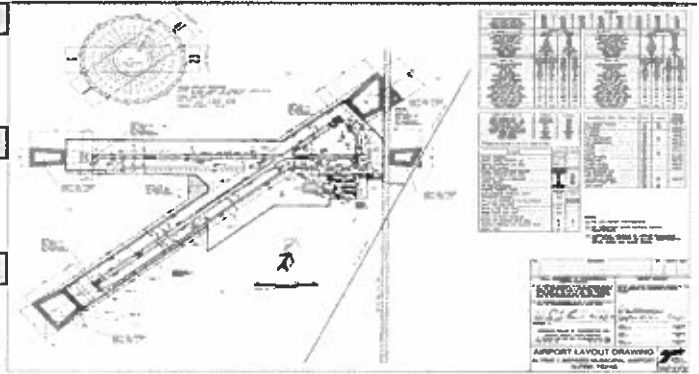
ALPINE CASPARIS MUNICIPAL AIRPORT

**PROJECT MANAGER**

ABEL HINOJOS, AIRPORT SUPERVISOR

**PROJECTED EXPENSE**

\$ 150,000



**PROJECT DESCRIPTION**

The current airport masterplan and layout plan is over 10 years old. The plan is utilized for grant planning and future development. It is important to keep current.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	

**FUNDING SOURCE**

TxDOT Aviation Grant funding and matching Airport Operating Funds

**OPERATING BUDGET IMPACT IF COMPLETED**

No Impact

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

Possible decline in further expansion and grant opportunities.

**PERFORMANCE MEASURES**

Improved development and needs plan for the airport.

## AIRPORT KUBOTA-TUG UPGRADE

### RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

### PROJECT MANAGER

ABEL HINOJOS, AIRPORT SUPERVISOR

### PROJECTED EXPENSE

\$ 15,000



### PROJECT DESCRIPTION

Airport currently utilizes two different pieces of equipment (4 wheeler and Tug) to complete multiple tasks. The purchase of a Kubota would eliminate both out dated pieces of equipment and will be utilized as a tug, bed can be used to place herbicide tank which is used to spray around runway lights/fence line, can be used by guest to transport baggage to terminal/vehicle/plane and vice versa, field maintenance (check lighting, fence perimeter check, use cargo area for weed eater/tools)

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 2,000	\$ 3,000	\$ 5,000	\$ 5,000		

### FUNDING SOURCE

Airport Operating Budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## PORTABLE STAGE

### RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

### PROJECT MANAGER

HEATHER YADON, VISITOR CENTER COORDINATOR

### PROJECTED EXPENSE

\$ 20,000.00 to \$ 100,000.00



### PROJECT DESCRIPTION

With the addition of the public restrooms and the southside patio the intention is to become a prime location for outdoor concerts by closing the newly paved alleys for events. In order to accommodate large groups, provide a professional setting for artists and maximum viewing for guest a stage is needed. It needs to be mobile so that it can be put into storage when not in use.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	

### FUNDING SOURCE

HOT Funds

### OPERATING BUDGET IMPACT IF COMPLETED

Increased liability insurance and maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES



## VISITOR CENTER UPDATE

### RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

### PROJECT MANAGER

HEATHER YADON, VISITOR CENTER COORDINATOR

### PROJECTED EXPENSE

\$ 35,000.00 to \$ 45,000.00



### PROJECT DESCRIPTION

The Visitor Center is a prime location for visitors coming into Alpine. The facility outside is currently being updated to match the continued needs of tourism and growing events. The facility itself needs the following updates to keep maintained - front porch post replacement (current posts have started to rot), porch lighting, interior lighting and ceiling repair, remodel of kitchen area (currently not utilized for original purpose), and addition of children's area. The project would also include updating the current front fencing area to provide a safer transition from the visitor center to HWY 90. This project will be completed in phases.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	

### FUNDING SOURCE

HOT Funds

### OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance

### PERFORMANCE MEASURES



## VISITOR CENTER OUTDOOR REMODEL

### RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

### PROJECT MANAGER

HEATHER YADON, VISITOR CENTER COORDINATOR

### PROJECTED EXPENSE

\$ 280,599.03



### PROJECT DESCRIPTION

Project includes the construction of two public restrooms, assessable to the public, additional storage, patio area, and pavilion. Council approved the project in FY 2020-2021, utilizing a portion of the operating budget and fund balance. The project will be completed in FY 2022

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 280,599.03					Council Approved Expenditure utilizing HOT Fund Balance 6/15/2021

### FUNDING SOURCE

HOT Fund - Operating and Fund Balance

### OPERATING BUDGET IMPACT IF COMPLETED

Increased maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES



## DOWNTOWN VISITOR KIOSK

### RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

### PROJECT MANAGER

HEATHER YADON, VISITOR CENTER COORDINATOR

### PROJECTED EXPENSE

\$ 31,000.00



### PROJECT DESCRIPTION

While the current Visitor Center is a prime location it would benefit our organization to have a presence directly on Holland Ave or Murphy Street. The preferred location would be to get permission to use one of the corners where either street intersects with 5<sup>th</sup> street. This would not be a building but rather a free standing kiosk. Many communities have these featuring large maps and information pamphlets for visitors similar to the first picture. Community partners could help off set the cost of this project through sponsorships or ad spots on the displays. In addition to the downtown locations an information kiosk at Sul Ross State University and Kokernot Park would also be ideal locations to target visitor traffic. Design could include placing the kiosk in a gazebo type structure to also provide additional shading for visitors.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 15,000.00	\$ 10,000.00	\$ 60,000.00	\$ -	\$ -	

### FUNDING SOURCE

HOT Funds

### OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## RECTIFIER

**RESPONSIBLE DEPARTMENT**

GAS DEPARTMENT

**PROJECT MANAGER**

RANDY GUZMAN, DIRECTOR OF GAS DEPARTMENT

**PROJECTED EXPENSE**

\$ 50,000



**PROJECT DESCRIPTION**

Replacement/Upgrade of gas utility rectifier located near/off golf course

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000					

**FUNDING SOURCE**

Gas Department operating budget

**OPERATING BUDGET IMPACT IF COMPLETED**

No impact

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

**PERFORMANCE MEASURES**

## HVAC SYSTEM

### RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

### PROJECT MANAGER

RANDY GUZMAN, DIRECTOR OF GAS DEPARTMENT

### PROJECTED EXPENSE

\$ 25,000



### PROJECT DESCRIPTION

Update/Replace current system.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 12,250.00	\$ 12,250.00	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Gas Department Operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## GAS DEPT BUILDING UPDATES

### RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

### PROJECT MANAGER

RANDY GUZMAN, DIRECTOR OF GAS DEPARTMENT

### PROJECTED EXPENSE

\$ 50,000



### PROJECT DESCRIPTION

Continued maintenance of facility to include additional coverage and update of poly line storage

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 30,000			

### FUNDING SOURCE

Gas Department operating fund

### OPERATING BUDGET IMPACT IF COMPLETED

### OPERATING BUDGET IMPACT IF NOT COMPLETED

### PERFORMANCE MEASURES



## BAY COVERAGE

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

RANDY GUZMAN, DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ 20,000



PROJECT DESCRIPTION

Replace current deteriorated building materials and install wildlife deterrent

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000				

FUNDING SOURCE

Gas Department Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance and possible replacement

PERFORMANCE MEASURES



CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2021 - 2026

## 18' TRAILER

### RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

### PROJECT MANAGER

RANDY GUZMAN, DIRECTOR OF GAS DEPARTMENT

### PROJECTED EXPENSE

\$ 8,500



### PROJECT DESCRIPTION

Purchase of new trailer

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 8,500					

### FUNDING SOURCE

Gas Department Operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

## 5 YEAR CAPITAL PLAN - 2020 - 2021

Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Airport	Lighting Project VASI to PAPI-2 conversion - 2024ALPIN	2020-2022	\$920,000	1	TxDOT Aviation - 90% funded by Grants, 10% Funded Local	Engineering being complete in 2020.
Airport	Sealcoat Project Runway 01/19 sealcoat and mark - 2024APINE	2021	\$590,000	2	TxDOT Aviation - 90% funded by Grants, 10% Funded Local	
Airport	Rotator Beacon	2021	\$10,000	1	CARES Act or Ramp Grant	
Airport	Additional Sealcoating	2021-2023	\$500,000	2	TxDOT Aviation - 90% funded by Grants, 10% Funded Local	
Airport	AWOS replacement/relocation	2022	\$150,000	1	TxDOT Aviation - 90% funded by Grants, 10% Funded Local	
Airport	Update Airport Master Plan and Airport Layout Plan	2022-2023	\$150,000	2	TxDOT Aviation - 90% funded by Grants, 10% Funded Local	
Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Public Works - Parks	SplashPad	2021	\$200,000	2	25% from City, 75% from donations and outside entities. City has already allocated these dollars.	City has already allocated \$50K to this project.
Public Works - Parks	Tractor - Mower	2022	\$70,000	2	Would look for grants to supplement our General Fund budget.	This item would be used to mow primarily along the city streets and causeways. Would utilize in alleys where applicable.
Public Works - Parks	Kubota Mower	2023	\$45,000	2	Mower to replace on existing fleet. Would need to pay for it via a donation or Public Works budget.	
Public Works - Parks - Grant	TPWD- Trails Grant, 2021-2023 (Phases I-III)	2021-2023	\$400,000	2	\$0-50 Grant Opportunity - This would directly target Pueblo Nuevo Park buildout and any additional projects that mature	The first main project to address is Pueblo Nuevo
Public Works - Streets	Front End Loader	2020	\$150,000	1	From Public Works budget. Buying a used one would cut this in half. We could also consider a lease.	Getting a Loader that is slightly smaller than our existing piece of equipment would allow us to get into the Alleys better and the portion of the creek between Ave E and Holland. Would also be used in our Paving Projects
Public Works - Streets	Wash Bay Construction	2020	\$15,000	2	From Public Works budget.	Cleaning of vehicles and equipment. Would also be a location for other departments to utilize.
Public Works - Streets	2 New dump trucks	2021	\$150,000	1	Existing dump trucks are coming to end of life and would need to consider as part of paving budget. Buying used would cut the price in half.	Had targeted this purchase for 2018, but was never completed
Public Works - Streets	Small Maintainer	2021	\$75,000	2	From Public Works budget. Would also look at buying a used one for 40-50% of the price	This would allow us to work in the smaller (tighter) areas and smaller jobs maintenance jobs around buildings and parks.
Public Works - Streets - Grant	CDBG- Downtown Revitalization funds for sidewalks, etc	2021	\$225,000	1	US-DA, CDBG. Funds for replacement of sidewalks and curbs in core business area. Est project cost is \$225,000. 96.5% CDBG/3.5% City match required. \$9,000 in City funds needed to apply by 9/1/2020. *City has funds identified for street improvements each year; match can come from those.	
Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
City Administration	Old Schoolhouse (aka - old Sunshine House)	2020-2023	\$200,000	2	Would look at \$60K in year one to get the Finance and Billing Staff moved over. Target Texas Historical Commission Grants after that.	This facility plays historical importance to Alpine and one strategy of restoration is to move City Staff over there and open as our Billing/Finance Office. This would allow us to gradually restore this amazing facility to her old glory. This also allows us to spread out at City Hall and enjoy more social spacing in the workplace.
City Administration	Security Cameras placed across town - tied in to Police Department	2021	\$20,000	2	Fund 50% from our IT budget, and look to supplement the remainder with grants.	Strategically place 20-25 more cameras around the community.
City Administration - Grant	Incubator Space for Economic Development	2022	\$400,000	3	Potential Economic Development Administration funding to establish an Incubator Business space	This is still in idea/concept form, but may require some level of match and administration by the City if we pursue this route.
Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Building Services - Code Enforcement	Technology Upgrades	2020-2024	\$15,000	1	General Fund	Incremental Software updates and upgrades to go along with iWork software tool purchased this fiscal year.
Building Services - Code Enforcement	New Vehicle - Code Enforcement	2020-2024	\$24,000	1	Lease program (60 month lease at \$400/month)	Existing Code Enforcement vehicle is end-of-life.

5 YEAR CAPITAL PLAN - 2020 - 2021

Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Building Services - Code Enforcement - Grant Department	CDBG - Planning & Capacity Building Grant- Strategic Growth & Development Plan	2021	\$10,000	1	US-DA, CDBG. Funds for a Strategic Growth and Development Plan for the City to include updated zoning. Program limits awards to \$55,000 with a 15% City match required. Est. project total is \$65,000 with \$10,000 in City funds needed to apply by 9/1/2020.	
	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Visitor Center	Exterior Post Replacement, Exterior Lighting, Outside Benches	2020	\$5,000	2	From HOT Fund	Outdoor posts are rotting and lighting needs to be replaced. Also put in new benches as the venue gains importance for outdoor events.
Visitor Center	New HVAC for Visitor Center	2021	\$10,000	2	Would fund out of HOT Fund as part of the Visitor Center facility improvement	Have purchased a small floor A/C to help cool the office on the east side of building in the interim.
Visitor Center	Interior Lighting, Wiring and Ceiling Work	2021	\$10,000	2	From HOT Fund	Replace wiring and lighting inside the facility. Replace and enhance ceiling. This work needs to be done after HVAC work
Visitor Center	Furniture for Visitor Center Lobby and Conference Room	2022	\$10,000	2	From HOT Fund	Replace furniture in lobby and conference room. Venue will continue to grow in it's community use.
Visitor Center	Outdoor Gazebos (2)	2022	\$7,500	2	From HOT Fund	One at Visitor Center and one at the Park on 5th and Sul Ross Avenue. The one on Sul Ross Avenue will also have information in it for people walking through downtown.
Police Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
	Tasers (current ones are outdated)	2020-2021	\$25,000	2	Targeting grant opportunities first	Costs are reliant on conversion of data from existing system.
Police	New Software for Icteking and Courts	2020-2021	\$25K-\$40K	1	Target grant opportunities first. Some will come from Operating budget	
Police	New Body Cams - over three years	2020-2023	\$35,000	1	Targeting grant opportunities first	
Police	Uniforms	2020-2025	\$10K/year	1	General Fund	Not really a capital item, but need visibility for the cost structure we need to move forward with
Police	License Plate Readers (LPR's)	2021	\$5,000	1	Targeting grant opportunities first	
Police	Two holding Cells	2021-2022	\$250,000	1	Target grant opportunities first.	Continue to have challenges with County jail occupancy levels and contemplating adding local holding cells
Police	K-9	2021-2022	\$10,000	2	Target grants and second would be General Fund	\$5-\$8K for the K-9 and additional dollars for training
Animal Control	Security Cameras	2020-2022	\$3,000	2	Through General Fund	
Animal Control	Expand Outside Kennels (Fencing and Cover)	2021	\$17,000	1	Target funding through annual operating budget	Would help with puppy intake and also dog enclosures
Animal Control	Shade Structure	2021	\$10,000	2	Target funding through annual operating budget	
Animal Control	Replace both A/C Units	2021	\$5,000	2	Target funding through annual operating budget	Swamp coolers
Animal Control	Replace one vehicle	2021-2025	\$30,000	2	Operating Budget - lease program through Enterprise	This would be our last vehicle to include in the lease program for ACO
Animal Control	Cremation / Incinerator	2022	\$18,000	1	Look for Grants first, second option is General Fund	High use item for facility
Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Municipal Court	New Software - working in collaboration with PD	2020-2021		1		
Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
		Fiscal Year	Amount	Priority	Funding Strategy	Notes
Fire Department	Ladder truck	2021	\$500,000	1	CDBG - Fire Ambulance & Service Truck (FAST) grant can provide \$500K towards Ladder truck with a minimum \$5k match (no funding is currently listed)	
Fire Department Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
		Fiscal Year	Amount	Priority	Funding Strategy	Notes
Utilities	SCADA	2020	\$40,000	1	Target funding through annual operating budget	Will use materials purchased over last two years, but also need to supplement additional materials and labor as outlined in June 2, 2020 meeting.
Utilities	Electrical System	2020	\$50,000	1	Utilize budgeting through operating budget	Will try to complete in 2019-2020 FY
Utilities	Safety Program enhancements - material and training	2020-2022	\$10,000	1	Utilize budgeting through operating budget	
Utilities	Backhoe	2021	\$60,000	1	Utilize budgeting through operating budget	
Utilities	New sewer lines on east side of City	2021-2022	\$450,000	2	Potentially work from reserve dollars	

