

# ***City of Alpine***

## ***Regular City Council Meeting***

### **Tuesday, April 21, 2020**

Notice is hereby given that the City Council of the City of Alpine, Texas will hold **a Regular Meeting at 5:30 P. M. on Tuesday, April 21, 2020 via Zoom Conference, in the City of Alpine, Texas. Meeting login details may be found at [www.cityofalpine.com](http://www.cityofalpine.com)** for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act. (Section 551.043, Texas Government Code).

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

#### Agenda

1. Call to Order, and Pledge of Allegiance.
2. Determination of a Quorum and Proof of Notice of City Council Meeting.
3. Public Comments – (limited to 3 minutes per person)
4. Presentation, Recognitions and Proclamations – (A. Ramos, Mayor) –
  - Proclamation - Safe Digging Month for the City of Alpine.
5. Reports -
  - City Mayor's Report – (A. Ramos, Mayor) –
    - Update on the Coronavirus

City Attorney's Report –

- Report on current Texas Emergency Proclamation
- Report on current Emergency Proclamation for the Big Bend Tri-County, Marfa, and Presidio

City Manager Report

- Coronavirus Update
- Utility and Utility Billing Update
- EMS Services

City Staff Updates –

- Tourism Report - Director Chris Ruggia
- Mid-Year Financial Report, COVID19 Financial Implications - Director of Finance Megan Antrim
- COVID19 update - Chief Robert Martin

6. Public Hearings –

- Public Hearing to obtain citizen's views and comments on Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date.
- Public Hearing to obtain citizen's views and comments on Ordinance 2020-03-03, establishing limited parking to 30 minutes between the hours of 8:00am and 5:00pm on weekdays in the 100 block of West Ave E., located between 5<sup>th</sup> and 6<sup>th</sup> street on both of the North and South sides of the roadway, except on holidays.

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.)

- A. Approval of minutes from City Council meeting on April 7, 2020. (E. Zimmer, City Manager)
- B. Approve ratifying Resolution 2020-01-04, for the signatories for all the accounts with West Texas National Bank to include safe deposit boxes for the City of Alpine. (E. Zimmer, City Manager)

8. Information or Discussion items –

- 1. Update on Big Bend Regional Medical Center – Chapter 11 Reorganization Filing. (E. Zimmer, 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 take appropriate action on the second and final reading of Ordinance 2020-03-03, establishing limited parking to 30 minutes between the hours of 8:00am and 5:00pm on weekdays in the 100 block of West Avenue E., located between 5<sup>th</sup> street and 6<sup>th</sup> street on both of the North and South sides of the roadway, except on holidays. (R. Stephens, City Council)
- 2. Discuss, consider, and take appropriate action on the second and final reading of Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date. (E. Zimmer, City Manager)
- 3. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-03, an Ordinance establishing the Transportation Committee. (E. Zimmer, City Manager)
- 4. Discuss, consider, and take appropriate action on approving animal permits for one horse. Horse to be located at 1602 N. 7<sup>th</sup> in Alpine, Texas. Applicant is Bret Welch. (E. Zimmer, City Manager)
- 5. Discuss, consider, and take appropriate action if needed amending Ordinance 2020-03-06, an Emergency Ordinance instituting Emergency measures due to a Public Health Emergency for the City of Alpine. (E. Zimmer, City Manager)
- 6. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-04, an Ordinance establishing handicap and emergency

parking at Our Lady of Peace Catholic Church on 5<sup>th</sup> and Gallego. (L. Escovedo, City Council)

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

11. Executive Session - 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)

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 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)

12. Action – Executive Session – None

I certify that this notice was posted at 11:00 A. M. on April 17, 2020, Pursuant to the Texas Open Meetings Act (Texas Government Code Section 51.043). This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (432)837-3301 or email [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.



Cynthia Salas, City Secretary  
City of Alpine

4. Presentation, Recognitions and Proclamations – (A. Ramos, Mayor) –

- Proclamation - Safe Digging Month for the City of Alpine.

The State of Texas  
County of Brewster  
City of Alpine

## **PROCLAMATION – ALPINE SAFE DIGGING MONTH**

**WHEREAS**, thousands of times each year, the underground infrastructure in Texas is damaged by those who do not have underground lines located prior to digging, resulting in service interruption, environmental damage, and threat to public safety; and

**WHEREAS**, in 2005, the Federal Communications Commission designated 811 to provide excavators and homeowners a simple number to contact utility operators to request the location of underground lines at the intended dig site, and

**WHEREAS**, the Damage Prevention Councils of Texas, a stakeholder-driven organization dedicated to the prevention of damage to underground facilities in all 254 Texas counties, promotes the National 811 notification system in an effort to reduce these damages; and

**WHEREAS**, damage prevention is a shared responsibility; by using safe digging practices, persons living and working in the City of Alpine and Brewster County can save time and money and help keep our infrastructure safe and connected.

**NOW THEREFORE, I, Andres “Andy” Ramos, Mayor of the City of Alpine, Texas, do hereby proclaim, on behalf of the City of Alpine and the Damage Prevention Councils of Texas, the month of April, 2020, as**

## **Alpine Safe Digging Month**

**and encourage excavators and homeowners throughout the City of Alpine and Brewster County to always call 811 before digging. Safe digging is no ACCIDENT!**

**IN WITNESS WHEREOF**, I do hereby set my hand, and cause the Seal of the City of Alpine to be affixed on this the 21<sup>st</sup> day of April, 2020.

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Honorable Andres “Andy” Ramos  
Mayor, City of Alpine, Texas

Attest:

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Cynthia Salas, City Secretary  
City of Alpine, Texas

## 5. Reports -

### City Mayor's Report – (A. Ramos, Mayor) –

- Update on the Coronavirus

### City Attorney's Report –

- Report on current Texas Emergency Proclamation
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### City Manager Report

- Coronavirus Update
- Utility Update
- EMS Services

### City Staff Updates –

- Report by Tourism Director Chris Ruggia
- Mid-Year Financial Report, COVID19 Financial Implications by Director of Finance Megan Antrim
- COVID19 update by Chief Robert Martin

City Mayor's Report – (A. Ramos, Mayor) –

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- Tourism Report - Director Chris Ruggia

## **ALPINE TOURISM PROMOTION PLAN: Report for January-March 2020**

This report covers tourism promotion activities for the previous quarter and available occupancy data for the quarter before that. In my presentation to Council I hope to also include some budgetary projections for the remainder of 2020.

### **HOTEL OCCUPANCY**

Texas Hotel Performance Factbook data provided by the Texas Hotel & Lodging Association. The Texas Hotel Performance Factbook is a product of Source Strategies, Inc. Their web site says that their data comes from State Comptroller reports, though direct comparison of a quarterly Comptroller's report shows that they do not include Value Inn ("Alpine Lodging") and that they group short term rentals in a different way, resulting in a different room count (666 rooms from the Comptroller for Q3 2019, 588 from the Factbook), so slightly different revenue numbers are also possible.

#### **FY 2018-19 - 12 months ending September 30 (588 rooms)**

Occupancy rate: 58.7% (+1.9% over FY 2017-18)

Total Revenue: \$13,164,139 (+12.7% over FY 2017-18)

Revenue Per Available Room: \$62.61 (+2.5% over FY 2017-18)

#### **12 months ending December 31, 2019**

Occupancy rate: 58.4% (-0.5% from 2018)

Total Revenue: \$13,391,107 (+8.5% over 2018)

Revenue Per Available Room (RevPAR): \$63.42 (+1.91% over 2018)

### **PRINT ADS**

#### **USA Today GO ESCAPE Texas & Southwest**

Summer Travel Guide - 500,000 estimated circulation

1/4-page

Total cost: \$2,500

Cost per thousand circulation (full page): \$20.00

#### **Texas Parks & Wildlife - 165,000 circulation (511,500 readers)**

April issue - 1/3 of a co-op full page with advertorial

Total cost: \$1,333.33

Cost per thousand circulation (full page): \$24.24

#### **Authentic Texas - 30,000 circulation (100,000 readers)**

Spring issue - 1/3 of a co-op full page with advertorial

Total cost: \$583.33

Cost per thousand circulation (full page): \$58.33

#### **Southwest: The Magazine - 447,896 circulation (5,517,000 readers)**

April - 1/3-page

Total cost: \$7,400 (discounted from \$19,000)

Cost per thousand circulation (full page): \$49.56

Cost per thousand "readers" (full page): \$4.02

**True West** - 70,000 circulation (385,000 readers)

May - 2/3-page

Total cost: \$2091 (discounted from \$2,598)

Cost per thousand circulation (full page): \$44.81

Cost per thousand "readers" (full page): \$8.15

**Texas Highways** - 176,000 circulation (490,000 readers)

June - 1/6-page (Full-page co-op with Fort Davis, Marfa, Fort Stockton, Midland, Odessa)

Total cost (each): \$835.19

Cost per thousand circulation (full page): \$33.25

Cost per thousand "readers" (full page): \$11.90

## **DIGITAL ADS**

### **Alpine Email Newsletters**

**February** - Sent: 3,276; Opened: 816; Clicks: 55

Open Rate: 24.91%

CTR: 6.74%

**March** - Sent: 3,222; Opened: 867; Clicks: 44

Open Rate: 26.91%

CTR: 5.07%

**Facebook** - (3 months: October-December) 630,752 impressions to 262,588 viewers with 104,228 engagements across 8 ad campaigns

Total cost: \$1,890.24

Cost per thousand impressions: \$2.97

Cost per thousand viewers: \$7.20

Cost per engagement: \$0.02

## **SOCIAL MEDIA (3 months: January-March)**

### **Facebook**

31,472 followers (+10.7% over last year)

814,556 impressions (+115.36% over last year)

155 posts (+40.32% over last year)

32,669 engagements (comments, shares) (+55.82% over last year)

### **Instagram**

9,695 followers (+63.38% over last year)

70 posts (+84.95% over last year)

22,147 likes (+129.39% over last year)

228 comments (+75.77% over last year)

## **Twitter**

1,426 followers (+11.38% over last year)  
120 tweets (+31.87% over last year)  
49,077 impressions (-3.03% from last year)  
2,160 engagements (likes, retweets) (+26.38% over last year)

## **WEB SITE & MOBILE APP (3 months: January-March)**

16,106 visitors (+7.06% over last year)  
40,825 page views (-3.9% from last year)

## **Mobile App & Web Maps**

1,501 visitors (+37.43% over last year)  
5,853 page views (-25.32% from last year)  
124 iOS downloads (-39.1% from last year)  
10 Android downloads (-77.32% from last year)