5 YEAR CAPITAL PLAN - 2020 - 2021

Department	Item	Fiscal Year	Amount	Priority	Funding Strategy	Notes
Utilities	Automated Metering System	2021-2022	\$1.2-\$1.4M	2	Would address through reserves over 2-3 year period	Upgrading to this type of meter will provide better capture of water usage and give citizens more accurate visibility to use of water. We can not 'cost-justify' with labor savings for a meter reader, but would increase billing by having meters that measure more precisely.
Utilities - Grant	Refurbish two inactive wells at Musquiz and other underutilized water wells in current collection system	2021-2023	\$125,000	1	Categorize with other large ticket items to determine if we need to obtain debt financing for critical items and impact of debt service on overall operating budget.	We also could review this project for 2022 CDBG Funding Cycle application
Utilities	Expand Ground Tank Storage at Golf Course effluent tank - utilization of water through KP and KL	2022	\$50K-\$100K	3	Work on grants through our Environmental Services team	This is part of the bigger project that Adelina B is working towards with the Regional Water Planning Group out of Austin
Utilities	Drying Beds	2022-2024	\$30,000	2	Utilize budgeting through operating budget	Restore all six drying beds
Utilities	Manhole additions	2023	\$90,000	2	Target funding through annual operating budget	30 identified manhole needs with an average cost of \$3K each to build with local staff.
Utilities	Clarifiers	2024	\$20,000	1	Utilize budgeting through operating budget	Completed some work in early 2020, anticipate more repair in 3-5 years
Utilities - Gas	Kubota - Mini Excavator and Utility Trailer	2021	\$55,000	1	Fund from annual Gas Budget	
Utilities - Gas	Alternate to Kubota - repair existing Ditch Witch	2020	\$10,000	1	Annual operating budget	This would extend life by 2-5 years and push the \$55K capital cost out to that timeframe.
Utilities - Gas	Rectifier - For Fighting Buck Avenue	2021	\$50,000	1	Annual operating budget	Similar to project we did on South Neville Haynes in 2015
Utilities - Gas	Combustible Gas Indicators	2020-2023	\$36,000	2	Annual operating budget	Need 6 total (replace 2 of them a year for 3 years). Would cost \$12K a year.
Utilities - Gas	A/C Unit for Facility	2023	\$25,000	3	Annual operating budget	

**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 second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances (J. Stokes, City Council)
2. Discuss, consider, and approve the first reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)
3. Discuss, consider, and approve the first reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)
4. Discuss, consider, and approve a Special Use Permit Application for the establishment of a retail & alcohol drive through store. Property is located at 300 S. Cockrell St. Legal description being Lot one (1) through five (5), six (6), seven (7), eight (8), & ten (10), Block thirty-five (35), Subdivision: Hancock. Owner of record is Ryan & Marisol Skelton (M. Antrim, Interim City Manager)
5. Discuss, consider, and approve appointment for Planning & Zoning Commission vacancy, one ward 2 position:
  - a. Deborah Derden - Recommended by Planning & Zoning (Unanimous recommendation)(M. Antrim, Interim City Manager)

1. Discuss, consider, and approve the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances (J. Stokes, City Council)

**ORDINANCE 2021-05-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 10 – ANIMALS, ESTABLISHING REGULATIONS CONCERNING FERAL CAT COLONIES TO THE ALPINE CODE OF ORDINANCES; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Animal Advisory Board is composed of community members who advise the City Council on policy decisions that affect the health and safety of animals within the City; and

**WHEREAS**, the Animal Advisory Board has recommended changes to the City Council regarding Feral Cat Colonies that will provide enhanced benefits to animal welfare within the City; and

**WHEREAS**, it is deemed by the City Council to be in the best interest of the City to amend the current animal ordinances as recommended by the Animal Advisory Board.

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

**SECTION I**  
**FINDINGS OF FACT**

Chapter 10 – Animals is hereby amended to reflect the changes hereto attached as Exhibit “A.” The premises attached as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II**  
**CUMULATIVE CLAUSE**

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

**SECTION III**  
**SEVERABILITY CLAUSE**

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

**SECTION IV**  
**PROPER NOTICE AND MEETING**

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

**SECTION V**  
**EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF JULY 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**MAY 4, 2021**

**SECOND AND FINAL READING**

**JULY 20, 2021**

**ATTEST:**

\_\_\_\_\_  
**Andres “Andy” Ramos, Mayor**

\_\_\_\_\_  
**Geoffrey R. Calderon, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Rod Ponton, City Attorney**

## EXHIBIT "A"

### Sec. 10-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Altered animal* means an animal having been spayed or neutered.

*Animal* means any living vertebrate creature except human beings and with the exclusion of fish, amphibians, reptiles, caged birds and small rodents when kept as pets in a private residence, or enclosed in a commercial enclosure. The word "animal" shall mean only a mammal when referring specifically to the control of rabies.

*Animal control officer* or *ACO* means a duly authorized person responsible for the enforcement of this chapter including peace officers.

*Animal shelter* means any premises designated or operated by the city for the purpose of impounding and caring for animals under the authority of this chapter.

*Attack* means definite vigorous, aggressive action by a dog directly against a person or other animal which results in the infliction of bodily injury, or the threat of bodily injury, by such dog to a person or other animal.

*Bee, bee keeping and bee hives* means any of numerous hairy-bodied insects including social and solitary species, the cultivation of bees on any commercial scale for the production of honey or bees, and a hive is a manmade receptacle that houses a swarm of bees.

*Bite* means an abrasion, scratch, puncture, tear or piercing of the skin actually or suspected of being caused by the mouth of any animal.

*City or City of Alpine* means officials of the City of Alpine including, but not limited to, the city manager, the animal control officer, and any City of Alpine peace officer.

*Collar* means a band, chain, harness or other suitable device worn about the neck of an animal to which a current rabies vaccination registration tag can be affixed.

*Continual noise or frequent or long continued noise* means noise pollution, unwanted or excessive sound, a nuisance that interferes with activities, for example owning an animal that causes frequent or long-continued noise, by barking or howling, that disturbs the comfort of any person.

*Current vaccination* means vaccinated and satisfying the following:

- (1) The animal must have been at least three months of age at the time of vaccination.
- (2) At least 30 days have elapsed since the initial vaccination.
- (3) Not more than 12 months have elapsed since the most recent vaccination.

*Dangerous animal* means any animal that:

- (1) Has inflicted severe injury on a human being without provocation;
- (2) Has injured or killed a domestic animal without provocation; or
- (3) Has been previously found to be potentially dangerous, the owner having received notice of such and the animal again aggressively bites, attacks, or endangers the safety of humans or domestic animals.

*Potentially dangerous animal* means any animal that when unprovoked:

- (1) Inflicts injury on a human or a domestic animal; or
- (2) Chases or approaches a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack; or
- (3) Has a known propensity, tendency, or disposition to attack, or to cause injury or otherwise to threaten the safety of humans or domestic animals.

*Dangerous dog* means a dog that:

- (1) Makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or
- (2) Commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and such acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

*Dilapidated* means a building, structure or material that has fallen into partial ruin by neglect or misuse or into a condition of partial decay.

*Dog* means any member of the *canis familiaris* species.

*Domestic animals* means animal species which generally have their breeding controlled by people and which by their long association with people have been developed into breeds or types for specific uses by people.

*Domesticated* means a tame animal that is subject to the dominion and control of an owner and accustomed to living in or near human habitation without requiring extraordinary restraint or unreasonably disturbing such human habitation.

*Dwelling* means any building or portion thereof which is designed and used for residential purposes. An attached garage shall be deemed to be part of a dwelling.

*Enclosed structure* means a building or other similar structure that is fully enclosed with a roof in place to provide a degree of protection, and does not include a yard or fence.

*Euthanasia* means putting to death of an animal in a manner and method which does not cause pain nor take longer than one minute to effect unconsciousness or death, and is in compliance with the provisions of V.T.C.A., Health and Safety Code ch. 823. Shooting firearms into a pen or enclosure containing multiple animals is prohibited by the Texas Health and Safety Code and shall not satisfy the requirement under the definition of euthanasia or humane destruction of animals. Lethal injection and efficiently operating carbon monoxide chambers shall, throughout this chapter, be presumed to be the method of euthanasia employed by the city.

*Euthanize* means to kill in a humane manner.

*Exotic animal* means any animal that is not livestock or a domesticated animal and includes, but is not limited to, no matter how well-trained: all alligators and crocodiles; all bears; all cats other than the commonly accepted domesticated cats, including but not limited to cheetah, leopard, lion, lynx, panther, cougar, mountain lion, bobcat, and tiger; all dogs other than domesticated dogs, including but not limited to wolf, part wolf, fox, part fox, coyote, and part coyote; all porcupines; all nonhuman primates; all raccoons; all skunks; all venomous fish and piranha; all venomous snakes and lizards; and all weasels other than ferrets.

*Exposed to rabies* means an animal which has been exposed to rabies if it has been bitten by another animal or has been in contact with any animal known to be or suspected of being infected with rabies.

*Feral animal* means formerly domesticated animals and their offspring which have roamed at large for a sufficient period of time and with sufficient success at survival as to be deemed no longer domesticated.

*Feral cat* means a domestic cat who has been born and raised without contact with humans, or a cat who has not had contact with humans for a significant period of time and has become unsocialized. It can also mean a free-roaming domestic cat which is not owned.

*Feral Cat Colony* means any group of feral cats which have a keeper who is maintaining and caring for the Feral Cats by providing food and water and other forms of sustenance.

*Feral Keeper* means any person or organization, harboring, regularly feeding or having in his or her possession any feral cat. A person becomes a "keeper" when any person has possession of or control over the animal and has fed the cat for three or more consecutive days. Also, a "keeper" can be any individual who permits a cat to habitually be or remain on or be lodged or fed within such persons property or premises.

*Food* means bread products, corn, fruit, oats, hay, nuts, wheat, alfalfa, salt blocks, feed, grain, vegetables, and commercially sold wildlife feed, or livestock feed, but excludes live naturally growing shrubs, live crops, plants, flowers, vegetation, gardens, trees, and fruit or nuts that have fallen on the ground or are within reach of wildlife.

*Fowl* means any domesticated bird used as food by people, such as chickens, ducks, turkeys, geese, guinea fowl, peafowl or pigeons.

*Horse* means any member of the equine family.

*Humanely destroy* means to cause the death of an animal by a method which:

- (1) Rapidly produces unconsciousness and death without visible evidence of pain or distress; or
- (2) Utilizes anesthesia produced by an agent which causes painless loss of consciousness and death following such loss of consciousness.

*Keep or harbor* means to have charge, custody or control of an animal or fowl, or permitting the animal or fowl to habitually remain or be lodged or fed within the house, store, yard, enclosure or place of the owner or occupant of the premises.

*Kennel* means any premises on which four or more dogs or four or more cats, four months of age or older, are kept; or where the business of buying, selling, breeding, grooming, training or boarding of dogs or cats is conducted. The term "kennel" does not include veterinary hospitals or humane societies.

*Large livestock animal* means cattle, horses, mules, beasts of burden, or any other similar domesticated animal.

*License, registration or permit* means a printed authorization issued by the city allowing the holder to keep the animal described within the corporate limits.

*Livestock* means domestic animals of the equine, bovine, ovine, caprine or porcine genera.

*Nuisance* means disturbing the peace, emitting noxious or offensive odors or otherwise endangering or being offensive to the environment of the city.

*Own* means to own, keep, harbor or have charge, custody or control of an animal or fowl.

*Owner* means any person who owns, harbors, keeps or causes or permits to be harbored or kept, or has in his care, an animal or bird on or about his premises or any person keeping, harboring, having charge or control of, or permitting to habitually be or remain on such person's premises any animal for a period of six consecutive days or more.

*Pet animal* means dogs, cats, birds, guinea pigs, hamsters, mice, snakes, iguana and turtles. Pet animal shall also include any domesticated animal that a person owns or that is sold or offered for sale for the purpose of being kept indoors as household pets.

*Quarantine* means to place an animal in a secure enclosure which precludes physical contact with any other animal.

*Rabies* means an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

*Restrained or confined* means an animal restricted to the property of the owner or under the direct physical control of a competent person.