## **OTHER ACTIVITIES**

### **Budget and administration:**

- Ongoing social media ad strategy & content; coordinate with Erik re: changes to social media postings to discourage visitation while sending positive messages from Alpine
- Compile 2019-2020 HOT collections information from State Comptroller and Alpine Finance Department; assess collections data and report to City Manager and Council
- Work with Erik and David Hale re: short term rental ordinance; meet with David and Rawles Williams (Planning & Zoning); coordinate with Geo on information collection & registration; share report on webinar covering Short Term Rental regulation best practices and state pre-emption laws
- Review ad solicitations as they come in against marketing strategy and budget (most are rejected)
- Prepare and present Q4 Council report
- Execute second semi-annual meeting of event organizers to share event dates, add new events to master Google Calendar, offer and then begin sending weekly events PDFs to those who requested it; distribute web link for regional events Google Calendar to all event organizers who have participated in event planning sessions
- Request and receive list of target zip codes from MindEcology as part of our Visitor Profile Report, use top zip codes for targeting Facebook video ads
- Report to Erik re: background of state statute requiring 50% HOT ad spend from Alpine only
- Receive and review analytics for Jackrabbit Systems' Book>Direct hotel booking system on [visitalpinetx.com](http://visitalpinetx.com)
- Present to City Council for Music Advisory Board ordinance & Artwalk (filling in)
- Plan regular twice-monthly Tourism planning meetings with Erik
- Post public service announcements on social media by City staff request

- Consult with Megan and Erik re: new purchasing policies and how tourism / advertising contracts should comply
- Consult with Erik re: HOT advisory board recruitment, policies and guidance
- Consult with Erik re: recommended slate of Music Advisory Board members; approved by Council
- Request and receive HOT budget reports from Megan
- Work with Cynthia and Erik on division of labor and coordination between Visitor Center staff and Tourism Director;
- Begin regular twice-monthly Tourism planning meetings with Erik
- Prepare editorial calendar for Alpine email newsletters with Open Sky Media
- Review HOT budget, look for places to reduce expenses; zoom meeting with Erik & Megan to discuss deferral of HOT payments
- Write letter offering deferral of HOT payments, arrange for email & postal distribution to hotels and short term rentals
- Consult with Erik re: communications of hotel closures to airport arrivals
- Present hotel/coronavirus report to Council at April 7 virtual meeting
- Begin City Leadership Training program, start attending City Department Head meetings
- Begin filling out activity reports for FEMA and delivering to Megan

Worked with Visitor Center Staff on:

- Ongoing information sharing re: events
- Send information requests from Texas Monthly for fulfillment
- Refer general visitor information requests through Cowboy Poetry Gathering
- Handling some online visitor information requests
- Create promotional poster for mobile app (pending re-opening)
- Weekly in-person or phone meetings with Heather Yadon re: projects and communications through Visitor Center
- Begin new postcard/online approach to visitor information mailings
- Begin work on suggested in-town and day-trip visitor itineraries
- Provide contact information and online resources as needed
- Train Heather Yadon on basic web updates, delegate food service info page maintenance and occasionally assist with information gathering

Plan and execute promotions:

- Contract with one local videographer for future short promotional pieces; negotiate with another for license of existing footage; plan with a third for videos on downtown murals; arrange for GoPro video of riding the mountain biking trail on Hancock Hill
- Replace planned editorial calendar for Alpine e-newsletter, removing all events
- Prepare and send e-newsletter with feature content on Murphy Street history
- Contract with local writer Kerry Laird to produce magazine feature pitch for October Ultimate Fandango event in October
- Confirm publishing delays for full page Texas Music ad

Media activity:

- **Texas Monthly** - give information to writer Sterry Butcher and assist with fact checking on article about Hancock Hill trails and map-in-progress



- **Texas Monthly** - send text updates and photography for Spring Travel feature
- **Southwest Airlines magazine** - provide copy points to writer and provide photography for Spring Travel editorial feature in April issue
- **True West** - provide photography for Alpine feature in May issue
- **Texas Highways / Texas Events Calendar** - provide Alpine's June-August events
- **Texas Monthly** - March issue contains 3-page article on Hancock Hill and The Desk, and the expected Spring Travel feature has a half-page photo of downtown Alpine, a \$40,000+ ad value
- **UK Journalists** - share aerial and documentary videos with UK rep for Texas State Tourism Office
- **CBS7 Midland** - provide video assets, film "self-interview" and send video for news story on Big Bend COVID-19 Pandemic Relief Fund

Design and produce tourism web presence:

- Continue to add community events of interest to visitors, then add cautionary notice for expected event cancellations, remove almost all events from site
- Update business listings and categories to reflect both new and closed businesses
- Begin overall design refresh of [visitalpinetx.com](http://visitalpinetx.com)
- Add and continually update food service information page with status of restaurants remaining open
- Temporarily remove Book Now widget from [visitalpinetx.com](http://visitalpinetx.com)
- Expand food service information page to broader community information, including emergency ordinance

Coordinate with event organizers to assist with their planning, promotional programs and any HOT-funded activities:

- Check in with most event organizers to determine cancellations as coronavirus situation develops
- **Christmas in Alpine** - receive photography from Robert Greeson (he also has video from 2019 to use to promote 2020)
- **Old Gringo, Tejano Sundays radio show** - meet to discuss series of Tejano concerts, buy Facebook ads to promote first concert in series
- **Big Bend Comic Con** - consult on social media promotions, provide event photography for future promotions
- **Big Bend Film Commission** - meet to discuss permits & incentives, digital ad campaign, Austin Film Festival, working with visiting film crews
- **Center for Big Bend Studies** - advise re: advertising reimbursements
- **Lone Star Cowboy Poetry Gathering** - extensive planning discussion on promotions and budget, shuttles, procedures for Promotion of the Arts reimbursement, maximizing advertising dollars with unspent funds in other categories, include Gathering as top feature for February Alpine e-newsletter, create new city seal artwork for sponsor recognition, advise (wrongly, it turned out) on procedures for sidewalk sponsor banners, promote on [visitalpinetx.com](http://visitalpinetx.com), consult on reimbursement procedure for transportation and arts expenses, assist with expense reimbursement request, advise on post-event report, discuss additional transportation expenses
- **Alpine Cowboys Baseball** - consult on 2020 promotions budget, consult on cancellation/postponement of co-op ad, discuss future HOT budgeting
- **Viva Big Bend** - discuss contingency plans for event dates, future HOT budgeting

- **Museum of the Big Bend** - assist in converting Trappings of Texas promotions for online sale, get social media boost from Authentic Texas in absence of print distribution
- **Alpine Country Club** - request & receive golf tournament schedule; consult re: online promotions and possible future HOT grants
- **Alpine Boxing Club** - consult on promotions for Regional Junior Olympic Boxing Tournament in June

Review and authorize HOT promotional expenditures:

- Contract with Open Sky Media / Austin Monthly for Alpine email newsletters
- Texas Monthly 1/3-page ad & invoice, invoice for sponsored social media
- Planning for digital video campaign with Open Sky Media
- Prepare & review content, then publish Alpine e-newsletter for February
- Co-op advertorial ads for Ride Texas, Texas Parks & Wildlife, Authentic Texas magazines, invoicing for freelance writer Brenda Kissko
- Contract with Houston Astros for co-op ad in season program, then tentatively cancel
- Provide video and target zip codes (from MindEcology) to Open Sky Media for digital video pre-roll campaign
- Invoicing from Printco for public parking signs and temporary Amtrak platform signs
- Invoicing from Austin Monthly for advertorial co-op
- Invoicing for Open Sky email newsletter
- Invoicing from Jessica Lutz for video production

Oversee all HOT-funded advertising by third parties:

- **Museum of the Big Bend** - contract & ad for Lubbock Magazine, assist with photos and content for sponsored article on tourtexas.com, tourtexas.com email newsletter, ads & invoices for True West, Authentic Texas, Cowboys & Indians, Western Art Collector, tourtexas.com email newsletter
- **Center for Big Bend Studies** - submit additional receipts for reimbursement
- **Lone Star Cowboy Poetry Gathering** - invoice for web ads (cowboypoetry.com), assist with billing for radio ads, invoicing for Odessa American newspaper ad, submit reimbursement request for promotion of the arts & transportation expenses
- **Christmas in Alpine** - Robert Greeson photography
- **Big Bend Film Commission** - plan, complete and send materials for digital ad campaign targeted at Austin Film Festival attendees, decide to proceed with digital ad campaign focusing on post-corona film production, make and oversee adjustments and launch campaign
- **Alpine Cowboys Baseball** - Contract with Houston Astros for co-op ad in season program
- **Artwalk** - Invoicing for radio ads

Recruitment of workshops, seminars and/or conferences:

- Continue planning, branding and scheduling ad then assist with cancellation for April 2020 Big Bend Heritage Tourism Symposium with TACVB ("Trippin' Big Bend")

Plan, organize, supervise and participate in trade shows, sales missions, and tours for journalists, agents and event planners:

- Arrange lodging and prepare/send suggested Alpine itinerary, then post-visit follow up for two UK journalists (Travel Weekly, Boundless magazine, plus book project and web articles about art in Texas)
- Email Austin Monthly freelance writer re: Alpine food options

Maintain and strengthen industry knowledge by attending industry conferences and training and perform ongoing research on promotional best practices and market conditions:

- Ongoing review of Alpine Visitor Profile report from MindEcology
- Attend TACVB Winter Education Conference in Boerne, moderate and assist with two breakout presentations
- Attend one-day design class on "Presenting Data & Information" by nationally-recognized expert Edward Tufte
- View TTIA webinar, *Working with Influencers*
- Take online course and acquire Google Ads Search Certification
- View presentation from MindEcology on "Promoting During the COVID-10 Pandemic"
- Watch two webinars, from Texas Travel Alliance and Destinations International, both on Communications during the COVID-19 Pandemic
- Read Travel Pulse article: "What Will US Travel Look Like After COVID-19?" (<https://www.travelpulse.com/news/features/what-will-us-travel-look-like-after-covid-19.html>)

Develop and maintain relationships with hotels, restaurants and attractions:

- **Quarter Circle 7 Hotel** - refer "Texas Chef" live cooking show proposal to QC7 (booked for March 19) and consult on online promotions, fulfill requests for sharing of event information
- **Holland Hotel** - meet to discuss event planning & promotion
- **Railroad Blues, Ritchey Wine Saloon, Spicewood, Holland Hotel, Old Gringo, Alpine Public Library** - collect event information for weekly Visitor Center handouts
- Invite all hotels to participate in Facebook retargeting campaign with 10% discount; Antelope Lodge, Hampton Inn, Holiday Inn, Holland Hotel, Maverick Inn, Quality Inn & Quarter Circle 7 participating (on hold until post-COVID)
- **Travelodge** - respond to information request with link to regional events Google Calendar
- Collect and share information on voluntary hotel closures pre-shelter-in-place
- Answer hoteliers' ongoing questions and concerns about Governor's initial executive order, Council's emergency ordinance, County Judge's emergency orders
- Frequent emails to list of hotels and short term rentals with updates, meeting announcements, business relief resources, etc
- Bring hoteliers' concerns to Erik and Police Chief, such as need for accommodation of essential critical infrastructure workers
- Help to facilitate zoom meeting between hoteliers and City Manager