*Retail sale* means the business of selling pet animals directly to consumers of the public.

*Run at large* means free of physical restraint beyond an enclosed or fenced area; includes any animal that is not under the actual control of its owner.

*Small livestock animal* means swine, sheep, goats or any other domesticated or wild animal of smaller stature, except pet animals or fowl.

*Stray* means any animal running free with no physical restraint beyond the premises of the owner.

*Swine* means any member of the Suidae species.

*Unaltered animal* means an animal that has not been spayed or neutered.

*Vaccination* means the inoculation of an animal with a vaccine that is licensed by the United States Department of Agriculture, and which is administered by a veterinarian for the purpose of immunizing the animal against rabies.

*Veterinarian* means a veterinarian holding a current and valid license to practice veterinary medicine in the state.

*Wild animal* means any non-domestic animal.

*Wildlife* means any undomesticated animals living in the wild.

(Ord. No. 2008-11-01, § 1, 1-6-09; Ord. No. 2015-11-01, Exh. A, 6-21-16)

**Cross reference—** Definitions generally, § 1-2.

**Sec. 10-42. - Public nuisances designated.**

The following shall be considered a public nuisance and unlawful:

- (1) The keeping of any animal which causes continual noise or frequent or long continued noise means noise pollution, unwanted or excessive sound, a nuisance that interferes with activities, for example owning an animal that causes frequent or long-continuing noise, by barking or howling, which disturbs the comfort and repose of any person or persons, of ordinary sensibilities in the vicinity. Proof of such disturbance shall be provided to the Animal Control Officer for further investigation.
- (2) The keeping of any animal in such a manner as to endanger the public health or as to disturb neighbors by the accumulation of droppings and putrescible materials which cause foul and offensive odors.
- (3) The keeping of any animal which deposits body wastes upon or destroys by chewing, scratching, digging or otherwise, property other than that of the owner of such animal. Proof of such destruction shall be provided to the animal control officer for further investigation.

- ~~(4) Feral cat feeding. It shall be unlawful to provide food, water or other forms of substance to any feral cat or feral cat colony within the city limits of Alpine without a permit provided by the City of Alpine Animal Services. In order for a permit to be issued, proof of vaccination, sterilization and ear notch of any and all feral cats being cared for must be presented to the animal services officer and all feral cats must have been observed by the animal services officer on the keepers property. Cats on the property that do not meet the requirements will be subject for removal by any animal services officer. Refusal to permit any animal services officer to impound a feral cat shall be deemed evidence of keeping and such keeper can be subject to a citation.~~

~~No person owning or keeping any cat shall permit such animal to:~~

- ~~a. Substantially damage property other than the property of the owner or keeper; or~~
- ~~b. Cause an unsanitary, dangerous or unreasonably offensive condition. Violation of such provision shall be an infraction. Definitions~~

~~"Feral cat" means a domestic cat who has been born and raised without contact with humans, or a cat who has not had contact with humans for a significant period of time and has become unsocialized. It can also mean a free-roaming domestic cat which is not owned.~~

~~"Keeper" means any person or organization, harboring, regularly feeding or having in his or her possession any feral cat. A person becomes a "keeper" when any person has possession of or control over the animal and has fed the cat for three or more consecutive days. Also, a "keeper" can be any individual who permits a cat to habitually be or remain on or be lodged or fed within such persons property or premises.~~

- ~~4~~ (5) All animal pens, stables or enclosures in which any animal may be kept or confined, which from use have become offensive.
- ~~5~~ (6) Any animal not meeting the designated requirements for restraint.
- ~~6~~ (7) For any person owning, possessing, harboring or having care, charge, control or custody of any dog not to remove any feces left by that dog on any sidewalk, gutter, street, public park or

other public area. Dog waste shall be immediately removed by placing said matter in a sealable container and thereafter disposing of it in a trash receptacle, sanitary disposal unit or other closed or sealed refuse container. This subsection shall not apply to visually impaired persons who have the charge, control, or use of a guide dog.

(Ord. No. 2008-11-01, § 1, 1-6-09; Ord. No. 2015-11-01, Exh. B, 6-21-16)

## **ARTICLE II. - KEEPING ANIMALS**

### **DIVISION 1. GENERALLY**

#### **10-62 - Feral cat colony management.**

The Code of Ordinances is hereby promulgated to provide for, develop and administer a Trap, Neuter, and Return ( TNR) Program designed to reduce the number of Feral Cats which are euthanized, to establish standards for the management of Feral Cats, and to provide for the minimization and abatement of nuisances caused by Feral Cats.

- (a) Feral Cat Colonies may be permitted and Feral Keepers so permitted may maintain and care for Feral Cats by providing food, water, shelter and other forms of sustenance, provided that the Feral Cat Colonies are registered with a City approved partnered Sponsor, as defined herein, and that the Feral Cat Colony Keeper takes all appropriate and available steps to meet the terms and conditions of this Ordinance.

- (b) Sponsorship of Colony TNR Programs.

Any Nonprofit Animal Welfare Group that agrees to-comply with the requirements of this Ordinance for Sponsors may apply to act as a Sponsor.

Any Nonprofit Animal Welfare Group intending to undertake the responsibilities of Sponsor shall apply the City in writing and provide:

- i. its nonprofit certificate of incorporation,
- ii. address, telephone number, electronic mail address, and website if available,
- iii. other information as may be required by the city.

- (c) Sponsor Requirements.

It shall be the duty of the Sponsor to:

- (1) Review and, in its discretion, approve of Keepers.
- (2) Obtaining the written approval of the owner of any property, or any authorized representative of the owner, to which the sponsor requires to access the property to provide keeper support.
- (3) Help animal services team to resolve any complaints over the conduct of a Keeper and/or of cats within a colony.
- (4) Maintain records provided by Keepers on the size and location of the colonies as well as the vaccination and spay and neuter records of cats in the Sponsor's colonies.
- (5) Provide, at a minimum, feeding requirements for all Keepers addressing uniform standards and procedures for colony maintenance.
- (6) Report monthly to the City on the following:
  - i) number and location of colonies for which it acts as a Sponsor in the City;
  - ii) total number and identification of cats in each of its colonies;
  - iii) number of cats from its colonies vaccinated, and spayed and neutered pursuant to this ordinance.

- (7) Provide any forms or other documentation necessary to allow Keepers to receive any public or private subsidies, medical care or other forms of assistance for their Feral Cat Colonies which may be available to them.

(d) Feral Cat Colony Keeper Responsibilities.

In order to be an approved managed Feral Cat Colony Keeper, said Keepers shall be responsible for the following:

- (1) Registering the colony with the Sponsor.
- (2) Obtaining the written approval of the owner of any property, or any authorized representative of the owner, to which the Keeper requires access to provide colony care.
- (3) Taking all appropriate and available steps to have the colony population spayed or neutered by a licensed veterinarian.
- (4) Taking all appropriate and available steps to vaccinate the colony population for rabies with an approved three -year vaccine and to update the vaccinations as reasonably possible or warranted.
- (5) Microchipping and/or Ear notching an ear of a colony cat that has been vaccinated and spayed or neutered so that colony cats can be readily identified.
- (6) Providing the Sponsor with descriptions of each cat in the colony and ensuring that that the cats have been vaccinated, and spayed or neutered.
- (7) Providing food, water and, if feasible, shelter for colony cats.
- (8) Obtaining proper medical attention for any colony cat that appears to require it.
- (9) Report to the Sponsor ( 1) the location of the colony, ( 2) the number, gender, and pictures (if available) of all cats in the colony, (3) the number of cats spayed or neutered (4) the number of cats rabies vaccinated (5) the number of cats that died or otherwise ceased being a part of the colony; (6) the number of kittens born to colony cats and their disposition.
- (10) Taking appropriate measures to assist in the elimination of nuisances when identified or declared. No person owning or keeping any cat shall permit such animal to:
  - a. Substantially damage property other than the property of the owner or keeper; or
  - b. Cause an unsanitary, dangerous or unreasonably offensive condition.

(e) Withdrawal of Feral Cat Colony Keeper or Sponsor.

- (1) In the event that a Feral Cat Colony Keeper is unable or unwilling to continue in that role, he or she shall notify their Sponsor.
- (2) The Sponsor shall make every effort to find another Keeper to take the maintenance of the feral cat colony. If no subsequent keeper is found, the sponsor will advise animal control to discuss options to prevent nuisance.
- (3) In the event a Sponsor is unable or unwilling to continue to perform its role, it shall so advise the City or its designated agent in writing.
- (4) The Sponsor shall work with the City or its designated agent to obtain a replacement Sponsor.
- (5) If no new Sponsor is found within 30 days, the Sponsor shall immediately notify the City or its designated agent.

(f) Disposition of Feral Cat Colony cats.

- (1) Animal Services Team who has trapped a cat and transported to the animal shelter, whose ear has been notched or a microchip is present, indicating that the cat belongs to a Feral Cat Colony, shall take reasonable steps to notify a Sponsor of the description and sex of the cat, and the address or location where the cat was trapped.

- (2) The Sponsor shall then take all appropriate and available steps to identify the Feral Cat Colony Keeper of this cat or a Feral Cat Colony Keeper who will take responsibility for managing this cat.
- (3) If the Feral Cat Colony Keeper is not able to immediately take custody of the cat, the Officer shall transport the cat for impoundment.
- (4) The Feral Cat Colony Keeper shall be responsible for retrieving the cat from impoundment and paying the impoundment fee within three ( 3) business days or advising the impoundment site if they do not intend to retrieve the cat.

(g) Enforcement.

In order to encourage the stabilization of the Feral Cat population in the City of Alpine, Animal Services Team shall have the following rights, which shall be exercised at its reasonable discretion:

a. The right to trap in a humane manner and remove any cats that:

- (1) have not been vaccinated against rabies or which are demonstrating signs of the disease,
- (2) are not spayed or neutered,
- (3) are demonstrating signs of having rabies, or has a severe illness or injury, or presents a hazard to public health or safety, or to a Sponsor or Colony Keeper, that cat may be humanely destroyed, or
- (4) otherwise for public health or public safety concerns.

Refusal to permit any Animal Services team member to impound a feral cat shall be deemed evidence and such keeper can be subject to a citation.

b. If no issue of public health or safety exists, or if any issues of public health and safety can be addressed by the removal and relocation of the cat to another area, the City may direct a Sponsor, if feasible, to arrange to have the cat spayed or neutered, ear tipped, microchip and vaccinated against rabies by a licensed veterinarian. The Sponsor may then arrange, if feasible, for the cat to be placed in another Feral Cat Colony with another Keeper.

- (1) The right to remove or to direct a Sponsor to remove a Feral Cat that is creating a nuisance if the Sponsor has failed to adequately resolve a nuisance within 30 days after being given notice.
- (2) In the event, if feasible, that the City directs the Sponsor to remove a cat for relocation, the Sponsor shall have 30 days to do so.
- (3) Failure of the Sponsor to remove the cat within that time period ( or longer as the City may specify) shall constitute grounds for the City to remove the cat.
- (4) The right to remove a Sponsor if a Sponsor fails to perform its responsibilities as defined in this Ordinance, the City may notify the Sponsor that it must comply with the requirements of this Ordinance within 30 days.
- (5) If the Sponsor fails to do so, the City may remove this Sponsor from the list of City approved Sponsors and may reassign the Feral Cat Colonies from this Sponsor to another Sponsor.

c. If a Feral Cat Colony Keeper regularly fails to comply with this Ordinance, the Sponsor may notify the Feral Cat Colony Keeper that they have 30 days to make all reasonable efforts to fulfill the responsibilities specified in this Ordinance.

d. If the Feral Cat Colony Keeper fails to comply within that time-period, the Sponsor may identify and obtain replacement Feral Keepers for the Feral Cat Colonies of the non - compliant Feral Cat Colony Keeper.

e. If no other Feral Cat Colony Keeper can be found within 30 days, the Sponsor shall notify the City and Animal Control may humanely remove all, or parts of, a Feral Cat Colony.

## DIVISION 2.- PERMITS

### Sec. 10-117. - Running at large prohibited.

No person keeping or harboring any animal or fowl shall permit such animal or fowl, except pigeons, to go loose or run at large in any of the public ways of the city or upon the property of another, except in enclosures on the private property owned or leased by the person keeping or harboring such animal or fowl. Any unidentifiable or unidentified animal not wearing a collar displaying a rabies vaccination tag, or is not an ear notched or microchipped cat indicating that it has been processed through the trap-neuter-return program will be considered stray or feral, and shall be subject to animal control.

(Ord. No. 2008-11-01, § 1, 1-6-09)

2. Discuss, consider, and approve the first reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)

STATE OF TEXAS  
CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2021-07-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL, ARTICLE II – RULES OF PROCEDURE TO THE ALPINE CODE OF ORDINANCES; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Alpine has cause in its legislative pursuit to amend the rules and procedures that govern open meetings of the City Council; and

**WHEREAS**, the current ordinance for governing rules and procedure requires an update to better align with values of the City; and

**WHEREAS**, it is deemed by the City Council of the City of Alpine to be in the public interest to update and enhance regulations regarding City Council meeting Rules & Procedures.

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

**SECTION I  
FINDINGS OF FACT**

All of the premises attached in the form hereto described as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II  
CUMULATIVE CLAUSE**

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

**SECTION III  
SEVERABILITY CLAUSE**

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

**SECTION IV  
PROPER NOTICE AND MEETING**

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

**SECTION V  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JULY 20, 2021**

**SECOND AND FINAL READING**

**AUGUST 3, 2021**

**ATTEST:**

\_\_\_\_\_  
**Andres "Andy" Ramos, Mayor**

\_\_\_\_\_  
**Geoffrey R. Calderon, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Rod Ponton, City Attorney**

## **EXHIBIT "A"**

Secs. 23-1—23-20. - Reserved.

### **ARTICLE II. - RULES OF PROCEDURE<sup>[1]</sup>**

Footnotes:

--- (1) ---

**Editor's note**— Ord. No. 2015-7-01, adopted Sept. 1, 2015, amended former Art. II, §§ 23-21, 23-22, in its entirety to read as herein set out. Former Art. II pertained to similar subject matter and derived from Ord. No. 2003-7-11, 9-15-03; Ord. No. 2004-9-4, 9-20-04; Ord. No. 2005-9-25, 11-1-05; Ord. No. 2006-6-7, 7-18-06; Ord. No. 2006-6-8, 7-18-06; Ord. No. 2007-06-01, Exh. A, 7-3-07; Ord. No. 2008-07-01, Exh. A, 7-15-08; Ord. No. 2009-11-03, Exh. A, 12-8-09; Ord. No. 2012-01-01, Exh. A, 2-14-12; Ord. No. 2014-8-01, 9-2-14.