Develop and maintain relationships with local and regional partners:

- **City of Alpine Parks Advisory Board** - organize ad hoc committee to prepare parks content for web sites, send memorial donation contacts to Kirsten Moody, preliminary design work and committee discussion on parks sign system
- **Keep Alpine Beautiful** - assist in promoting Community Clean Up & Health Walk

- **Texas Mountain Trail Region** - continue planning, then assist with cancellation for TACVB Heritage Tourism Symposium (April 23-26, 2020), arrange for social media promotion of Trappings of Texas online sale
- **Texas Association of Convention & Visitors Bureaus** - planning, then cancellation for TACVB Heritage Tourism Symposium (April 23-26, 2020)
- **Big Bend Ranch State Park** - coordinate for presentation to TACVB Heritage Tourism Symposium (April 23-26, 2020)
- **Sul Ross State University** - collect event information from Campus Activities, President's Office, Sports, Music and News & Information departments; coordinate with Theatre Dept and buy Facebook ads for Nat Turner in Jerusalem; meet to discuss and then execute promotions strategy for basketball tournament; meet with Heather Harrell (Director of Alumni Relations) re: marketing to SRSU alumni; meet with Erik and alumnus Randy Jackson on same issue; meet with Theatre Department to generate ideas for downtown performances and future tourist events, contact Education Dept. re: promotions assistance for 3rd annual Science of Education Conference, collect resources for local social media posts
- **Brewster County Tourism Council** - follow up on final necessary content approval for Murphy Street historical interpretive sign, confer with Visit Big Bend director re: advice for hoteliers
- **Alpine Independent School District** - compile event dates for AHS sports
- **Texas Hotel & Lodging Association** - request and receive hotel occupancy information and HOT collections reports form State Comptroller's office
- **Alpine Country Club** - Contact re: schedule and promotions for golf tournaments
- **Historic Murphy Street** - consult on planning for two June events: Fiesta 1888 and Mimosas on Murphy Street
- **Big Bend Arts Council** - discuss initial planning discussion towards a downtown Arts Center for visual and performing arts, suggest members shoot home studio videos for social sharing, recieve some repsonses; consult on and share livestream Gallery on the Square walk-through
- **Alpine Christian School** - assist in promoting Amazing Grace 5K fundraiser
- **Chinati Foundation** - maintain contacts for event information sharing
- **Alpine Downtown Associations** - Review meeting minutes and follow up on tourism-relevant items; consult on concept for historic preservation HOT incentive grant program, Share and discuss streetscape concepts for downtown improvements for recreation and the arts; discussions re: tourism & pandemic; attend regular monthly meeting via zoom
- **City of Alpine Planning & Zoning Commission** - share contacts with Rawles Williams for discussion of historical district
- **Alpine Public Library** - collect and share information about limited services offered before closure
- **KALP/KVLF Radio & Marfa Public Radio** - collect resources for social media posts; share business relied information for PSAs
- **Small Business Development Center** - request and receive guidance on SBA programs, receive and implement SBDC feedback on business relief posters and communications
- 

Represent the City of Alpine in regional co-operative promotional partnerships:

- **Marfa, Fort Davis** - receive photos and text, execute layout, plan multiple magazine ad buy for co-op advertorial program for 2019-2020, complete "night life" (dark skies and live music) advertorial and place in Austin Monthly, Texas Parks & Wildlife, Ride Texas magazines

- **Midland, Odessa, Fort Stockton, Marfa, Fort Davis** - administer, collect content and produce Texas Highways full-page co-op ad for April & June issues

Other tasks as they arise:

- Continue to follow up with National Guard, then shift to City Public Works Dept. to assist Jim Westermann in installing walking tour markers
- Meet with Eddie Molinar to discuss fabrication of Holland Ave / 6th Street parking sign and wayfinding markers for Hancock Hill Trail, get estimate and purchase order for sign panels from Printco, produce parking signs and deliver to City Yard for fabrication of sign framework for installation
- Complete recruitment of initial Hispanic Heritage Walking Tour committee, schedule and then cancel initial meeting
- **Texas Music Friendly Community program** - successfully reach new staff member at Texas Music Office, execute Memorandum of Understanding (with Erik's signature), discuss preliminary "workshop" conference call, recruit Music Advisory Board members, draft ordinance for Music Advisory Board and present to Council for first reading, Music Advisory Board ordinance passed and slate of members approved by Council, communicate with Texas Music Office re: workshop for inaugural board meeting; receive COVID-19 music industry resources from TX Music Office; email new Music Advisory Board members with resources and request assistance in building musical artist contact list; initial plans for livestream music fundraiser
- Discuss Hancock Hill trail sign with Parks Board rep Darin Nance, hike all needed Hancock Hill trails with GPS to determine exact mileage, elevation changes, etc; create rough trailhead sign layout with color & typeface selections and share with Erik and Parks Board rep Darin Nance; email with Rick Stephens re: trail map and restrictions on private property (no bikes)
- Consult and assist in planning next partner meetings re: recreation, bird habitat improvement and water strategies at Kokernot Park / Lodge area
- Continue outreach to possible committee to develop Hispanic Heritage Walking Tour
- Attend Presidio Regional Freight Mobility Plan meeting with TXDoT in Fort Stockton; write first draft and research for newspaper op-ed re: coming increases in freight traffic and possible solution in truck/rail bypass route
- Begin working on recruitment for video model families; reach out to three local and semi-local videographers to generate ongoing promo material
- Attend partner meeting with SRSU, American Bird Conservancy, Parks Board, City Environmental Services, TPWD re: recreation, bird habitat improvement and water strategies at Kokernot Park / Lodge area; Develop draft "Site Values" document from meeting notes and distribute to attendees
- Recommend to Erik and Eddie Molinar that Aimee Roberson of American Bird Conservancy be allowed to consult on Alpine Creek maintenance and development plans
- Meet Erik and Mary Bones at Museum of the Big Bend and take photos for press release re: new video monitors purchased with HOT funds
- Continual social media posts with coronavirus updates, emergency meeting announcements, etc
- Canvass all restaurants to find out closures/hours changes for coronavirus and distribute information to the public on [visitalpinetx.com](http://visitalpinetx.com) and social media; share information with restaurants re: state, county, city emergency orders

- Check with high-volume businesses (grocery, dollar stores) to determine staffing needs; collect information from Workforce Solutions Borderplex; get open City positions from Human Resources; prepare and send job openings to Geo for cityofalpine.com; share open positions on social media
- Share City Manager blog posts and City Council meeting announcements regularly on social media
- Appear before Brewster County Commissioners Court emergency meeting to deliver concerns of Alpine hotels as expressed to me
- Write a draft City policy statement for the media discouraging tourism to Alpine and the Big Bend during the coronavirus emergency
- Collect Texas Workforce Commission FAQ info re: unemployment and restaurant workers; pass to Geo for cityofalpine.com and distribute individually to restaurant owners
- Contact Amtrak re: communication of hotel closures to passengers; design and produce temporary train platform signs informing arrivals that hotels are closed; deliver completed sign to Public Works; meet at Amtrak platform to discuss installation
- Create and share "Alpine Social Distancing Bingo" at Erik's suggestion
- Consult with Marci Tucker on organization for community resource links, transmit to Geo for cityofalpine.com
- Review CARES Act provisions, compile information on new SBA programs and create several poster graphics highlighting recommendations, provide to Geo for cityofalpine.com COVID-19 page; work with Geo on formatting of information, rewriting info URLs for easier sharing, etc; send Geo additional information as it is found (unemployment eligibility, etc)
- Refer concerns about possible emergency order violations to Police Chief; research short term rentals for APD by request  
Contact Food Pantry to make them aware that Permian Basin Area Foundation has emergency funds available
- Create Census graphic to encourage participation during pandemic
- Assist with City Manager zoom Q&A with the public
- Discuss possible post-corona Alpine Walk/Hike Festival
- Recruit local musicians to film home performances for local morale social media

- Mid-Year Financial Report, COVID19 Financial Implications -  
Director of Finance Megan Antrim



## January 2020 Revenue/Expense Report

April 14, 2020

### Overview

The monthly revenue/expense report is directed at providing a snapshot of the General Fund revenues and expenditures as well as other important financial information for the month of January 2020 of **Fiscal Year 2019-2020**. Attached to this report are summaries that indicate financial activity for the period as well as fiscal year to date.

In the revenue/expense summaries, the General Fund revenues are reported by department. General Fund Expenditures are also shown by department. The revenue and expense summary for the remaining City funds are broken down by total revenues and total expenditures.

As indicated, this revenue/expense report and accompanying summaries are focused on monthly and year to date activity. Additional detailed financial information can be found within the City's FY 2019-20 Budget. In addition, several financial documents, such as audits, check registers, and notices, can also be found online at the City's website: [www.cityofalpine.com](http://www.cityofalpine.com)



For more information contact:

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## General Fund Revenues

As of January 31, 2020, General Fund revenues total \$2,175,740 or 42% of total budgeted revenues. The City received sales tax in the amount of \$143,606. The property tax collections totaled \$622,781 or 32% of the budget. Sales tax and property tax are by far the two largest sources of revenue for the General Fund totaling 72% of all budgeted revenues.

## General Fund Expenditures

As of January 31<sup>st</sup>, General Fund expenditures totaled \$1,431,153 or 32% of the total budget. At the end of January 9 out of 26 payrolls have been posted, which represent 35% of the total payrolls for the fiscal year. The attached financial summary includes total General Fund expenditures by department. The table below is broken down by total General Fund expenditures, as of January 31<sup>st</sup> for employee expenses and operating expenses. Employee expenses include salaries, overtime, FICA, retirement, unemployment, health insurance, and workman's comp. All other expenses are classified as operating expenses.

Expenditure Category	Current Amended Budget Total	Period Activity January FY 2019-2020	Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$3,137,090	\$321,696	\$978,871	31%
Operating Expenses	\$2,011,552	\$171,362	\$643,925	32%
TOTAL	\$5,148,642	\$493,058	\$1,622,796	32%

## **Enterprise Funds**

**Water/ Waste Water/Sanitation Fund**-Water revenues in the month of January 2020 total \$67,952 or 4% of total budgeted revenues. Water expenditures total \$83,161 or 5% of total budget. Waste Water revenues for January total \$65,229 or 8% of the total budgeted revenue. Waste Water expenses total \$54,831 or 8%. Sanitation revenues total \$186,068 or 9% of total budgeted revenues. Sanitation expenses total \$296,473 or 14%. Utility Billing expenditures totaled \$16,800 for January 2020.

**Airport Fund** - Revenues in January 2020 total \$77,009 or 12% of total budgeted revenues. Total expenditures total \$73,712 or 12%.

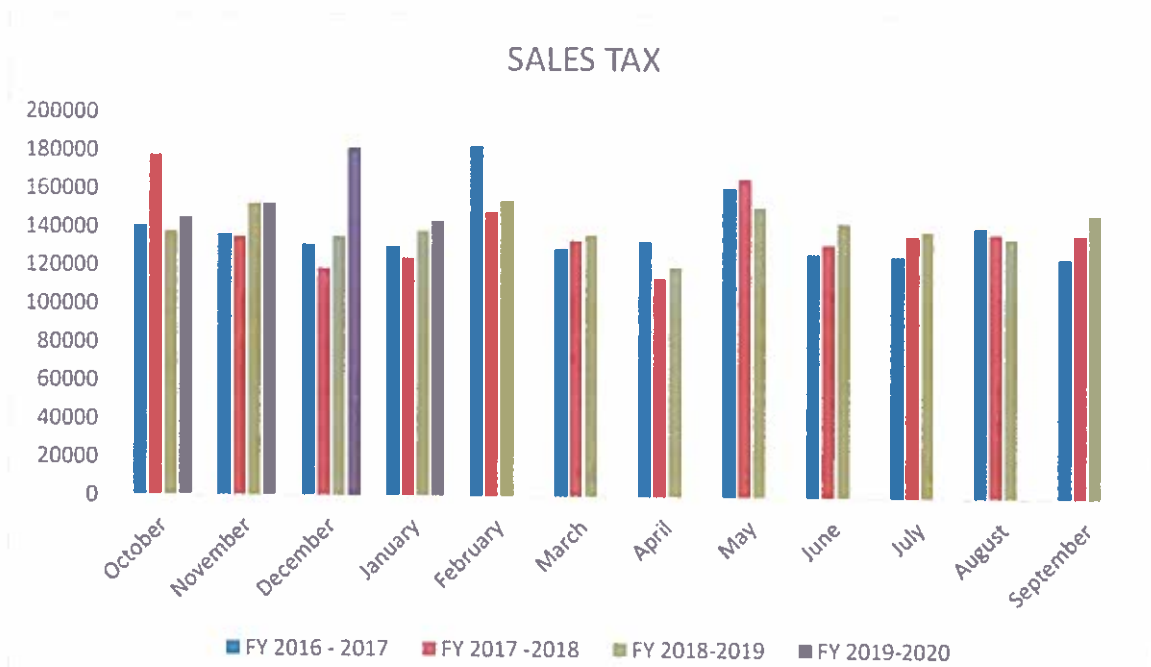
**Gas Department** - Revenues for the month of January 2020 total \$316,777 or 16% of total budgeted revenues. Department expenditures total \$147,339 or 7% of total budgeted expenses for the month.

**Interest & Sinking** -The Interest and Sinking Fund's revenue comes from property tax and the Water and Sewer Fund. Revenues for the month of January 2020 total \$50,557. The City's debt payments are due in March 2020 and September 2020. A portion of the payment is made from the interest and sinking fund and the remainder from the water/sewer enterprise fund.

## Sales Tax Collection

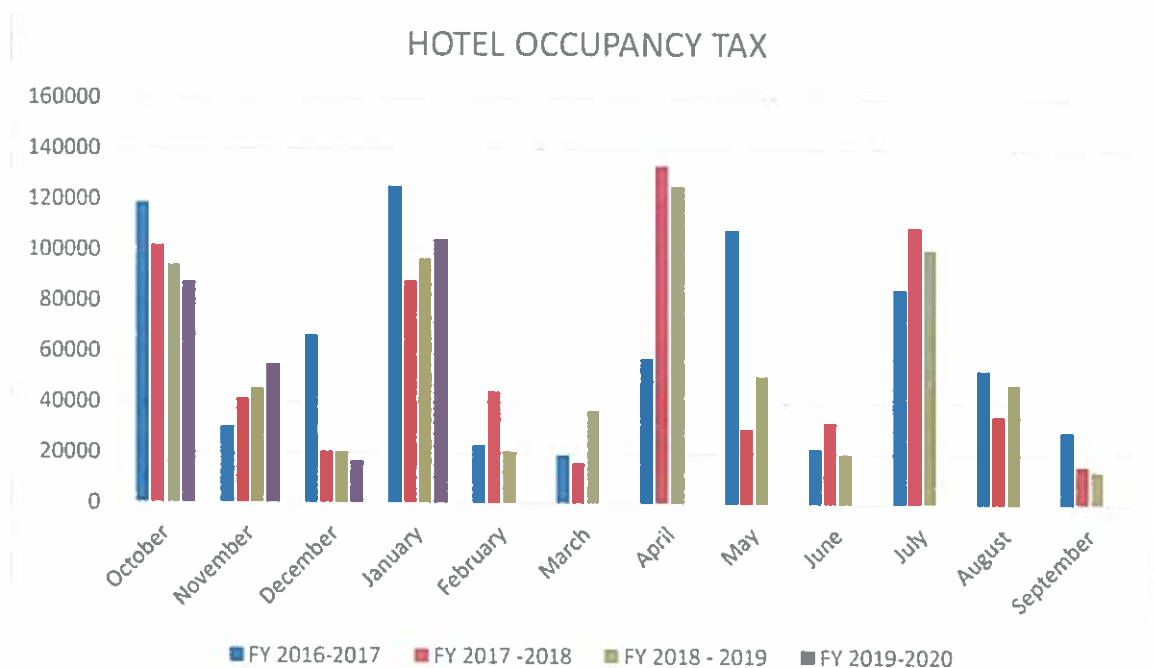
As mentioned earlier, sales tax is received approximately six weeks after the month has ended. Sales Tax paid to the City in January 2020 totaled \$143,606 an increase of 4% from the payment received in January 2019.

The graph below shows **sales tax payments** in an effort to provide the most up to date information regarding sales tax collections. The growth is a positive trend to start the year as it relates to sales tax collections. Sales tax is one of the largest revenue sources for the City's General Fund.



# Hotel/Motel Tax Collection

Hotel Motel tax collections are another revenue source that is typically received 30-45 days after a month has ended. Therefore, the month of January 2020 financial summary does not include all hotel activity for the month. However, the graph below does include hotel/ motel collections for the months of December and the 1<sup>st</sup> quarter of FY 2019-2020 to provide the latest information. January shows a increase of 8% from the prior year's collections. Occupancy tax is paid based on the State's recommendation of monthly or quarterly, depending on the hotel's collections.





CITY OF ALPINE - FINANCE DEPARTMENT  
January 2020  
FINANCIAL SUMMARY

**GENERAL FUND REVENUE**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY January FY 2020	TOTAL FISCAL YTD	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Non-Departmental	40,000	0	4,800	12%
Interest Reserve Accounts	5,500	685	2,838	52%
Administrative	881,378	2,386	5,669	1%
Municipal Court	42,600	4,873	12,932	30%
Police	3,700	2,300	2,900	78%
Fire Department	75,000	0	0	0%
Ad Valorem Tax	1,970,944	622,781	1,448,947	74%
Building Services	74,900	3,012	19,125	26%
Animal Control	50,420	6,111	13,529	27%
Parks & Pool	25,000	451	1,581	6%
Street Department	97,200	600	1,539	2%
City Sales/Franchise Tax	1,882,000	160,542	661,880	35%
Transfers	0	0	0	0%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>5,148,642</b>	<b>803,741</b>	<b>2,175,740</b>	<b>42%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
JANUARY 2020  
FINANCIAL SUMMARY

**GENERAL FUND EXPENSES**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	TOTAL FISCAL YTD COMMITTED AS % OF BUDGET
<b>EXPENDITURES</b>				
Non Departmental	533,825	66,173	204,696	65%
City Council	119,574	30,055	47,029	40%
City Administration	394,718	47,014	142,764	37%
Municipal Court	54,868	7,012	22,403	42%
Police	1,254,303	133,510	394,542	32%
Fire	67,276	1,824	6,292	9%
Building Services	219,999	15,467	44,256	20%
Human Resources	26,858	0	1,449	5%
Finance	381,442	36,984	123,095	32%
Animal Control	289,874	31,947	91,504	32%
Building Maintenance	135,649	11,264	25,568	19%
Parks & Pool	398,064	35,207	104,669	31%
Streets	1,272,192	76,602	222,887	20%
Transfers	0	0	0	0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,148,642</b>	<b>493,059</b>	<b>1,431,154</b>	<b>32%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
JANUARY 2020  
FINANCIAL SUMMARY

**WATER/SOLID WASTE/ SANITATION FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services – Water	1,800,500	133,263	327,357	18%
Charges for Services – Sewer	840,000	88,188	203,751	24%
Charges for Services – Sanitation	2,136,000	213,987	540,564	28%
Miscellaneous / Interest	72,828	3,988	12,329	36%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND REVENUES</b>	<b>4,849,328</b>	<b>439,426</b>	<b>1,084,001</b>	<b>23%</b>
<b>EXPENDITURES</b>				
Employee Expenses	835,946	78,909	252,877	30%
Water Operations	1,254,298	40,227	90,975	7%
Solid Waste Operations	486,359	35,717	168,002	35%
Sanitation Operations	1,978,353	288,960	464,592	23%
Utility Billing Operations	294,372	7,452	26,190	9%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND EXPENSES</b>	<b>4,849,328</b>	<b>451,265</b>	<b>1,002,636</b>	<b>26%</b>

**AIRPORT FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Fuel Sales	610,000	43,392	242,509	40%
Lease Payments	14,000	5,612	5,945	42%
Auction / Misc	9,600	28,005	28,642	100%
Transfers	0	0	0	0%
<b>TOTAL AIRPORT REVENUES</b>	<b>633,600</b>	<b>77,009</b>	<b>277,096</b>	<b>44%</b>
<b>EXPENDITURES</b>				
Employee Expenses	110,959	12,040	40,273	36%
Operation Expenses	522,641	61,672	158,221	30%
<b>TOTAL AIRPORT FUND EXPENDITURES</b>	<b>633,600</b>	<b>73,712</b>	<b>198,494</b>	<b>32%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
JANUARY 2020  
FINANCIAL SUMMARY