#### **Sec. 23-21. - Meetings.**

- (a) All regular city council ("council") meetings ("meeting(s)") shall normally be held at 5:30 p.m. at Council Chambers, 803 W. Holland, Alpine, Texas on the first and third Tuesdays of every month, except December when only a first Tuesday meeting shall be held. Special council meetings may be held when necessary for the transaction of the business of the city, shall normally be held at 5:30 p.m. at Council Chambers as above, and may only be called by written request from the mayor or three councilmembers, using the form adopted by resolution, if possible; this request may be circulated by any councilmember. Posting proper notice may change the location or time, or part or all of any meeting. All unfinished meetings shall recess no later than completion of the agenda item pending at 9:00 p.m., unless by motion and majority vote the council decides to continue the meeting; meetings shall be recessed under the following conditions:
- (1) If any of the five councilmembers present cannot attend the next day to reconvene, the meeting must adjourn, unless all the councilmembers who cannot attend the next day give permission to recess.
- (2) If recessed, the meeting shall be reconvened in the same place, at the same time, and on the next day, unless by motion and majority vote the council decides to set a different time and/or place.
- (b) The mayor shall, with three councilmembers, constitute a quorum; if the mayor is absent, four councilmembers shall constitute a quorum. All rulings from the mayor or mayor pro tem on procedural or substantive matters shall be subject to appeal and reversal by motion and majority vote of council at any time. The mayor or the mayor pro tem may vote only in the case of a tie, on any meeting agenda ("agenda") item ("item(s)").
- (c) In order to ensure clarity about the position of each councilmember during a vote, the mayor or mayor pro tem shall ask for a positive statement for those in favor of a motion by stating "aye" or raising of their hand, those not in favor of a motion by stating "nay" or raising of their hand, and those who abstain from voting by stating "abstain" or raising of their hand.

- (d) The mayor or mayor pro tem shall preside with fairness and impartiality maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The mayor shall not:
- (1) Restrict orderly speech, in any way, of any councilmember's or city manager's presentation of any item.
  - (2) Restrict orderly speech, in any way, of any councilmember's or city manager's discussion of any item.
  - (3) At the written request of any councilmember or the mayor, the department heads of finance, public works, gas and utilities, along with the police chief, shall attend meetings until dismissed by a majority vote of the council under Item B or any subsequent item in the order of business, or until the meeting is adjourned. The specific topic the department head needs to address should be included in the written request. Citizens or anyone attending a meeting shall be given an opportunity to ask questions on the specific topic before city staff are dismissed.
- (e) The mayor, any councilmember, or the city manager ("manager") may place items on any meeting agenda ("agenda") ~~using the form adopted by resolution if possible~~ by submitting their request in writing to the city manager or city secretary. All resolutions or ~~ordinances~~ ordinances require sponsorship by a councilmember or the city manager. The manager is responsible for the preparation of the agenda, but may not alter submitted items without permission of the submitter. The submission deadline for all meetings is 5:00 p.m. The last submission day is Wednesday before regular meetings, or the sixth day before special meetings.
- (1) Items shall indicate the requestor's name and sufficient explanation so that any citizen can understand the substance of the item.
  - (2) Presentations to be made during: presentations, public hearings, information and discussion/action items must meet the submission deadline listed above. The only exceptions to this are the: city mayor, city manager and city staff reports.
  - (3) Any item requiring financial expenditure by the city must identify the line item of the budget the expenditure will come from or the financing strategy to be utilized by the city or the future budget requirements. The city manager will be available (and make staff available) to help ~~pull~~ assemble the back-up information together at the elected official's request.
  - (4) Information packets with back-up materials will be delivered to the mayor and city council members by 5:00 p.m. on the Friday prior to the council meeting.
  - (5) A redacted version of the packets, redacting all personnel or legal materials, will be available on the city website at least 24 hours prior to the scheduled meeting.
- (f) Meetings are held pursuant to the provision of the Texas Open Meetings Act (V.T.C.A., Government Code ch. 551). Citizens desiring to address the city council, or express their opinion about a particular meeting agenda action item are limited to three minutes.
- (g) Before a vote is taken on any item, the city secretary or designee shall read the written motion, and then shall ask whoever made the motion if the motion is correctly stated.

- (h) Robert's Rules of Order may be generally followed for procedural matters. The council may adopt or revoke any specific rules of procedure at any time by resolution. Presiding officer of meeting must adhere to meeting rules/procedures. Councilmembers are allowed to call a point of order to facilitate the running of the meeting.
  - (i) Citizen comments after the meeting can be directed to their individual councilmember or the city manager.
  - (j) Written minutes, audio recordings, and video recordings shall be made of all meetings. The official minutes should reflect what was done, not everything that was said; and as a minimum shall include:
    - (1) The text of all main motions, as amended;
    - (2) The text of all "points of order" and "appeals", along with the reason given by the mayor or mayor pro tem for the ruling of them;
    - (3) The results of the vote, both as whether the motion was "adopted" or "lost" and as the way each councilmember voted.
  - (k) The council and the city attorney shall determine who may or may not attend executive sessions.
  - (l) In all matters before the council, including a vote to hire or to terminate a city manager, the mayor may only vote in the event of a tie owing to one or more absences and/or vacancies and/or abstentions.
    - (1) The term "full city council" means the five city council members who may vote.
    - (2) Any matter requiring "a majority vote of the full city council" means such matter requires a vote of three members of the council in favor of said matter.
    - (3) No supermajority, of four votes out of five on the city council permitted to vote, in favor of hiring or terminating a city manager, is allowed by the Charter or is required.
- (Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-08-01, §§ 1—4, 9-17-19; Ord. No. 2019-12-03, 1-7-20)

#### **Sec. 23-22. - Order of business.**

The order of business for city council meetings ("meetings") is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting.

#### CITY OF ALPINE REGULAR CITY COUNCIL MEETING ANY DATE, 5:30 P.M.

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

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

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

#### AGENDA

1. Call to Order, Invocation and Pledge of Allegiance ~~to the Flag~~.
2. Determination of quorum and proof of notice of the meeting.
3. Public Comments (Limited to 3 Minutes ~~for each individual~~ per person).
4. Presentations, Recognitions and Proclamations.
5. Reports:
  - City Mayor's ~~r~~Report
  - City Attorney Report
  - City Manager ~~r~~Report
  - City ~~s~~Staff ~~u~~Updates.
6. Public ~~h~~Hearings.
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 councilmember, 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.
8. Information ~~of~~ or discussion items.
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.

10. Council members, comments and answers.
11. Executive session.
12. Action—Executive session.
13. Adjournment.

(Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-12-03, 1-7-20)

3. Discuss, consider, and approve the first reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)

**ORDINANCE 2021-07-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ABANDONING CERTAIN CITY SURFACE PROPERTY; RETAINING A CITY UTILITY EASEMENT FOR SAID PROPERTY; PROCESSING A CONVEYANCE OF SAID PROPERTY TO MARISOL AND RYAN SKELTON; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine possesses a portion of unused land measuring approximately 222.2' x 66.5', being platted as an unimproved portion of South Walker Street located between East Gallego Avenue and Sul Ross State University's Jackson Field (shown on attached Exhibit A survey plat);

**WHEREAS**, owing to the above location, the City will never practically utilize or improve this street as it simply dead ends into a masonry wall at Jackson Field;

**WHEREAS**, under Texas Property Code Section 272.001(b), the City may convey this type of property to a neighboring property owner for the fair market value, as established through an appraisal; and

**WHEREAS**, as the City has no practical use for this property, abandoning the property for purpose of conveyance to facilitate the development of a certain business by Marisol and Ryan Skelton, the neighboring property owners, is in the best interest of the City.

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

**SECTION I**

The above recitals are true, correct, and are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II**

The City agrees to abandon and convey the property to Marisol and Ryan Skelton for the fair market value upon receipt of a survey and title report for the property as well as an appraisal of the property establishing the fair market value.

**SECTION III**

The conveyance of the Property to Marisol and Ryan Skelton will retain for the City a utility easement for current and future use that does not interfere with grantees' use of the property.

**SECTION IV**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase,

clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

#### **SECTION V**

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

#### **SECTION VI**

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

**PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF JULY 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JULY 20 , 2021**

**SECOND AND FINAL READING**

**AUGUST 3, 2021**

**ATTEST:**

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**Andres "Andy" Ramos, Mayor**

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**Geoffrey R. Calderon, City Secretary**

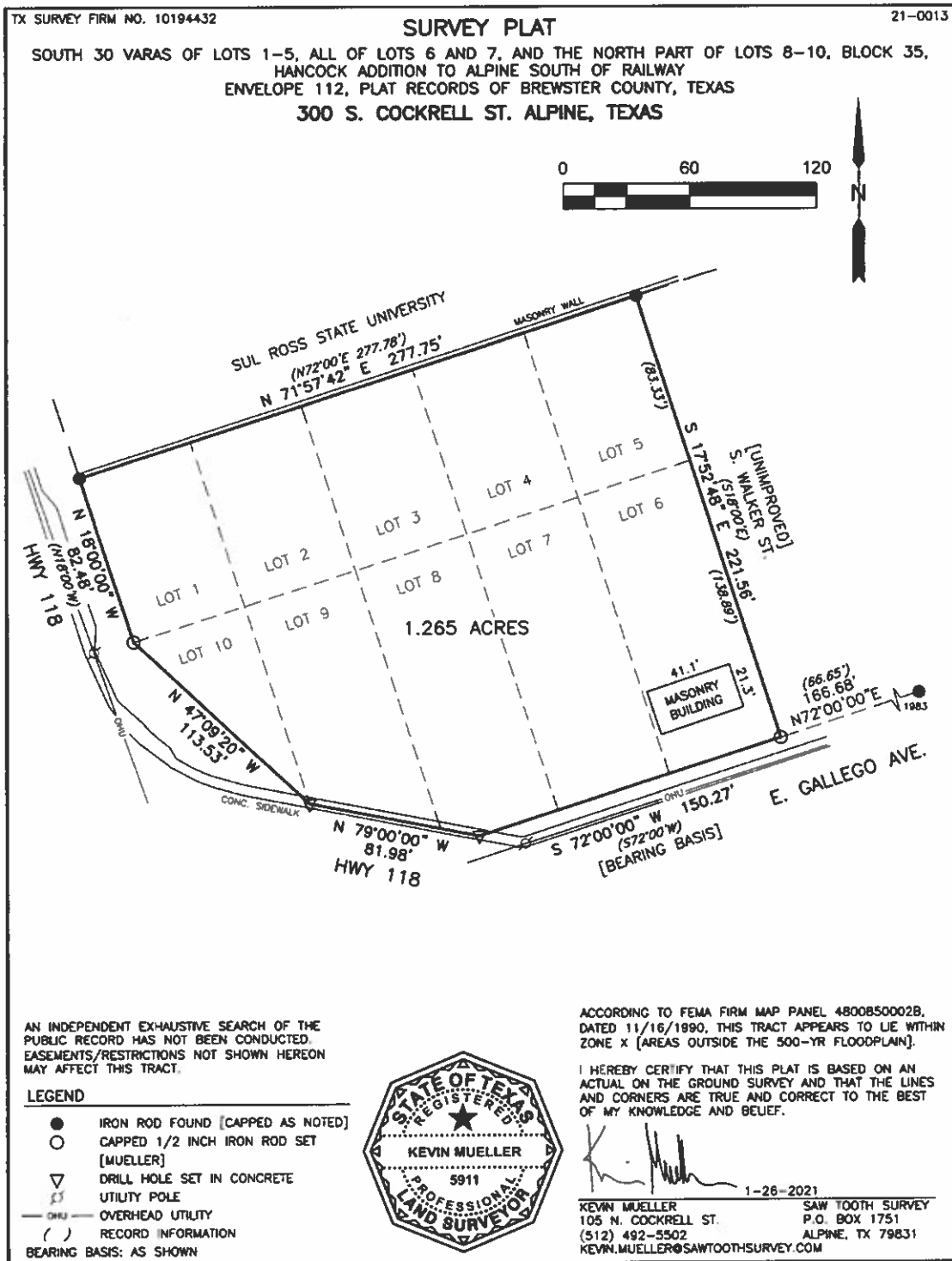
**APPROVED AS TO FORM:**

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**Rod Ponton, City Attorney**

# EXHIBIT "A"

## SURVEY PLAT



July 15, 2021

City of Alpine  
Honorable Mayor Ramos and City Council Members

Reference: Unimproved South Walker Street

Thank you for allowing us the opportunity to address the council and thank you Council Member Sandate for sponsoring our agenda item.

As you may be aware, we are in the process of building a drive-thru convenience store in the 300 Block of South Cockrell Street. We have been working through the complicated process of attempting to obtain our permit to build and operate from the Building Services Department. While working through the process, we have submitted plans and have addressed all concerns raised. These plans indicate the use of an unimproved, unused portion of what would be Walker Street, just south of Sul Ross Jackson Field. We have attached our property survey a drawing for your review and reference.

During the course of the permitting process, we were led to believe that the City would not do any improvements to the unused street and that it would simply be vacated and abandoned by the City through a simple process completed by the Building Services Department. Our project has undergone the required process and has been approved by "Planning and Zoning" and should be on the agenda for your final approval during this same City Council meeting on July 20<sup>th</sup>. During the process, we started to notice there has been no dialog about this unimproved street, so I reached out to Mr. Hale at Building Services. I recently learned that they do not vacate the street and I would need to initiate a separate process. The use of this street is an essential component to our plans and if this unused, unimproved street is not addressed, we will need to "go back to the drawing board" and start completely over to engineer our construction plans accordingly.

So, we are asking for City Council to consider and take action so that we may determine how to move forward with our plans accordingly:

1. We are asking that you would consider opening, paving and maintaining the unimproved, unused platted street. We will be able to make use of the public street, having our entrance meet this City street. There is also an AEP owned utility pole that sits in the middle of this platted street, where it meets Gallego Avenue. We would like for the City to demand the pole be moved from the center of the street as it is an obstruction.