**HOTEL/ MOTEL FUNDS**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Hotel Occupancy Tax	625,000	104,056	258,140	41%
Miscellaneous		0	0	
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<b>625,000</b>	<b>104,056</b>	<b>258,140</b>	<b>41%</b>
<b>EXPENDITURES</b>				
Employee Expenses	87,361	4,721	24,904	29%
Event Expenses	537,639	19,210	128,987	24%
<b>TOTAL HOTEL/MOTEL FUND EXPENDITURES</b>	<b>625,000</b>	<b>23,931</b>	<b>153,891</b>	<b>36%</b>

**GAS DEPARTMENT**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services - Alpine	1,579,000	256,013	595,009	38%
Charges for Services – Ft. Davis	282,000	50,811	109,429	39%
Sales Tax	58,000	8,272	21,268	37%
Adjustments				
Miscellaneous	35,500	1,680	7,387	21%
<b>TOTAL GAS DEPT. REVENUES</b>	<b>1,731,500</b>	<b>316,776</b>	<b>733,093</b>	<b>38%</b>
<b>EXPENDITURES</b>				
Employee Expenses	543,128	53,973	174,795	32%
Operation Expenses	1,411,372	93,366	258,568	18%
Transfers	0	0	0	
<b>TOTAL GAS DEPT. EXPENDITURES</b>	<b>1,954,500</b>	<b>147,339</b>	<b>433,363</b>	<b>38%</b>





CITY OF ALPINE - FINANCE DEPARTMENT  
JANUARY 2020  
FINANCIAL SUMMARY

Interest and  
Sinking

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY JANUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
General Fund – Property Taxes	146,918	50,557	121,037	82%
<b>TOTAL I&amp;S REVENUES</b>	<b>146,918</b>	<b>50,557</b>	<b>121,037</b>	<b>82%</b>
<b>EXPENDITURES</b>				
General Fund Debt	146,918	0	0	0%
<b>TOTAL I&amp;S EXPENDITURES</b>	<b>146,918</b>	<b>0</b>	<b>0</b>	<b>0%</b>



## February 2020 Revenue/Expense Report

April 14, 2020

### Overview

The monthly revenue/expense report is directed at providing a snapshot of the General Fund revenues and expenditures as well as other important financial information for the month of February 2020 of **Fiscal Year 2019-2020**. Attached to this report are summaries that indicate financial activity for the period as well as fiscal year to date.

In the revenue/expense summaries, the General Fund revenues are reported by department. General Fund Expenditures are also shown by department. The revenue and expense summary for the remaining City funds are broken down by total revenues and total expenditures.

As indicated, this revenue/expense report and accompanying summaries are focused on monthly and year to date activity. Additional detailed financial information can be found within the City's FY 2019-20 Budget. In addition, several financial documents, such as audits, check registers, and notices, can also be found online at the City's website: [www.cityofalpine.com](http://www.cityofalpine.com)



For more information contact:

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Director of Finance  
[Director.finance@ci.alpine.tx.us](mailto:Director.finance@ci.alpine.tx.us)

## General Fund Revenues

As of February 29, 2020, General Fund revenues total \$2,625,169 or 51% of total budgeted revenues. The City received sales tax in the amount of \$165,383. The property tax collections totaled \$214,648 for February and \$1,663,595 or 84% for the year. Sales tax and property tax are by far the two largest sources of revenue for the General Fund totaling 72% of all budgeted revenues.

## General Fund Expenditures

As of February 20<sup>th</sup>, General Fund expenditures totaled \$1,714,810 or 38% of the total budget. At the end of February 11 out of 26 payrolls have been posted, which represent 42% of the total payrolls for the fiscal year. The attached financial summary includes total General Fund expenditures by department. The table below is broken down by total General Fund expenditures, as of February 29<sup>th</sup> for employee expenses and operating expenses. Employee expenses include salaries, overtime, FICA, retirement, unemployment, health insurance, and workman's comp. All other expenses are classified as operating expenses.

Expenditure Category	Current Amended Budget Total	Period Activity February FY 2019-2020	Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$3,137,090	\$207,861	\$1,186,732	38%
Operating Expenses	\$2,011,552	\$75,826	\$750,564	37%
TOTAL	\$5,148,642	\$283,687	\$1,937,296	38%

## Enterprise Funds

**Water/ Waste Water/Sanitation Fund**-Water revenues in the month of February 2020 total \$70,476 or 4% of total budgeted revenues. Water expenditures total \$278,099 or 16% of total budget. Waste Water revenues for February total \$63,634 or 8% of the total budgeted revenue. Waste Water expenses total \$30,138 or 5%. Sanitation revenues total \$169,011 or 8% of total budgeted revenues. Sanitation expenses total \$154,822 or 8%. Utility Billing expenditures totaled \$7,365 for February 2020.

**Airport Fund** - Revenues in February 2020 total \$72,920 or 12% of total budgeted revenues. Total expenditures total \$37,329 or 6%.

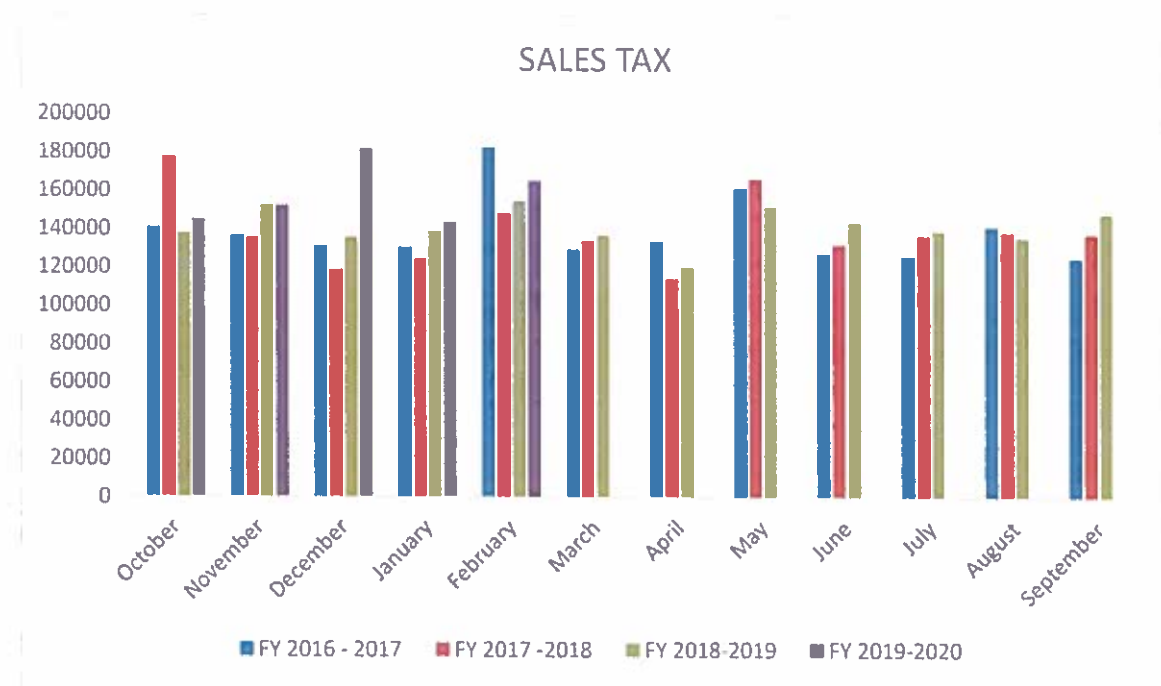
**Gas Department** - Revenues for the month of February 2020 total \$272,388 or 14% of total budgeted revenues. Department expenditures total \$69,205 or 4% of total budgeted expenses for the month.

**Interest & Sinking** -The Interest and Sinking Fund's revenue comes from property tax and the Water and Sewer Fund. Revenues for the month of February 2020 total \$17,699. The City's debt payments are due in March 2020 and September 2020. In February, \$129,234 was paid towards the City's debt, while the remaining balances were paid by the Enterprise Fund – Water/ Waste Water.

## Sales Tax Collection

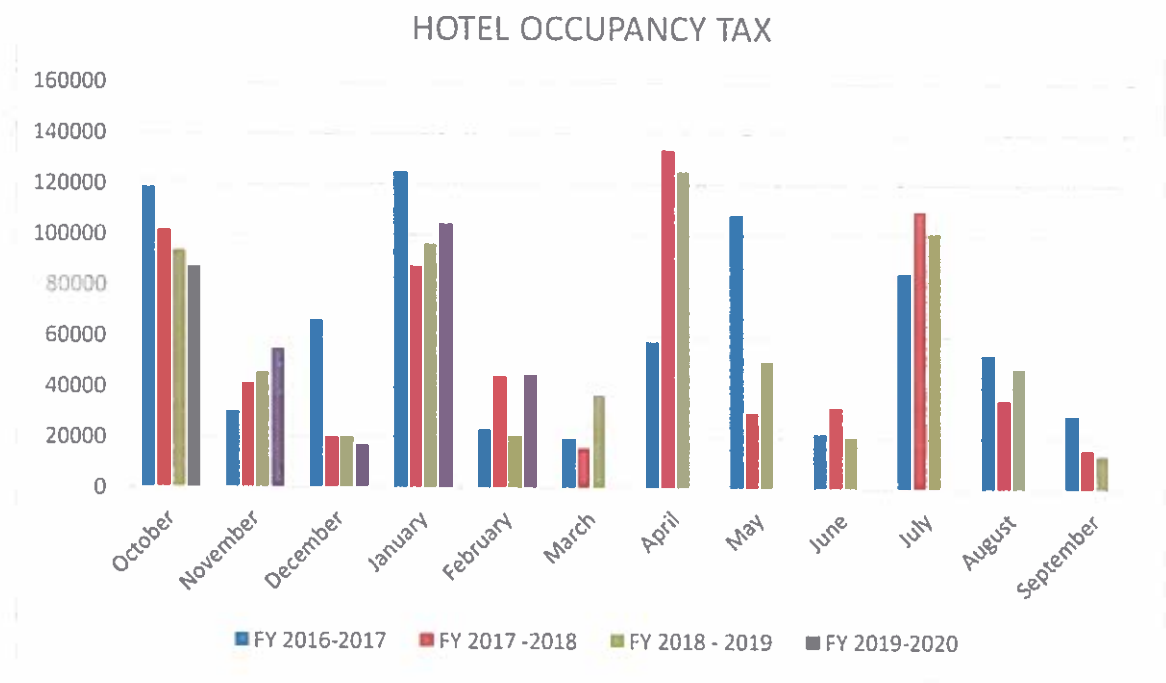
As mentioned earlier, sales tax is received approximately six weeks after the month has ended. Sales Tax paid to the City in February 2020 totaled \$165,383 an increase of 7% from the payment received in February 2019.

The graph below shows **sales tax payments** in an effort to provide the most up to date information regarding sales tax collections. The growth is a positive trend to start the year as it relates to sales tax collections. Sales tax is one of the largest revenue sources for the City's General Fund.



# Hotel/Motel Tax Collection

Hotel Motel tax collections are another revenue source that is typically received 30-45 days after a month has ended. Therefore, the month of February 2020 financial summary does not include all hotel activity for the month. However, the graph below does include hotel/ motel collections for the months of January to provide the latest information. February shows an increase of 119% from the prior year's collections. Occupancy tax is paid based on the State's recommendation of monthly or quarterly, depending on the hotel's collections.





CITY OF ALPINE - FINANCE DEPARTMENT  
FEBRUARY 2020  
FINANCIAL SUMMARY

GENERAL FUND REVENUE

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Non-Departmental	40,000	8,600	13,400	34%
Interest Reserve Accounts	5,500	612	3,450	63%
Administrative	881,378	33,116	38,785	4%
Municipal Court	42,600	2,938	15,870	37%
Police	3,700	1,756	4,656	126%
Fire Department	75,000	0	0	0%
Ad Valorem Tax	1,970,944	214,648	1,663,595	84%
Building Services	74,900	4,566	23,691	32%
Animal Control	50,420	2,410	15,939	32%
Parks & Pool	25,000	2,120	3,676	15%
Street Department	97,200	3,884	5,422	6%
City Sales/Franchise Tax	1,882,000	171,349	833,229	44%
Transfers	0	3,455	3,455	0%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>5,148,642</b>	<b>449,454</b>	<b>2,625,168</b>	<b>51%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
FEBRUARY 2020  
FINANCIAL SUMMARY

**GENERAL FUND EXPENSES**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	TOTAL FISCAL YTD COMMITTED AS % OF BUDGET
<b>EXPENDITURES</b>				
Non Departmental	533,825	40,972	245,637	72%
City Council	119,574	609	47,637	40%
City Administration	394,718	32,125	174,889	45%
Municipal Court	54,868	4,084	26,487	50%
Police	1,254,303	76,338	470,880	38%
Fire	67,276	2,939	9,230	14%
Building Services	219,999	12,197	56,452	28%
Human Resources	26,858	0	1,449	8%
Finance	381,442	28,030	151,125	41%
Animal Control	289,874	18,045	109,549	38%
Building Maintenance	135,649	7,022	32,590	26%
Parks & Pool	398,064	20,656	125,327	37%
Streets	1,272,192	40,670	263,558	24%
Transfers	0	0	0	0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,148,642</b>	<b>283,687</b>	<b>1,714,810</b>	<b>38%</b>





CITY OF ALPINE - FINANCE DEPARTMENT  
FEBRUARY 2020  
FINANCIAL SUMMARY

**WATER/SOLID WASTE/ SANITATION FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services – Water	1,800,500	70,476	465,785	26%
Charges for Services – Sewer	840,000	63,634	332,614	40%
Charges for Services – Sanitation	2,136,000	169,011	895,643	42%
Miscellaneous / Interest	72,828	3,742	19,982	27%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND REVENUES</b>	<b>4,849,328</b>	<b>306,863</b>	<b>1,714,024</b>	<b>35%</b>
<b>EXPENDITURES</b>				
Employee Expenses	835,946	54,632	307,508	37%
Water Operations	1,254,298	247,834	338,809	27%
Solid Waste Operations	486,359	18,223	186,225	38%
Sanitation Operations	1,978,353	149,166	613,758	31%
Utility Billing Operations	294,372	570	26,760	9%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND EXPENSES</b>	<b>4,849,328</b>	<b>470,425</b>	<b>1,473,060</b>	<b>35%</b>

**AIRPORT FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Fuel Sales	610,000	70,013	312,521	55%
Lease Payments	14,000	2,646	8,590	61%
Auction / Misc	9,600	262	28,904	100%
Transfers	0	0	0	0%
<b>TOTAL AIRPORT REVENUES</b>	<b>633,600</b>	<b>72,921</b>	<b>350,015</b>	<b>55%</b>
<b>EXPENDITURES</b>				
Employee Expenses	110,959	8,437	48,710	44%
Operation Expenses	522,641	28,892	187,113	36%
<b>TOTAL AIRPORT FUND EXPENSES</b>	<b>633,600</b>	<b>37,329</b>	<b>235,823</b>	<b>41%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
FEBRUARY 2020  
FINANCIAL SUMMARY

**HOTEL/ MOTEL FUNDS**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Hotel Occupancy Tax	625,000	44,684	302,825	48%
Miscellaneous		0	0	
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<b>625,000</b>	<b>44,684</b>	<b>302,825</b>	<b>48%</b>
<b>EXPENDITURES</b>				
Employee Expenses	87,361	4,158	29,062	33%
Event Expenses	537,639	11,393	140,380	26%
<b>TOTAL HOTEL/MOTEL FUND EXPENDITURES</b>	<b>625,000</b>	<b>15,551</b>	<b>169,442</b>	<b>40%</b>

**GAS DEPARTMENT**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services - Alpine	1,579,000	216,213	811,222	51%
Charges for Services – Ft. Davis	282,000	47,891	157,320	56%
Sales Tax	58,000	6,556	27,824	48%
Adjustments		-133	-133	
Miscellaneous	35,500	1,861	9,248	26%
<b>TOTAL GAS DEPT. REVENUES</b>	<b>1,731,500</b>	<b>272,388</b>	<b>1,005,481</b>	<b>51%</b>
<b>EXPENDITURES</b>				
Employee Expenses	543,128	39,568	214,363	39%
Operation Expenses	1,411,372	29,637	288,205	20%
Transfers	0	0	0	
<b>TOTAL GAS DEPT. EXPENDITURES</b>	<b>1,954,500</b>	<b>69,205</b>	<b>502,568</b>	<b>45%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
FEBRUARY 2020  
FINANCIAL SUMMARY

Interest and  
Sinking

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY FEBRUARY FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
General Fund – Property Taxes	146,918	17,699	138,736	94%
<b>TOTAL I&amp;S REVENUES</b>	<b>146,918</b>	<b>17,699</b>	<b>138,736</b>	<b>94%</b>
<b>EXPENDITURES</b>				
General Fund Debt	146,918	129,234	129,234	86%
<b>TOTAL I&amp;S EXPENDITURES</b>	<b>146,918</b>	<b>129,234</b>	<b>129,234</b>	<b>86%</b>



## March 2020 Revenue/Expense Report

April 14, 2020

### Overview

The monthly revenue/expense report is directed at providing a snapshot of the General Fund revenues and expenditures as well as other important financial information for the month of March 2020 of **Fiscal Year 2019-2020**. Attached to this report are summaries that indicate financial activity for the period as well as fiscal year to date.

In the revenue/expense summaries, the General Fund revenues are reported by department. General Fund Expenditures are also shown by department. The revenue and expense summary for the remaining City funds are broken down by total revenues and total expenditures.

As indicated, this revenue/expense report and accompanying summaries are focused on monthly and year to date activity. Additional detailed financial information can be found within the City's FY 2019-20 Budget. In addition, several financial documents, such as audits, check registers, and notices, can also be found online at the City's website: [www.cityofalpine.com](http://www.cityofalpine.com)



For more information contact:

Megan Antrim  
Director of Finance  
[Director.finance@ci.alpine.tx.us](mailto:Director.finance@ci.alpine.tx.us)

## General Fund Revenues

As of March 31, 2020, General Fund revenues total \$2,850,561 or 55% of total budgeted revenues. The City received sales tax in the amount of \$150,358. The property tax collections totaled \$50,077 for March and \$1,713,672 or 87% for the year. Sales tax and property tax are by far the two largest sources of revenue for the General Fund totaling 72% of all budgeted revenues.

## General Fund Expenditures

As of March 31<sup>st</sup>, General Fund expenditures totaled \$2,068,323 or 45% of the total budget. At the end of March 13 out of 26 payrolls have been posted, which represent 50% of the total payrolls for the fiscal year. The attached financial summary includes total General Fund expenditures by department. The table below is broken down by total General Fund expenditures, as of February 29<sup>th</sup> for employee expenses and operating expenses. Employee expenses include salaries, overtime, FICA, retirement, unemployment, health insurance, and workman's comp. All other expenses are classified as operating expenses.

Expenditure Category	Current Amended Budget Total	Period Activity February FY 2019-2020	Fiscal YTD Expenditures and Encumbrances	Fiscal YTD % of Budget
Employee Expenses	\$3,137,090	\$208,998	\$1,395,730	44%
Operating Expenses	\$2,011,552	\$144,514	\$897,623	45%
TOTAL	\$5,148,642	\$353,512	\$2,293,353	45%

## **Enterprise Funds**

**Water/ Waste Water/Sanitation Fund**-Water revenues in the month of March 2020 total \$96,600 or 5% of total budgeted revenues. Water expenditures total \$145,739 or 9% of total budget. Waste Water revenues for March total \$68,027 or 8% of the total budgeted revenue. Waste Water expenses total \$56,817 or 9%. Sanitation revenues total \$232,129 or 11% of total budgeted revenues. Sanitation expenses total \$229,955 or 11%. Utility Billing expenditures totaled \$98,552 for March 2020.

**Airport Fund** - Revenues in March 2020 total \$61,132 or 10% of total budgeted revenues. Total expenditures total \$76,593 or 12%.