**OR**

2. If the City Council feels there is no public benefit to opening the platted street, there is an alternative. The platted street offers no city traffic circulation due to its servicing of only two abutting properties, and a dead-end at the Jackson Field parking lot. City Council may wish to vacate and abandon the unused platted street. Such abandonment may offer more of a fiscal value than constructing, improving and maintaining such a street. If this is the case, through our research, we have found that the City does not have a process established for such a procedure.

We have attached supporting documents for review. Because the City does not address vacating and/or abandonment of an unused, unimproved city street and/or easement, like any other established law, we must revert to state laws and legal precedence. To clarify, the City does have a procedure in place for the purchase and conveyance of City-owned (*real*) *property*, but this procedure is not appropriate for these circumstances. We are hoping to help establish a procedure for our current situation and for these same circumstances moving forward, involving others.

As you review the supporting documents, you will see that as a home-rule city, you have the express authority to vacate or abandon a street. As such, there are no other requirements, and the abandonment may be completed by a simple action or resolution of the City Council. Such action indicates a release of public rights to the easement and there is not a requirement for conveyance or title transfer. The unused strip of land is simply released to the abutting property owner(s).

The only parties that may pose an objection and have standing to bring litigation are the owner of the abutting properties. There is a two-year statute of limitation on any legal action that can be brought, but the law prohibits anyone other than the owners of the abutting properties to bring such litigation. We are the owner of the property abutting the west side of the easement and Jim Obryan is the owner of the property abutting the east side of the property. Mr. Obryan has been contacted and offers no objection to this course of action and encourages such.

In closing, the City Council may feel that the greatest benefit to the public is to vacate and abandon the unimproved unused street, that has no future benefit or plan. Because City Council has the express authority given by statute as a home-rule city, City Council may take such action and may introduce a resolution to have the center line of the unused street to the east be vacated to the abutting property, belonging to Mr. Obryan and from the center line to the west may be vacated to the abutting property, belonging to Marisol and Ryan Skelton.

Description: Abandoned unimproved / never-used street of South Walker that sits abutting to each of the property owners (Between S Hwy 118 and Jackson Field).

Thank you for your time and consideration,  
Marisol and Ryan Skelton

## **Factors:**

- Since the filing of the plat, the city has opened and caused improvements to certain roads on the tract of land around the area in question. The street plat in question is unused, unimproved, has no public benefit.
- The land is sold on both sides of this particular unimproved, never-used road
- This road will not be needed in the future for traffic circulation
- This road does not have any current plan in place for use of the street for utilities or any current plans for opening the street
- The abutting property owners desire the abandonment of the unimproved, never-used road

### **I. City of Alpine has Express Authority**

§ 20.07. Closing and changing, 23 Tex. Prac., Municipal Law and Practice § 20.07 (2d ed.)

December 2020 Update. Chapter 20. Streets and Roadways

Since the outset, both general-law municipalities and home rule cities have had the express authority to “vacate, abandon, or close” streets and alleys.<sup>1</sup> The significant difference of this power as exercised by home rule cities and general-law cities is that the latter requires a petition signed by property owners abutting the street or alley before it may be closed. There is no such requirement for home rule cities, although this may be a requirement of a home rule charter. The authority of home rule cities to vacate, abandon, or close streets has remained unchanged since its original enactment in 1913. The statutory authority for

<sup>1</sup> V.T.C.A., Transportation Code §§ 311.007 (home rule); 311.008 (general-law).

<b>General Law Municipalities</b>	<b>Home Rule Municipalities</b>
<ul style="list-style-type: none"><li>• Express authority to “vacate, abandon, or close” streets and alleys.</li><li>• Express authority to “open or change or improve” streets and alleys</li></ul>	<ul style="list-style-type: none"><li>• Express authority to “vacate, abandon, or close” streets and alleys.</li><li>• Express authority to “open or change or improve” streets and alleys</li></ul>
<b>Requirements:</b> <ol style="list-style-type: none"><li>1. Petition signed by property owners abutting the street or alley before it may be closed</li><li>2. Vacation of a street or alley be “by ordinance”</li><li>3. Larger cities to post notice and conduct public hearing before the installment of “traffic calming measures”</li></ol>	<b>Requirements:</b> None
<b>Law:</b> <ol style="list-style-type: none"><li>1. Original Enactment 1913</li><li>2. Amendment 1961 – Current language in the Transportation Code</li><li>3. New Provision Enacted 2009- “traffic calming measures” V.T.C.A., Transportation Code 311.001(c)</li></ol>	<b>Law:</b> <ol style="list-style-type: none"><li>1. Original Enactment 1913</li></ol>

## II. Statute of Limitation- Civil Action

The only other significant legislation pertaining to the closing of city streets was enacted in the 1930s. This includes a 1934 law that establishes a two-year statute of limitation period for legal actions brought against a city (or county) following the closing or abandonment of a street or alley. This law, as enacted, recognized that the suit could be for “damages or reopening or both.”

- The law was amended in 1985 to change: “damages or reopening or both” to the current wording “any relief”



V.T.C.A., Civil Practice & Remedies Code § 16.005

### § 16.005. Action for Closing Street or Road

Currentness

(a) A person must bring suit for any relief from the following acts not later than two years after the day the cause of action accrues:

- (1) the passage by a governing body of an incorporated city or town of an ordinance closing and abandoning, or attempting to close and abandon, all or any part of a public street or alley in the city or town, other than a state highway; or
- (2) the adoption by a commissioners court of an order closing and abandoning, or attempting to close and abandon, all or any part of a public road or thoroughfare in the county, other than a state highway.

(b) The cause of action accrues when the order or ordinance is passed or adopted.

(c) If suit is not brought within the period provided by this section, the person in possession of the real property receives complete title to the property by limitations and the right of the city or county to revoke or rescind the order or ordinance is barred.

#### Credits

Acts 1985, 69th Leg., ch. 959, § 1, eff. Sept. 1, 1985.

General Law Municipalities	Home Rule Municipalities
<ul style="list-style-type: none"><li>• Express authority to “vacate, abandon, or close” streets and alleys.</li><li>• Express authority to “open or change or improve ” streets and alleys</li></ul>	<ul style="list-style-type: none"><li>• Express authority to “vacate, abandon, or close” streets and alleys.</li><li>• Express authority to “open or change or improve ” streets and alleys</li></ul>
Requirements: <ol style="list-style-type: none"><li>4. Petition signed by property owners abutting the street or alley before it may be closed</li><li>5. Vacation of a street or alley be “by ordinance”</li><li>6. Larger cities to post notice and conduct public hearing before the installment of “traffic calming measures”</li></ol>	Requirements: <p>None</p>
Law: <ol style="list-style-type: none"><li>4. Original Enactment 1913</li><li>5. Amendment 1961 – Current language in the Transportation Code</li><li>6. New Provision Enacted 2009- “traffic calming measures” V.T.C.A., Transportation Code 311.001(c)</li><li>7. New Legislation 1985- 2 year SOL</li></ol>	Law: <ol style="list-style-type: none"><li>2. Original Enactment 1913</li><li>3. New Legislation 1985- 2 year SOL</li></ol>

### III. Standing- Civil Action

- Prevents injunctive actions against any city to prevent street closures unless the suit is brought by abutting real property owners or lessee.

Current law since 1985



V.T.C.A., Civil Practice & Remedies Code § 65.015

#### § 65.015. Closing of Streets

Currentness

An injunction may not be granted to stay or prevent the governing body of an incorporated city from vacating, abandoning, or closing a street or alley except on the suit of a person:

- (1) who is the owner or lessee of real property abutting the part of the street or alley vacated, abandoned, or closed; and
- (2) whose damages have neither been ascertained and paid in a condemnation suit by the city nor released.

#### Credits

Acts 1985, 69th Leg., ch. 959, § 1, eff. Sept. 1, 1985.

- Are Non-Abutting owners Entitled to Injunctive Relief?
- Texas Supreme Court says “NO”.

The issue has been address many times by Texas Supreme Court, and the current law still states that only abutting property owners have standing to bring suit for road closure, abandonment, and vacation

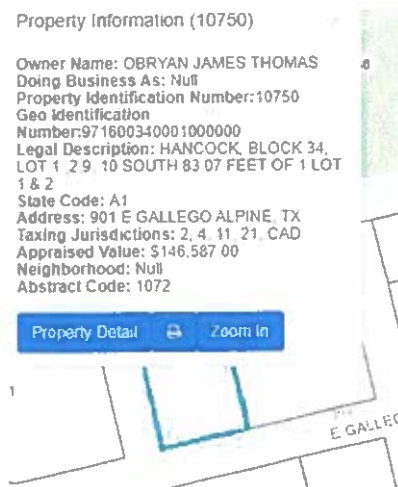
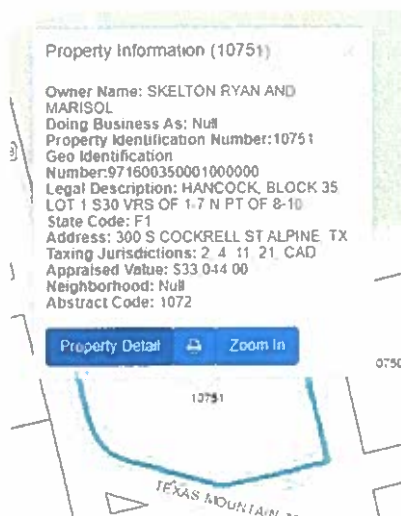


Dykes v. City of Houston, 406 S.W.2d 176, 181 (Tex. 1966).

Caldwell v. City of Denton, 556 S.W.2d 107 (Tex. Civ. App.—Fort Worth 1977, writ ref'd n.r.e.). The common law doctrine was, and still is, that non-abutting owners generally can show no special damages by the closure of a street, entitling them to injunctive relief.

See, generally, Jacobs v. City of Denison, 251 S.W.2d 804, 808 (Tex. Civ. App.—Dallas 1952, no writ) (suit for an injunction or, alternatively, damages denied; “[A]ppellant’s outlet to the general system of streets ... was the same as before, though made more difficult and circuitous towards the east in consequence of these ordinances.”); Burrow v. Davis, 226 S.W.2d 199 (Tex. Civ. App.—Amarillo 1949, writ ref’d n.r.e.) (suit for injunction against tourist court encroaching upon street; failure of abutting plaintiff to show special damages by “slight reductions”; “The plaintiff is inconvenienced, if at all, only as the general public is inconvenienced.”); Gambrell v. Chalk Hill Theatre Co., 205 S.W.2d 126 (Tex. Civ. App.—Austin 1947, writ ref’d n.r.e.) (plaintiff precluded by statute from injunctive action in complaining of vacation and replatting of subdivision by city; denial of injunctive relief not limited to actions against city).

## Who can bring suit??



The primary limitation to the clear authority of cities to close and change streets is the extent to which this substantially deprives an abutting owner of his property right of street access. If so, he is entitled to compensation. This is not addressed by the statutes, but is determined on a case-by-case basis. The Texas Supreme Court has addressed on several occasions the impairment of access by the closing of a street or alley.

#### IV. Law

- The law is well settled that the decision or determination of the City as to the closing or vacating of streets is a governmental function within the police power of the **city council** not ordinarily subject to mandamus since the city is given wide powers in connection with such matters.

*Forbes v. City of Houston*, 356 S.W.2d 709, 712 (Tex. Civ. App.—Houston 1962, no writ).

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- A concluding fundamental principle regarding the consequence of street closures is that the **abutting owners afterwards acquire full title to the center line of the street**. Under Texas law, a municipality may close a street by deed relinquishing public easement in street **even without formality of an ordinance or resolution**

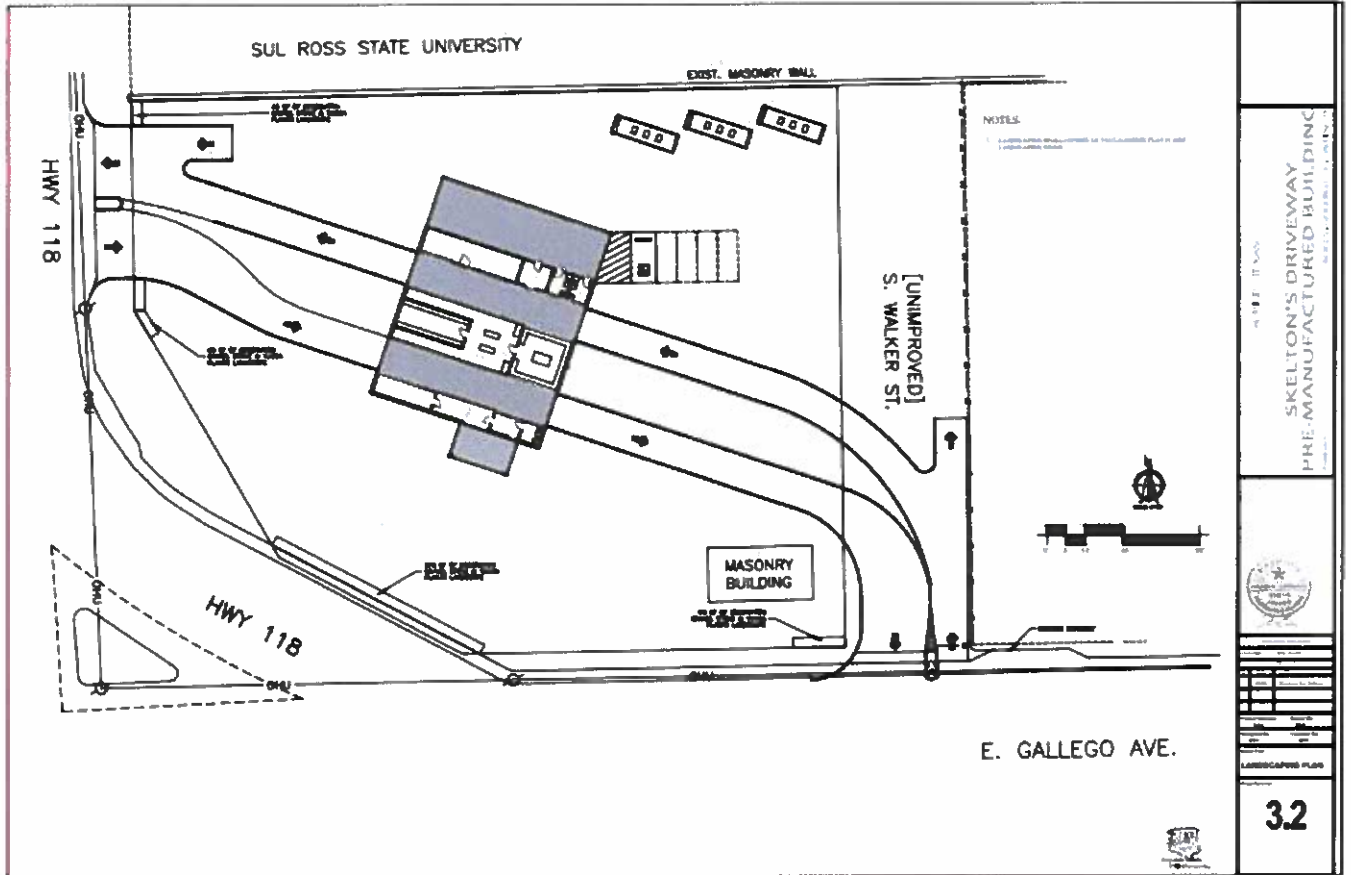
*El Paso County Water Imp. Dist. No. 1 v. City of El Paso*, 5th Cir.(Tex.), April 2, 1957