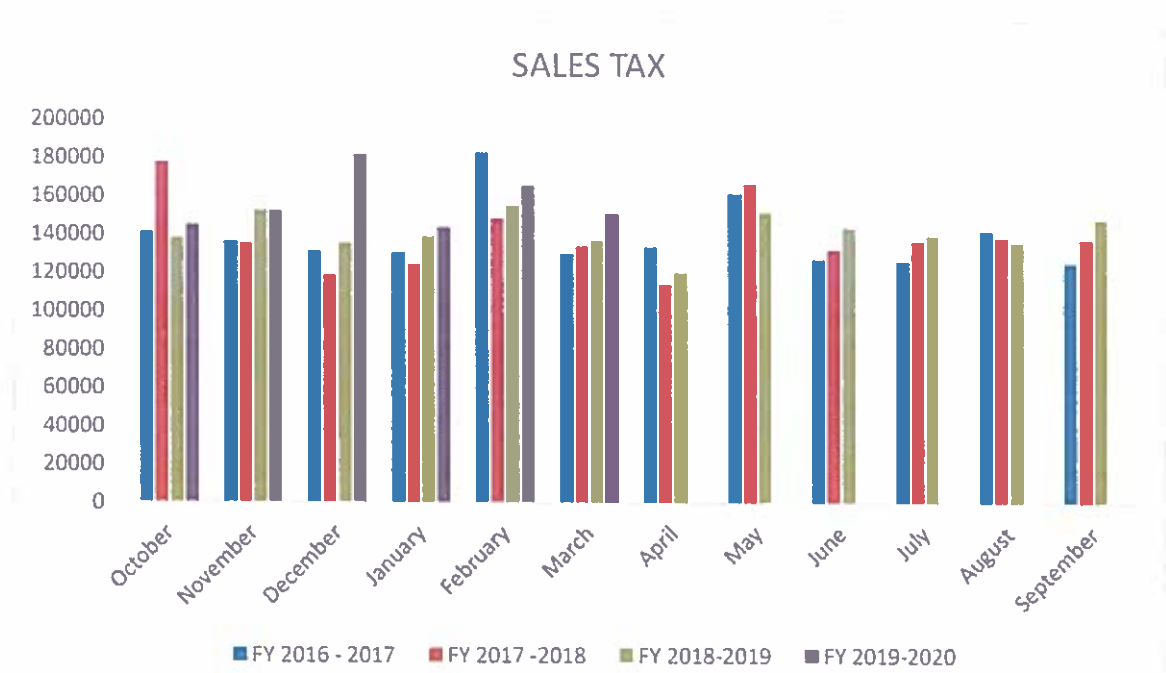
**Gas Department** - Revenues for the month of March 2020 total \$267,359 or 14% of total budgeted revenues. Department expenditures total \$318,189 or 16% of total budgeted expenses for the month.

**Interest & Sinking** -The Interest and Sinking Fund's revenue comes from property tax and the Water and Sewer Fund. Revenues for the month of March 2020 total \$4,349. The City's debt payments are due in March 2020 and September 2020. March's payment was made in February 2020.

Sales Tax Collection

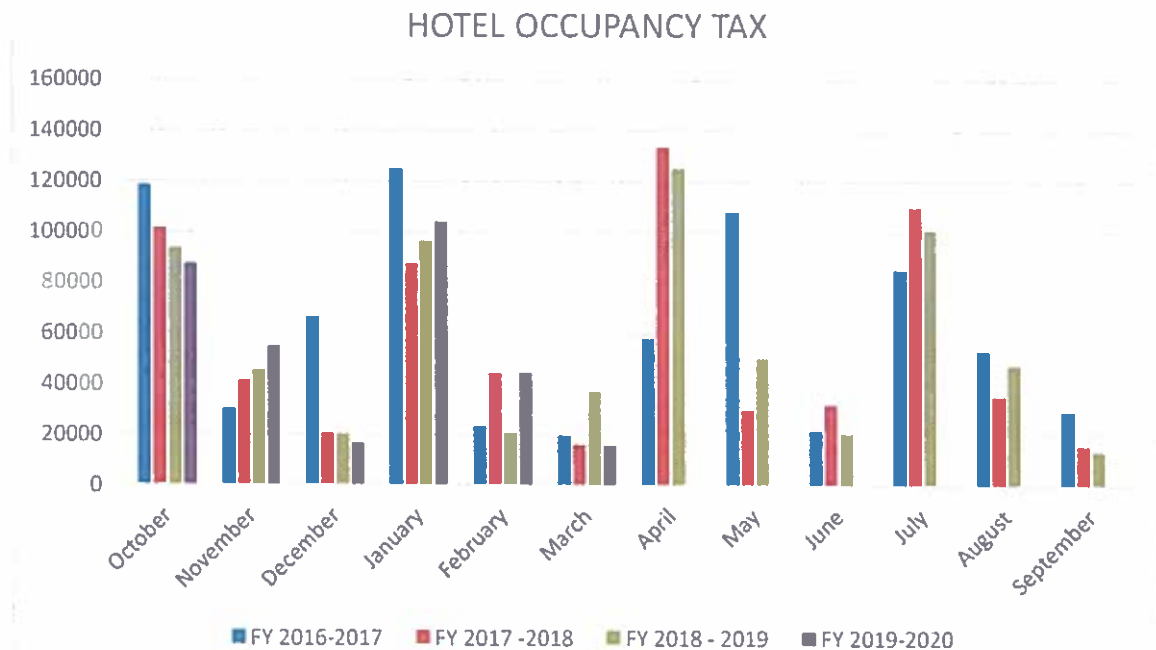
As mentioned earlier, sales tax is received approximately six weeks after the month has ended. Sales Tax paid to the City in March 2020 totaled \$150,358 an increase of 10% from the payment received in March 2019.

The graph below shows sales tax payments in an effort to provide the most up to date information regarding sales tax collections. The growth is a positive trend to start the year as it relates to sales tax collections. Sales tax is one of the largest revenue sources for the City's General Fund.



## Hotel/Motel Tax Collection

Hotel Motel tax collections are another revenue source that is typically received 30-45 days after a month has ended. Therefore, the month of March 2020 financial summary does not include all hotel activity for the month. However, the graph below does include hotel/ motel collections for the months of February to provide the latest information. March shows a decrease of 57% from the prior year's collections. Occupancy tax is paid based on the State's recommendation of monthly or quarterly, depending on the hotel's collections.







CITY OF ALPINE - FINANCE DEPARTMENT  
MARCH 2020  
FINANCIAL SUMMARY

**GENERAL FUND REVENUE**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Non-Departmental	40,000	0	13,400	34%
Interest Reserve Accounts	5,500	541	3,991	73%
Administrative	881,378	1,647	40,431	5%
Municipal Court	42,600	4,271	20,140	47%
Police	3,700	2,452	7,108	192%
Fire Department	75,000	0	0	0%
Ad Valorem Tax	1,970,944	50,077	1,713,673	87%
Building Services	74,900	7,694	31,386	42%
Animal Control	50,420	3,006	18,945	38%
Parks & Pool	25,000	-740	2,936	12%
Street Department	97,200	834	6,257	6%
City Sales/Franchise Tax	1,882,000	155,610	988,839	53%
Transfers	0	0	3,455	0%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>5,148,642</b>	<b>225,392</b>	<b>2,850,561</b>	<b>55%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
MARCH 2020  
FINANCIAL SUMMARY

GENERAL FUND EXPENSES

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	TOTAL FISCAL YTD COMMITTED AS % OF BUDGET
<b>EXPENDITURES</b>				
Non Departmental	533,825	63,287	308,924	84%
City Council	119,574	609	48,246	40%
City Administration	394,718	33,755	208,644	53%
Municipal Court	54,868	5,684	32,171	60%
Police	1,254,303	74,970	545,850	44%
Fire	67,276	3,659	12,890	19%
Building Services	219,999	17,224	73,677	34%
Human Resources	26,858	626	2,075	8%
Finance	381,442	26,997	178,122	48%
Animal Control	289,874	26,696	136,245	47%
Building Maintenance	135,649	9,327	41,918	31%
Parks & Pool	398,064	26,920	152,245	39%
Streets	1,272,192	63,759	327,317	31%
Transfers	0	0	0	0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,148,642</b>	<b>353,513</b>	<b>2,068,324</b>	<b>45%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
MARCH 2020  
FINANCIAL SUMMARY

**WATER/SOLID WASTE/ SANITATION FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services – Water	1,800,500	96,600	562,385	31%
Charges for Services – Sewer	840,000	68,027	400,641	48%
Charges for Services – Sanitation	2,136,000	232,129	1,127,772	53%
Miscellaneous / Interest	72,828	3,107	23,089	32%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND REVENUES</b>	<b>4,849,328</b>	<b>399,863</b>	<b>2,113,887</b>	<b>44%</b>
<b>EXPENDITURES</b>				
Employee Expenses	835,946	57,807	365,315	44%
Water Operations	1,254,298	115,096	453,905	36%
Solid Waste Operations	486,359	41,718	227,943	47%
Sanitation Operations	1,978,353	224,686	838,444	42%
Utility Billing Operations	294,372	91,757	118,517	40%
<b>TOTAL WATER/SOLID WASTE/SANITATION FUND EXPENSES</b>	<b>4,849,328</b>	<b>531,064</b>	<b>2,004,124</b>	<b>46%</b>

**AIRPORT FUND**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Fuel Sales	610,000	59,424	371,945	61%
Lease Payments	14,000	1,482	10,072	72%
Auction / Misc	9,600	227	29,131	100%
Transfers	0	0	0	0%
<b>TOTAL AIRPORT REVENUES</b>	<b>633,600</b>	<b>61,133</b>	<b>411,148</b>	<b>65%</b>
<b>EXPENDITURES</b>				
Employee Expenses	110,959	8,218	56,928	51%
Operation Expenses	522,641	68,375	255,489	36%
<b>TOTAL AIRPORT FUND EXPENITURES</b>	<b>633,600</b>	<b>76,593</b>	<b>312,417</b>	<b>50%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
MARCH 2020  
FINANCIAL SUMMARY

**HOTEL/ MOTEL FUNDS**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Hotel Occupancy Tax	625,000	15,913	318,738	51%
Miscellaneous		0	0	
<b>TOTAL HOTEL/MOTEL FUND REVENUES</b>	<b>625,000</b>	<b>15,913</b>	<b>318,738</b>	<b>51%</b>
<b>EXPENDITURES</b>				
Employee Expenses	87,361	0	29,062	33%
Event Expenses	537,639	68,013	208,393	39%
<b>TOTAL HOTEL/MOTEL FUND EXPENDITURES</b>	<b>625,000</b>	<b>68,013</b>	<b>237,455</b>	<b>43%</b>

**GAS DEPARTMENT**

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
Charges for Services - Alpine	1,579,000	219,327	1,030,549	65%
Charges for Services – Ft. Davis	282,000	39,518	196,838	70%
Sales Tax	58,000	6,821	34,645	60%
Adjustments		-69	-202	
Miscellaneous	35,500	1,762	11,010	31%
<b>TOTAL GAS DEPT. REVENUES</b>	<b>1,731,500</b>	<b>267,359</b>	<b>1,272,840</b>	<b>65%</b>
<b>EXPENDITURES</b>				
Employee Expenses	543,128	39,936	254,299	47%
Operation Expenses	1,411,372	278,253	566,458	40%
Transfers	0	0	0	
<b>TOTAL GAS DEPT. EXPENDITURES</b>	<b>1,954,500</b>	<b>318,189</b>	<b>820,757</b>	<b>57%</b>



CITY OF ALPINE - FINANCE DEPARTMENT  
MARCH 2020  
FINANCIAL SUMMARY

Interest and  
Sinking

	CURRENT AMENDED TOTAL BUDGET	PERIOD ACTIVITY MARCH FY 2020	TOTAL FISCAL YTD EXPENDITURES	FISCAL YTD % OF BUDGET
<b>REVENUES</b>				
General Fund -- Property Taxes	146,918	4,349	143,085	97%
<b>TOTAL I&amp;S REVENUES</b>	<b>146,918</b>	<b>4,349</b>	<b>143,085</b>	<b>97%</b>
<b>EXPENDITURES</b>				
General Fund Debt	146,918	0	129,234	86%
<b>TOTAL I&amp;S EXPENDITURES</b>	<b>146,918</b>	<b>0</b>	<b>129,234</b>	<b>86%</b>

- COVID19 update - Chief Robert Martin

6. Public Hearings –

- Public Hearing to obtain citizen's views and comments on Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date.
- Public Hearing to obtain citizen's views and comments on Ordinance 2020-03-03, establishing limited parking to 30 minutes between the hours of 8:00am and 5:00pm on weekdays in the 100 block of West Ave E., located between 5<sup>th</sup> and 6<sup>th</sup> street on both of the North and South sides of the roadway, except on holidays.