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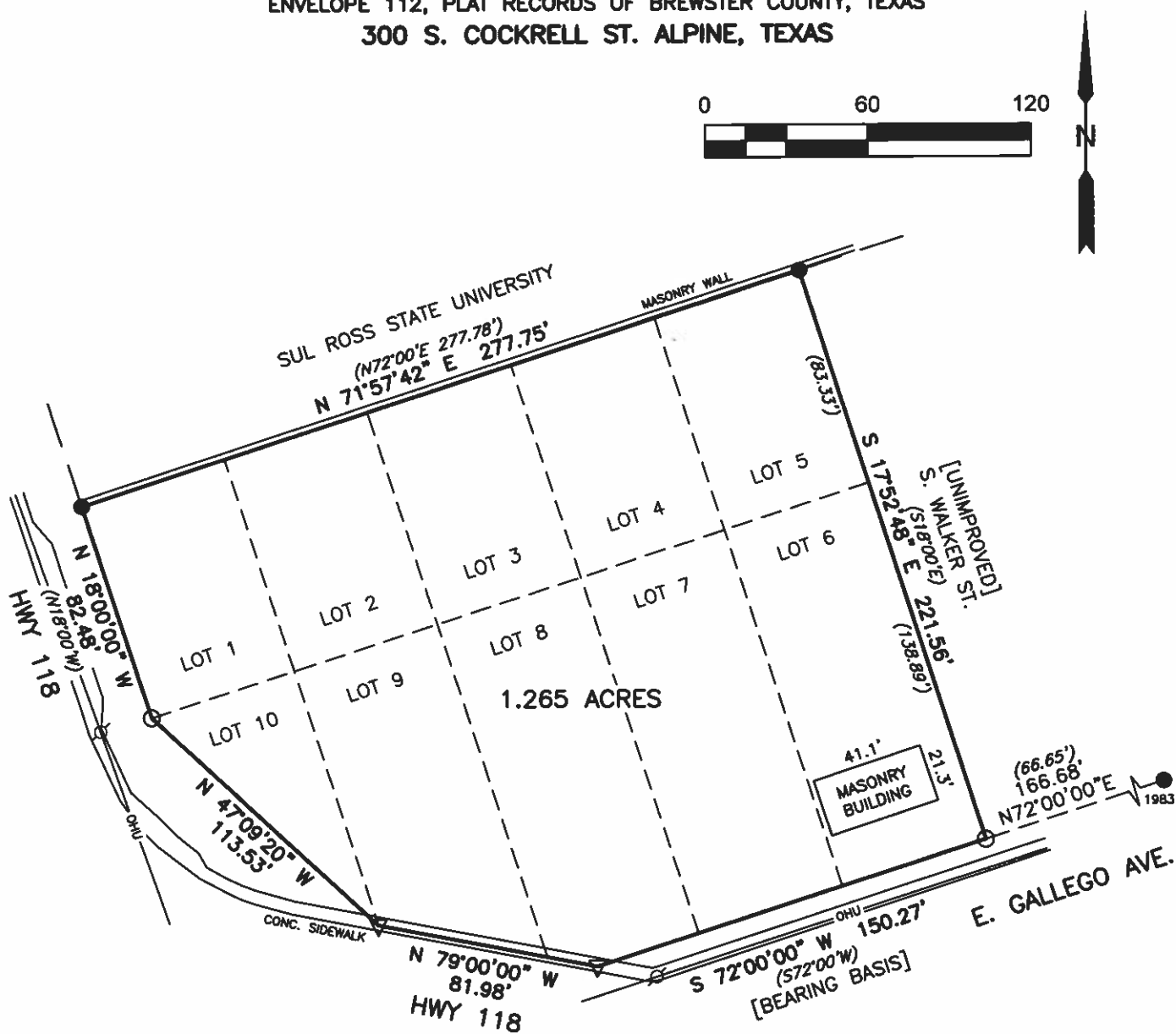
- It has been stated as the general rule that where a municipal council is given power to legislate in regard to a particular subject matter, and the statute or charter is silent as to the mode in which the power shall be exercised, an **enactment by the municipal council is valid whether it is in the form of an ordinance or by a resolution**, even if the enactment is of a general permanent nature. The city may, but is not required to, offer a quit claim deed

See, *Hicks v. City of Houston*, 524 S.W.2d 539 (Tex. Civ. App.—Houston [1st Dist.] 1975, writ ref'd n.r.e.) (ordinance requiring abandonment of street to be followed by quit claim deed to abutting owners).

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SOUTH 30 VARAS OF LOTS 1-5, ALL OF LOTS 6 AND 7, AND THE NORTH PART OF LOTS 8-10, BLOCK 35,  
HANCOCK ADDITION TO ALPINE SOUTH OF RAILWAY  
ENVELOPE 112, PLAT RECORDS OF BREWSTER COUNTY, TEXAS  
300 S. COCKRELL ST. ALPINE, TEXAS



## LEGEND

- 
- STATE OF TEXAS  
REGISTERED  
★  
KEVIN MUELLER  
5911  
PROFESSIONAL  
LAND SURVEYOR

I HEREBY CERTIFY THAT THIS PLAT IS BASED ON AN  
ACTUAL ON THE GROUND SURVEY AND THAT THE LINES  
AND CORNERS ARE TRUE AND CORRECT TO THE BEST  
OF MY KNOWLEDGE AND BELIEF.

KEVIN MUELLER  
105 N. COCKRELL ST.  
(512) 492-5502  
KEVIN.MUELLER@SAWTOO

1-26-2021

SAW TOOTH SURVEY  
P.O. BOX 1751  
ALPINE, TX 79831

**RESOLUTION 2021-**

A RESOLUTION THAT THE COUNCIL OF ALPINE DECLARING THE VACATION AND ABANDONEMENT OF CERTAIN UNUSED AND UNIMPROVED PORTION OF A PLATTED STREET NEAR SUL ROSS JACKSON FIELD, ADJACENT TO GALLEGO AVENUE AND STATE HIGHWAY 118, THAT WOULD BE AN EXTENSION OF SOUTH WALKER STREET, EFFECTIVE JULY 20, 2021.

WHEREAS, The City of Alpine is a Home-Rule style of municipal government with the express authority to vacate, abandon or close streets.

WHEREAS, The Counsel has determined that the unimproved, unused portion of the platted street that would be an extension of South Walker Street would cause substantial fiscal impact with minimal public benefit if constructed, improved and maintained.

WHEREAS, There are no current plans in place for use of the unimproved, unused portion of the platted street that would be an extension of South Walker Street.

WHEREAS, There are two abutting property owners who seek the vacated, abandoned platted street for use and are in agreement on the equitable ownership of the vacated street.

WHEREAS, the City makes no claim as to the underlying fee ownership of the portion of unimproved, unused portion of the platted street that would be an extension of South Walker Street;

WHEREAS, the City makes no claim as to any underlying fee ownership, or any easement rights related to the unimproved, unused portion of the platted street that would be an extension of South Walker Street;

WHEREAS, said portion of the unimproved, unused portion of the platted street that would be an extension of South Walker Street is not currently nor will be necessary for traffic circulation;

WHEREAS, by way of this resolution the City of Alpine hereby declares the abandonment and vacates the unimproved, unused portion of the platted street that would be an extension of South Walker Street;

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

### DESCRIPTION

The unimproved, unused portion of the platted street that would be an extension of South Walker Street, described as adjacent to and south of Sul Ross Jackson Field Parking Area, adjacent to East Gallego Avenue and State Highway 118 South.

1. The Alpine City Council hereby abandons and vacates herein described street easement.
2. The herein described portion of unused, unimproved street will be released in equity to the abutting property owners. The street has been surveyed and there are boundary markers present. A measurement of the width of the street will be conducted.
3. The center line of the street will be determined by measuring the width between the boundary markers and dividing in half, producing a center point.
4. From the center point to the east will be vacated and released to James Obryan, the abutting property owner east of the herein described unimproved, unused street easement.
5. From the center point west will be vacated and released to Marisol and Ryan Skelton, the abutting property owner west of the herein described unimproved, unused street easement.

PASSED BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ON JULY 20, 2021.

---

Andres "Andy" Ramos, Mayor  
City of Alpine, Texas

Attest:

---

Geo Calderon, City Secretary  
City of Alpine

4. Discuss, consider, and approve a Special Use Permit Application for the establishment of a retail & alcohol drive through store. Property is located at 300 S. Cockrell St. Legal description being Lot one (1) through five (5), six (6), seven (7), eight (8), & ten (10), Block thirty-five (35), Subdivision: Hancock. Owner of record is Ryan & Marisol Skelton (M. Antrim, Interim City Manager)

SUP 22- \_\_\_\_\_

Marisol & Ryan Skelton are the applicants for a Special Use Permit (SUP).

Address of Property: 300 S Cockrell St.

Legal Description of Property: Lot 1-5 All of 6&7 North Part of lots 8-10, Block 35 Hancock south of railway addition

Size of property: 1.26 acres

Present Zoning Classification: C-1

Proposed Special Use: 16% ABV (alcohol by volume) Sales

Property requires a final plat.

Where all other ordinance requirements have been satisfied, Marisol & Ryan Skelton accepts any condition(s) to use imposed by Planning and Zoning and City Council.

#### Section. 20.11. - Conditions.

The planning and zoning commission, in considering and determining its recommendation, and the city council, on any request for a conditional use permit, may require from the applicant plans, information, operation data and expert evaluation concerning the location, function and characteristics of any building or use proposed. The city council may, in the interest of the public welfare and to ensure compliance with these regulations, establish conditions of operation, location, arrangement and construction of any use for which a permit is authorized or may allow a variance from property development standards. In authorizing the location of any of these uses listed as conditional use permits, the city council may impose such development standards and safeguards as the conditions and location indicate important to welfare and protection of adjacent property from excessive noise, vibration, dust, smoke, fumes, gas, odor, explosion, glare, offensive view or other undesirable or hazardous conditions. The city council, in approving or conditionally approving a conditional use permit, may set forth in its decision reasonable conditions which will ensure the intent and purposes of the zoning regulations and avoid the creation or detrimental effect upon abutting properties which may include, but not limited to the following:

1. Duration of use;
2. Fences, hedges and walls
3. Regulation of noise, vibration, odors, etc. Regulation of time for certain activities;
4. Regulation of use or uses
5. Requiring street, service road or alley dedications and improvements or appropriate bonds;

6. Time period in which the proposed use shall be developed or constructed;

7. Surfacing of parking areas;

8. Special yards, spaces and buffers

9. Regulation of locations of vehicular ingress and egress; and

10. Including such other conditions that will make possible the development occurs in an orderly and efficient manner, and in conformity with the intent and purposes of applicable ordinances.

(Ord. No. 2016-08-02, 9-20-16; Ord. No. 2016-10-03, 11-1-16)

Permit # 21-005752

CITY OF ALPINE CONDITIONAL USE PERMIT Form A	
PART 1. APPLICANT INFORMATION	
Name of applicant/agent/company/contact MARISOL & RYAN SKELTON	
Street address of applicant/agent 102 SKELTON LANE	
City/State/Zip Code of applicant / agent ALPINE TX 79830	
Telephone number of applicant/agents 432. 386.6262	Fax number of applicant/agents
Email address of applicant /agent marisol.skelton@yahoo.com	Mobil phone of applicant/agent 432 386-6862
PART 2. PROPERTY INFORMATION	
Street address of public property 300 S. COCKRELL ST	
Legal description of subject property (metes and bounds must be described on 8 1/2 x 11 sheet Lot Block 35 Addition 1A W COCK SOUTH OF RAILWAY 1-S ALL OF 6 1/2 NORTH PART OF LOTS 8-10	
Size of subject property BUILDING 6300 Sq/Ft Square footage	1.26 Acres
Present zoning classification C-1	Proposed use of the property C-1
Zoning ordinance provision requiring a conditional use	
ALCOHOL SPECIAL USE PERMIT - SKELTON'S RUN-WAY (MMS)	
PART 3. PROPERTY OWNER INFORMATION	
Name of current property owner MARISOL & RYAN SKELTON	
Street address of property owner 102 SKELTON LANE	
City/State/Zip code of property owner ALPINE TEXAS 79830	
Telephone number of property owner 432. 386.6862	Fax number of property owner

PAID

CL# 1265  
(MMS) 5/17/21

# CITY OF ALPINE CONDITIONAL USE PERMIT Form A

## PART 1. APPLICANT INFORMATION

Name of applicant/agent/company/contact

MARISOL & RYAN SKELTON

Street address of applicant/agent

300 S. COCKRELL ST.

City/State/Zip Code of applicant / agent

ALPINE TX

Telephone number of applicant/agents

432. 386. 4262

Fax number of applicant/agents

Email address of applicant /agent

ryan.skelton@rocketmail.com

Mobil phone of applicant/agent

432. 386. 6862

## PART 2. PROPERTY INFORMATION

Street address of public property

300 S. Cockrell St

Legal description of subject property (metes and bounds must be described on 8 1/2 x 11 sheet

Lot 1-5 all of 6 & 7 Block 35

Addition Hancock, south of Railway

North part of lots 8-10

Size of subject property

Square footage

1.265

Acres

Present zoning classification

C-1

Proposed use of the property

Retail Sales / <sup>Alcohol</sup> Beer Sales / Food Sales

Zoning ordinance provision requiring a conditional use

C-1 w/ TABC ALCOHOL UNDER 16%

BEER / WINE

## PART 3. PROPERTY OWNER INFORMATION

Name of current property owner

Marisol & Ryan Skelton

Street address of property owner

102 Skelton Lane

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

432-386-6862 or 432-386-6262

Fax number of property owner

None

- o Submit a letter describing the proposed conditional use and note the request on the site plan document
- o In the same letter, describe or show on the site plan, and conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations (example: buffer yards, distance between users)
- o In the same letter, describe whether the proposed conditional use will, or will not cause substantial harm to the value, use, or enjoyment of the other property in the neighborhood. Also describe how the proposed conditional use will add to the value, use or enjoyment of other property in the neighborhood.
- o Application of site plan approval (Section 20, see attached Form "B")
- o The site plan submission shall meet the requirements of Section 20.04 Site Plan Requirements.
- o All conditional use and conditional use applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled at a later date.
- o All public hearings will be opened, and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- o Any changes to a site plan (no matter how minor or major) approved with a conditional use permit can only be approved by city council the the public hearing process.
- o I have read and understood all requirements as set forth by the application for conditional use or conditional use permit and acknowledge that all requirements of this application have been met at the time of submittal.

**PART 4. SIGANTURE TO AUTHORIZE CONDITIONAL USE REQUEST AND PLACE A CONDITIONAL USE REQUEST SIGN ON THE SUBJECT PROPERTY**

Print Applicants Name

Applicant Signature

The State of \_\_\_\_\_

County Of \_\_\_\_\_

Before ME \_\_\_\_\_ on this day personally appeared \_\_\_\_\_

(notary)

( applicant )

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

Notary in And for State of Texas

Ryan Skelton & Marisol Skelton

Print Property Owners Name

Property Owners Signature

The State Of Texas

County Of Brewster

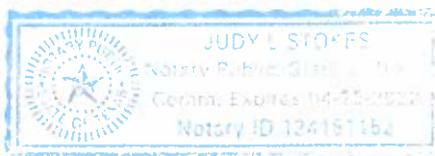
Before Me Judy L Stokes on this day personally appeared Ryan Skelton  
Marisol Skelton

(notary)

( applicant )

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this 10th day of March, A.D. 2021



Notary in And for State of Texas

Judy L Stokes

## City of Alpine Site Application Form B

### PART 1. APPLICANT INFORMATION

Name of applicant/agent/company/contact

Marisol & Ryan Skelton

Street address of applicant/agent

102 Skelton Lane

City/State/Zip Code of applicant/agent

Alpine TX 79830

Email address of applicant/agent

RyanSkelton@rocketmail.com

Mobil Phone of applicant/agent

432-386-6262

Fax number of applicant/agents

Phone number of applicant/agents

Applicants interest in subject property

owner

### PART 2. PROPERTY INFORMATION

Street address of subject property

300 South Cockrell Street

Legal description of subject property (meets and bounds must be described on 8 1/2 x 11 sheet)

1-5 all of 6 & 7

Lot North part of lots 8-10 Block 35

Addition Hancock, south of the Railway

Size of subject property

1.265

Acres

Square footage

6300 sqft

Present zoning classification

Proposed use of property

Retail / food / Alcohol Sales

Give a general description of the proposed use or uses for the proposed development

Drive through beer/wine w/ food & retail sales

Zoning ordinance provision requiring a conditional use

C-1 w/ TABC

### PART 3. PROPERTY OWNER INFORMATION

Name of current property owner

Marisol & Ryan Skelton

Street address of property owner

102 Skelton Lane

City/State/Zip Code of property owner

Alpine, TX 79830

- Attach a final plat, or replat, of the approved subdivision by city council showing property boundary lines, dimensions, easements, roadways, rail lines, and public right-of-way crossing and adjacent to the tract (1 blue-line copy)
- If a master plan showing all information required by Section 20., Site Plan review requirements (see attached requirements).
- Provide all required information demonstrating compliance with all conditions imposed on any conditional use, site plan zoning, or conditional use zoning.
- All site plans must conform to the approved concept plan. Any changes to a site plan, approved with a conditional use can only be approved by city council through the public hearing process.

**PART 4. SIGNATURE TO AUTHORIZE FILING OF A FINAL SITE PLAN**

Print Applicants Name \_\_\_\_\_

Applicants Signature \_\_\_\_\_

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_  
(notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

Notary in And for State of Texas

**Ryan Skelton & Marisol Skelton**

Print Property Owners Name \_\_\_\_\_

Property Owners Signature \_\_\_\_\_

The State Of Texas

County Of Drewster

Before Me Judy L. Stokes on this day personally appeared Ryan Skelton  
(notary) (property owner)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 10th day of March, A.D. 2021



Judy L. Stokes  
Notary in And for State of Texas

## **ACKNOWLEDGEMENT**

*All conditional Use and Special Use Applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.*

*All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.*

*Any changes to a site plan (no matter how minor or major) approved with a conditional use or special use permit can only be approved by city council through the public hearing process.*

*Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.*

*I have read and understand all of the requirements as set forth by the application for conditional use or special use permit and acknowledge that all requirements of this application have been met at the time of submittal.*

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Date: \_\_\_\_\_

3/12/2021

ILLUMINATION PLAN

*An illumination plan to include a site photometric (including illuminated signs) and all fixture details shall be submitted as part of the site plan review process.*

*Applications will not be accepted without this requirement.*

*I hereby acknowledge that an illumination plan has been included as part of this submittal.*

Applicants Signature SAME


Date: \_\_\_\_\_

Property Owners Signature 

Date: 3/12/2021

## PLATTING VERIFICATION

This verification statement must be signed prior to the submittal of this conditional use Application.

 \_\_\_\_\_ It has been determined that the property described below does require platting or replatting and the applicant has been instructed on this procedure.

\_\_\_\_\_ It has been determined that the property described below is currently platted or does not require platting or replatting at this time.

Address of subject property \_\_\_\_\_

Legal description of subject property \_\_\_\_\_

  
\_\_\_\_\_  
Building Services Department

5/10/2021  
\_\_\_\_\_  
Date

**This form is signed by the building services department and submitted along with a completed application to the planning and zoning department of building services.**

**1.265 ACRES**

**BEING THE SOUTH 30 VARAS OF LOTS 1-5, ALL OF LOTS 6 AND 7, AND THE NORTH PART OF LOTS 8-10, BLOCK 35, HANCOCK ADDITION TO ALPINE SOUTH OF RAILWAY, AS SHOWN ON SUBDIVISION PLAT RECORDED IN ENVELOPE 112, PLAT RECORDS OF BREWSTER COUNTY, TEXAS, SAID 1.265 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a capped 1/2 inch iron rod [MUELLER] set in the north line of E. Gallego Avenue for the southeast corner of said Block 35 and **POINT OF BEGINNING** of the herein described tract, from which a capped iron rod [1983] found monumenting the north line of said E. Gallego Avenue bears N 72°00'00" E, a distance of 166.68 feet;

**THENCE** with the north line of said E. Gallego Avenue, **S 72°00'00" W**, a distance of **150.27 feet** to a drill hole in concrete set in the east line of Highway 118;

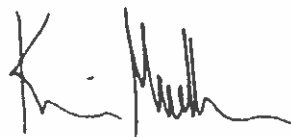
**THENCE** with the east line of said Highway 118 the following three (3) courses:

- 1) **N 79°00'00" W**, a distance of **81.98 feet** to a drill hole set in concrete,
- 2) **N 47°09'20" W**, a distance of **113.53 feet** to a capped 1/2 inch iron rod [MUELLER] set, and
- 3) **N 18°00'00" W**, a distance of **82.48 feet** to an iron rod found for the northwest corner of the herein described tract;

**THENCE** over and across said Block 35, **N 71°57'42" E**, a distance of **277.75 feet** to an iron rod found in the west line of S. Walker St. for the northeast corner of the herein described tract;

**THENCE** with west line of S. Walker St., **S 17°52'48" E**, a distance of **221.56 feet** to the **POINT OF BEGINNING**, containing **1.265 ACRES** of land, more or less.

I, Kevin Mueller, do hereby certify that this description was prepared from a survey performed under my supervision during January 2021, and is true and correct to the best of my knowledge.



1-26-2021



KEVIN MUELLER  
SAW TOOTH SURVEY  
P.O. BOX 1751  
ALPINE, TX 79831  
(432) 538-2115

PERMIT # 21-  
DATE 05/17/21

CITY OF ALPINE

COMMERCIAL BUILDING PERMIT APPLICATION

JOB ADDRESS: 300 S Cockrell St

LOT: 1-7 BLOCK 35 SUBDIVISION Hancock Addition

BUILDING CONTRACTOR (COMPANY NAME) AG Oilfield Services, Inc.

CURRENT MAILING ADDRESS: PO Box 310

CITY/STATE/ZIP: Fort Stockton, TX 79735 PHONE: 432-940-3069 EMAIL: Pete@agoilfield-concrete.com // Amy@agoilfield-concrete.com

PROPERTY OWNER: Marisol & Ryan Skelton

CURRENT MAILING ADDRESS: 102 Skelton Lane

CITY/STATE/ZIP: Alpine, TX 79830 PHONE: 432-386-6862 EMAIL: marisolskelton@yahoo.com // ryanskelton@rocketmail.com

PROJECT VALUE: \$ 394,000.00 FIRE SPRINKLERED? YES NO ☒

WHAT TRADES WILL BE NEEDED? ELECTRIC ☒ PLUMBING ☒ MECHANICAL ☒

DESCRIPTION OF WORK TO BE DONE: Erect metal Building 70'x90'x16'

USE OF BUILDING OR STRUCTURE: Retail Sales (convenience store)

NAME OF BUSINESS: Skeltons Run Way

TOTAL SQUARE FOOTAGE UNDER ROOF 6300 sq SQUARE FOOTAGE ALTERATION/ADDITION N/A

SQUARE FOOTAGE OF POOL N/A

INDICATE THE WORK TO BE PERFORMED:

Build Pool for Dirt concrete, weld up metal Building  
electrical, plumbing, mechanical

<input checked="" type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> RE-ROOF
<input type="checkbox"/> ENCLOSED PATIO	<input type="checkbox"/> PATIO	<input type="checkbox"/> PERGOLA	<input type="checkbox"/> DECK	<input type="checkbox"/> STORAGE SHED
<input type="checkbox"/> FENCE	<input type="checkbox"/> POOL	<input type="checkbox"/> CARPORTS	<input type="checkbox"/> WINDOWS	<input type="checkbox"/> RETAINING WALL



## **SUMMARY OF BUSINESS**

**Listing of Owners:** Ryan and Marisol Skelton

**Business Location:** 300 S Cockrell Street, Alpine, Brewster County, Texas

**Description of Business:** Pull-thru / Drive-thru convenience store

At The Runway, you won't find a parking lot or even a regular entrance. Instead, the store specifically caters to drive thru customers. This method of service is a new concept that has been gradually popping up all over the country. So how does it work? All you have to do is drive your car right into the store. Store employees will walk alongside you as they take your order, gather your items, and accept payment as you're exiting the store. Once you receive your items, you can drive right on out. The Runway will carry your typical convenience store items, such as beverages (both alcoholic and non-alcoholic) along with snacks and some grocery items. Everything here is based on speed and is meant to be an easy, convenient and quick experience for the customer.

### **Competitive Analysis:**

The primary competitors are Triangle Market, Santanas Ninety-nine Cent, Stripes, Uncle's Convenience Store, WTG Fuels and Valero. Each competitor has merchandise and products that can compete with The Runway. Each competitor lies in a different part of the city of Alpine which may attract different travelers.

The Runway will be an establishment much different from others in the City of Alpine, Texas. Although the merchandise would be similar to those sold in a traditional convenient store, our establishment would allow patrons to buy the same or similar products in a different manner.

The opportunities for The Runway are the ever-growing market of beverages and snacks and the demand for fast convenient services. As a result of the new world social distancing measures, there are voids in the market that need to be explored and catered to.

## **Opportunity**

South Bound will be strategically located at the start of State Highway of south 118. State Highway 118 is a 155.3 mile state highway in the State of Texas that runs from Big Bend National Park north to Kent and passes through the towns of Study Butte, Alpine, and Fort Davis. State Highway 118 is maintained by the Texas Department of Transportation. This road lies entirely within the Trans-Pecos region of Texas.

The majority of the route is included in the Texas Historical Commission's Texas Mountain Trail Guide, making this route very high traffic for tourist. With the major highway running right next to The Runway, we are certain we would have the service of all traffic, no matter what direction patrons are driving in.

The Runway will be also located within miles from Sul Ross State University and is within feet to Jackson Field Sports Complex. This alone would make this area a high traffic location. This complex serves as host not only to school related functions but also too many community and area sports related events. The Runway believes this would serve the local patrons substantially as service would provide snacks and drinks in a quick fashion to parents, students and various attendees who are in a hurry to attend such sporting events.

The property is designated as an Opportunity Zone as a result for low- income communities. By establishing a business in this district, this would not only bring in some revenue to the local community, but it is also a chance to bring in jobs, tourism, and therefore helping out with the local economy. By providing a drive thru service that is quick and easy for the everyday traveler. The Runway will differentiate from the competition.

## **Business Location**

The proposed property is designated as Business District (C-1) on the official zoning map of the City of Alpine, Texas- Ordinance No. 445. Surrounding the proposed property, the area is designated as Mobile Home District (R-4). The Runway would fall right in line with what a neighborhood commercial zoning district spirit is, in that it will serve the nearby residential districts in the form of retail and other needed commercial support to provide a vital service to the neighborhood in which it is located. The owners do not anticipate any problems with zoning at the proposed location.

The location is where a historic, well-liked restaurant used to be located. In addition, in more recent times, the location has been used for "Tailgating" and gathering for Sul Ross Football Games and other outdoor events. The Runway attempts to restore and maintain the spirit of this location by adding a patio area and food truck accommodations. We hope that the patio will offer patrons a shady, cool location to sit, grab a cold soft drink, lemonade or one the different

Friday - Saturday	7am – 12 am
Sunday	12 pm - 6pm

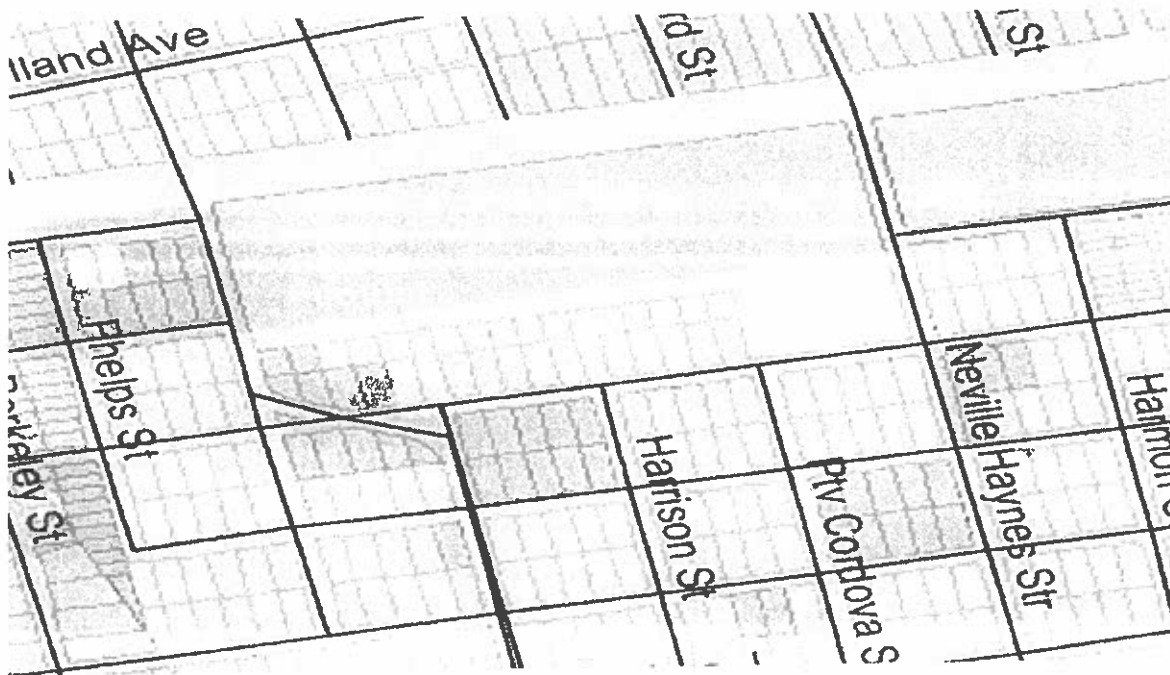
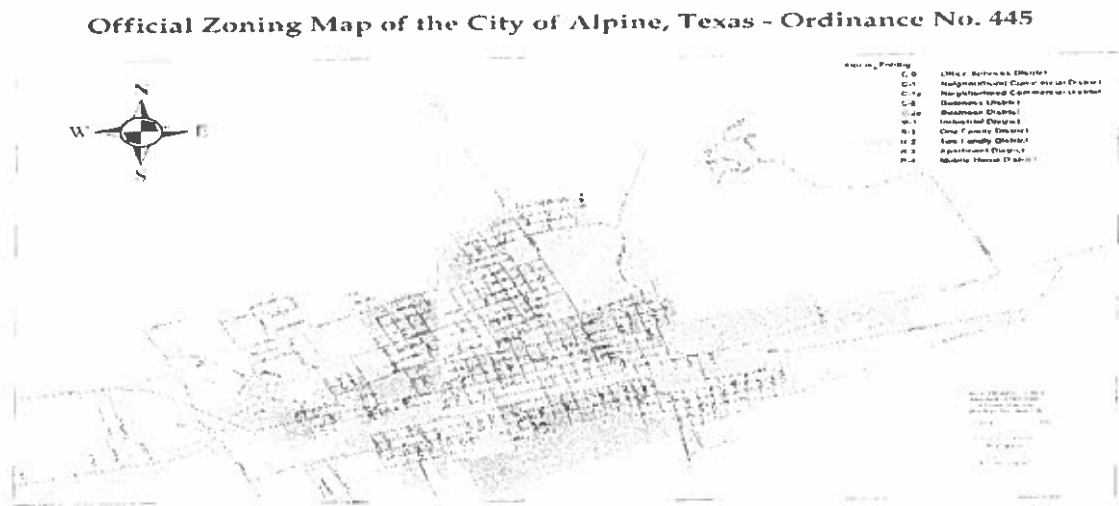
### Products and Services

The initial concept of The Runway is rather basic, however there are many ways in which the company can grow. At inception, The Runway will be a double car garage drive through in which refrigeration and merchandise sits on each side of the lanes. The Runway will contain a unit in which 12 refrigerated doors sits on both sides of the unit to hold a mix variety of alcoholic and non- alcoholic beverages. The Runway will also have a section of limited grocery items such as eggs, milk, cheese, and bread.

In addition to our beverage selection, we will also have traditional convenience store snacks including chips, dips, candy, and limited toiletries. This merchandise area will be available on both sides of the drive through for the ease of the driver. Each side of the drive thru will mirror each other so that the products are the same. There will be a section in which on premise sitting area is available and where patrons can walk in and look at different souvenir, novelty, and tourist information.

Ways in which The Runway sees future growth and product offerings is by adding breakfast and lunch burritos, concession stand style snacks. As the Runway encounters growth, it will adjust to meet the needs of our guests. It is important that we do not remain stagnant. A primary objective of our company is to focus on the local economy.

flavors of iced-tea, a food-truck meal, and visit or even take in a sporting event at the nearby Sul Ross sports venue.



The Runway hours of operation will differ from weekdays to weekend.

Hours of Operation	
Monday - Thursday	7am – 10pm

Google Maps



Imagery ©2021 Google, Imagery ©2021 Maxar Technologies, Map data ©2021 100 ft

**1.265 ACRES**

**BEING THE SOUTH 30 VARAS OF LOTS 1-5, ALL OF LOTS 6 AND 7, AND THE NORTH PART OF LOTS 8-10, BLOCK 35, HANCOCK ADDITION TO ALPINE SOUTH OF RAILWAY, AS SHOWN ON SUBDIVISION PLAT RECORDED IN ENVELOPE 112, PLAT RECORDS OF BREWSTER COUNTY, TEXAS, SAID 1.265 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a capped 1/2 inch Iron rod [MUELLER] set in the north line of E. Gallego Avenue for the southeast corner of said Block 35 and **POINT OF BEGINNING** of the herein described tract, from which a capped iron rod [1983] found monumenting the north line of said E. Gallego Avenue bears N 72°00'00" E, a distance of 166.68 feet;

**THENCE** with the north line of said E. Gallego Avenue, S 72°00'00" W, a distance of **150.27 feet** to a drill hole in concrete set in the east line of Highway 118;

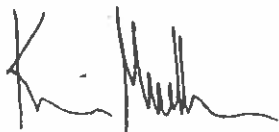
**THENCE** with the east line of said Highway 118 the following three (3) courses:

- 1) **N 79°00'00" W**, a distance of **81.98 feet** to a drill hole set in concrete,
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- 3) **N 18°00'00" W**, a distance of **82.48 feet** to an iron rod found for the northwest corner of the herein described tract;

**THENCE** over and across said Block 35, N 71°57'42" E, a distance of **277.75 feet** to an Iron rod found in the west line of S. Walker St. for the northeast corner of the herein described tract;

**THENCE** with west line of S. Walker St., S 17°52'48" E, a distance of **221.56 feet** to the **POINT OF BEGINNING**, containing **1.265 ACRES** of land, more or less.

I, Kevin Mueller, do hereby certify that this description was prepared from a survey performed under my supervision during January 2021, and is true and correct to the best of my knowledge.



1-26-2021



KEVIN MUELLER  
SAW TOOTH SURVEY  
P.O. BOX 1751  
ALPINE, TX 79831  
(432) 538-2115

5. Discuss, consider, and approve appointment for Planning & Zoning Commission vacancy, one ward 2 position:

a. Deborah Derden - Recommended by Planning & Zoning (Unanimous recommendation)

(M. Antrim, Interim City Manager)

# BOARDS & COMMISSION APPLICATION

2/20/21

**Submitted by:** Deborah Derden

**Status:** Open

## Attachments

- [DKDERDEN2019CV-Summary.docx](#)



## CITY OF ALPINE ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

### Qualities that make a great board member:

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

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

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

### Board Chairperson:

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

\* First Name

Deborah

\* Last Name

Derden

\* **Street Address**

2107 Peach Tree Street

\* **City**

Alpine

\* **State**

Texas

\* **Zip**

79830

\* **Email Address**

nepalmom@hotmail.com

\* **Phone**

(919)796-1412

\* **Occupation**

Statistician

\* **How long have you been a resident of or involved with Alpine?**

17 months

\* **Are you a qualified voter of the City of Alpine?**

- ☒ Yes  
☐ No

\* **Board or Commission you have interest in serving on:**

Planning & Zoning

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

Please see attached CV

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

I would like to use my skills and education to help the City of Alpine develop to its fullest potential.

\* **Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine?**

- ☐ Yes  
☒ No

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

- ☐ Yes  
☒ No

If yes, in what capacity?

How long?

If yes, please explain:

**Upload a File (Optional)**

No file chosen

**Upload a File (Optional)**

No file chosen

**Upload a File (Optional)**

No file chosen

**Upload a File (Optional)**

No file chosen

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

\* **Electronic Signature**

Deborah Derden

\* **Date**

06/09/2021

Format: MM/DD/YYYY

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

☒ Option 1

## DEBORAH TREADAWAY DERDEN

1727 LIONS DRIVE  
CHRISTIANSBURG, VA 24073  
(919)796-1412 (CELL)  
debord1@vt.edu

### Academic Background

#### PhD Higher Education Research; Virginia Tech

In Progress

#### University of Texas at San Antonio;

M.S.; Mathematics/Statistics (1987) (*Cum Laude*)

B.S.; Mathematics/Computer Science/Systems Design (1986) (*Magna Cum Laude*)

B.A.; Elementary Education with Reading Specialization (1983) (*Summa Cum Laude*)

### Employment History

#### January 2020 to February 2021

##### Director of Institutional Research; Sul Ross State University

#### January 2018 to January 2020

##### Coordinator of Program Evaluation; Technology-enhanced Learning and Online Strategies (TLOS)

- Employed quantitative/qualitative methods of research/analysis to advance a data-informed approach to improving TLOS programs/services; R/SPSS
- Identified tools/practices to be used across TLOS to improve program effectiveness; Canvas/Banner
- Worked with TLOS communicators to produce annual reports/public-facing materials to document TLOS's work
- Led data collection for TLOS/4VA (Aggregate program for multiple Virginia Universities); Data Lake
- Helped create/share/customize research designs and assessment resources for use by 4VA institutions
- Served as evaluation consultant for projects funded by 4VA at Virginia Tech and other 4VA institutions
- Helped develop/share 4VA narrative via formal reports/data visualizations/other means; Qualtrics/InDesign

#### March 2015 to January 2018

##### Assessment Specialist / Data Analyst; Wake Technical Community College

- Organized and analyzed internal assessment data for preparation of assessment reports; SAS/R/EXCEL
- Analyzed data and prepared reports for stakeholders in various divisions of the college (some automated)
- Created TABLEAU interactive dashboards/storypoints for semester reports to present internal college data analysis results (EXCEL reports also)
- Managed data collection/analysis and statistical analysis; EXCEL, Blackboard/Elucian (60K+ enrollment)
- Developed internal surveys and analyzed data results; EXCEL / Quirkos / Survey Monkey
- Collaborated to manage the Quality Enhancement Program process, assessment and archives (\$5M project)
- Assisted with planning, implementing and reporting QEP and other assessment activities and results
- Implemented and maintained assessment tools and systems; WEAVE/Taskstream
- Assisted with facilitating and managing committees, focus groups and teams (WT Data committee member)
- Collaborated to develop and deliver professional development workshops and materials
- Maintained and updated assessment materials in appropriate website

## Employment History (cont.)

### September 2012 to March 2015

#### Mathematical Learning Disabilities Specialist; Wake Technical Community College

- Analyzed internal data for assessment presentations
- Developed tools to obtain specific data information in different areas of disability department and stakeholder benchmarking projects
- Worked with students who had varying disabilities including reading and math disabilities, autism, and blindness.
- Tutored students in various subjects with an emphasis on mathematics ranging from explaining GCF to Calculus to Statistics. Worked extensively with students in pre-curricular math (Carnegie & Hawkes; online).
- Helped students with organizational and study skills.

### April 2005 to September 2012

Office Manager; Rolemodel Construction, LLC Holly Springs, NC

### September 2000 to April 2005

Lived in Nepal; Instructor at Kathmandu University, Dhulikhel Hospital Nursing School and Dhulikhel Business (Mathematical Modeling, Statistics, ESL)

### January 1992 – April 2000

Office Manager/Designer: Signature Landscaping Apex, NC

### January 1990 – December 1991

Glaxo, Inc.; Statistical Consultant Zebulon, NC

Statistical support for product quality control and production using SAS

### September 1989 – December 1989

UNC Chapel Hill; Graduate Student

### January 1988 – May 1989

Brooks Air Force Base; Statistical Consultant San Antonio, Texas

Statistical support for various research projects using SAS with large database

### September 1987 – December 1987

University of Texas at San Antonio; Teaching Associate

Statistics for Social Sciences and Statistics Computer labs

## References

Ken McCrery  
Dr. John Boone  
Andrea Lewton  
Jacqueline Popp

[kmccrey@vt.edu](mailto:kmccrey@vt.edu)  
[jdboone@waketech.edu](mailto:jdboone@waketech.edu)  
[andrea.lewton@gmail.com](mailto:andrea.lewton@gmail.com)  
[jrpopp@waketech.edu](mailto:jrpopp@waketech.edu)

540-231-7096  
919-866-5923  
561-601-8805  
919-749-1981

**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)

**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)

**13. Adjournment.**