- Public Hearing to obtain citizen's views and comments on Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date.



**STATE OF TEXAS**

**COUNTY OF BREWSTER**

**CITY OF ALPINE**

**ORDINANCE 2020-04-01**

**AN ORDINANCE OF THE CITY OF ALPINE, TEXAS, AMENDING THE ALPINE CODE OF ORDINANCES CHAPTER 18 BUILDINGS AND BUILDING REGULATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$ 500.00); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine, Texas makes certain services, documents, publications, and facilities available to the public; and

**WHEREAS**, the City of Alpine wishes to make changes to certain building permit and inspection fees; and

**WHEREAS**, these changes are in response to and in conformance with the recently amended Section 214.907, Local Government Code, as added by House Bill 852 and signed into effect immediately on May 21, 2019; and

**WHEREAS**; the primary purpose of this ordinance is for regulation in support of the City of Alpine's building permit and inspection program; and

**WHEREAS**, these fees established herein are no more than reasonably necessary to cover the City of Alpine's cost of regulation through its building permit and inspection program; and

**WHEREAS**, ALL CONSTITUTIONAL, STATUTORY AND LEGAL PREREQUISITES FOR THE PASSAGE OF THIS ORDINANCE HAVE BEEN MET, INCLUDING BUT NOT LIMITED TO THE Open Meetings Act; and

**WHEREAS**, the City Council has determined that it is in the best interest of the health, safety and welfare of the public to adopt this ordinance

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

Section 1. That all matters stated herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Section 2. That Chapter 18, Buildings and Building Regulations, Article I, In General, 18-3 Construction and Demolition fees required, is hereby amended to read as follows;

"Section 18-3 Schedule of permit fees. For any work requiring a permit under the International Building Code, a fee for each permit shall be paid as required, in accordance with Table 1A , Building Permit Fees, attached hereto as Exhibit "A", On buildings, structures, electrical, gas, mechanical ,plumbing systems, irrigation and fuel gas or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with Table 1-A, and Table 18-3A , Mechanical, Electrical, Plumbing, Irrigation and

Fuel Gas permit Fees attached hereto as Exhibit "C". Permit fees for work covered by other adopted codes and ordinances are described elsewhere in this chapter.

For new buildings and additions, with the exception of residential dwellings, the building valuations shall be determined by the Building Valuation Data Table, attached hereto as Exhibit "B" or the contract valuation, whichever is greater.

For interior alterations and remodels, with the exception of residential dwellings, the building valuation shall be determined by the contract valuation.

In all cases with the exception of residential dwellings, it shall be the responsibility of the permit applicant to provide a copy of the construction contract including the total project cost to the Building Official upon request".

Section 3. That Chapter 18, Buildings and Building Regulations, Article III – Plumbing Code, Section 18-72 – Inspections, subsection (b) New construction and remodeling. (1) Permit required. subsection a., b., c., d. is hereby deleted in its entirety.

Section 4. That Chapter 18, Building and Building Regulations, Article IV. – Gas Code, Section 18-107. – Fees. Subsection (b) is hereby deleted in its entirety.

Section 5. That Chapter 18, Buildings and Building Regulations, Article V.-Housing Code Division 2.- Permit Section 18-206. Fees required, is hereby amended as follows:

"Minimum permit fee: \$25.00 plus \$ 0.20 per square foot of the building to be moved".

Section 6. That Chapter 18, Building and Building Regulations, Article VIII.- Electrical Code. Section 18-252.- Permitting, subsection (d.) Electrical permit and inspection fee schedule is hereby deleted in its entirety.

Section 7. That any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed five hundred dollars (\$500.00) for each offense and a separate offense shall be deemed committed each day during or on which a violation occurs or continues.

Section 8. That all ordinances or any parts thereof in conflict with the terms of this ordinance shall be and hereby are deemed repealed and of no force or effect.

Section 9. This ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

**PASSED AND ADOPTED THIS 21<sup>ST</sup> DAY OF APRIL 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**  
**April 7, 2020**

**SECOND AND FINAL READING**  
**April 21, 2020**

\_\_\_\_\_  
**Andres “Andy” Ramos, Mayor**  
**City of Alpine**

**ATTEST:**

\_\_\_\_\_  
**Cynthia Salas, City Secretary**  
**City of Alpine**

**APPROVED AS TO FORM:**

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

- Public Hearing to obtain citizen's views and comments on Ordinance 2020-03-03, establishing limited parking to 30 minutes between the hours of 8:00am and 5:00pm on weekdays in the 100 block of West Ave E., located between 5<sup>th</sup> and 6<sup>th</sup> street on both of the North and South sides of the roadway, except on holidays.

STATE OF TEXAS  
CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2020-03-03**

**AN ORDINANCE TO LIMIT PARKING TO 30 MINUTES BETWEEN THE HOURS OF 8:00AM AND 5:00PM ON WEEKDAYS IN THE 100 BLOCK OF WEST AVENUE E, LOCATED BETWEEN 5TH STREET AND 6TH STREET ON BOTH THE NORTH AND SOUTH SIDES OF THE ROADWAY.**

**WHEREAS**, one of the key recommendations of the Alpine Downtown Vision Plan is to improve parking in the downtown area in order to improve opportunities for commerce and tourism; and

**WHEREAS**, vehicle parking during weekday business hours is normally short term (30 minutes or less), and parking after business hours and over the weekend is normally longer than 30 minutes and sometimes overnight; and

**WHEREAS**, the City Council has determined that balancing the needs of those who utilize city street parking during weekday business hours and those who utilize city street parking after weekday business hours and on the weekends is in the best interest of the City and the citizens.

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

**SECTION 1.** A 30 minute parking limit is hereby established on the north and south sides of the 100 block of West Ave E, located between 5<sup>th</sup> street and 6<sup>th</sup> street during the hours of 8 am and 5 pm Monday through Friday, except on holidays.

**SECTION 2.** The placement or removal of necessary signage and markings for these changes shall be implemented as provided in the Texas Transportation Code.

**PASSED AND ADOPTED THIS 7<sup>TH</sup> DAY OF APRIL, 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING  
MARCH 17, 2020**

**SECOND AND FINAL READING  
APRIL 7, 2020**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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**Cynthia Salas, City Secretary  
City of Alpine**

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**Rod Ponton, City Attorney  
City of Alpine**

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.)

- A. Approval of minutes from City Council meeting on April 7, 2020. (E. Zimmer, City Manager)
- B. Approve ratifying Resolution 2020-01-04, for the signatories for all the accounts with West Texas National Bank to include safe deposit boxes for the City of Alpine. (E. Zimmer, City Manager)

A. Approval of minutes from City Council meeting on April 7, 2020. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING: INITIATED BY:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>CONSENT AGENDA</b>
	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>APPROVAL OF MINUTES FROM CITY COUNCIL MEETING ON APRIL 7, 2020</b>
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<b>EXHIBITS:</b>	
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### CLEARANCES APPROVAL

<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	_____
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	_____
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	_____

### BUDGET

<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

### RECOMMENDED ACTION

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### EXECUTIVE SUMMARY

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City of Alpine  
Regular City Council Meeting  
Tuesday, April 7, 2020  
5:30 P.M.  
Minutes

1. Call to Order, and Pledge of allegiance to the flags – Mayor Ramos called the meeting to order. The meeting was held 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 Curry, Councilor Olivas, Councilor Betty Fitzgerald, Councilor Escovedo, Councilor Stephens, and Mayor Ramos were present via zoom. City Secretary, Cynthia Salas reported that the agenda was posted at 11:00 A.M. on April 3, 2020. City Manager Erik Zimmer, City Secretary, Cynthia Salas, and City Attorney Rod Ponton also attended via zoom.
3. Public Comments (limited to 3 minutes per person) –
4. Presentations, Recognitions and Proclamations – (A. Ramos, Mayor) – None
5. Reports – Copies of the charts presented during the meeting are posted on the City website at <https://www.cityofalpine.com/Alpine%20City%20Council%20-%20CM%20Report%203-17-2020.pdf>

City Mayor's Report – (A. Ramos, Mayor) – Update on the Coronavirus

City Attorney's Report – None

City Manager Report –

- Coronavirus 2019 Updates: Hours of Operation, Budget, FEMA, Work from home.

City Staff Updates –

- Readout report by Animal Control Supervisor Jennifer Stewart
- Readout report by Director of Utilities Scott Perry
- Readout report by Director of Tourism Director Chris Ruggia
- Readout report by Chief of Police Robert Martin

6. Public Hearings –
  - Public Hearing to obtain citizen's comments on Ordinance 2020-03-01, amending the Code of Ordinances, Chapter 26, Article II – Civic Center, providing repealing and severability clauses; providing a Texas Open Meetings Act Clause; and providing an effective date.
  - Public Hearing to obtain citizen's views and comments on Ordinance 2020-03-04, an Ordinance for the placement of a No Parking signs inside the Old Town Square parking lot that is currently designated No Parking.
7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –

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

1. Approval of minutes from City Council meeting on March 17, 2020. (E. Zimmer, City Manager)
2. Approval of minutes from Emergency City Council meeting on March 20, 2020. (E. Zimmer, City Manager)
3. Approval of minutes from Special City Council meeting on March 25, 2020. (E. Zimmer, City Manager)

Motion was made by Councilor Stephens, by Resolution 2020-04-01 to approve item 1 and 2, and withdraw item 3 to take care of two clerical issues. Motion was seconded by Councilor Olivas. Motion unanimously carried.

8. Information or Discussion items –

1. Dialogue on Pan Handling in the City of Alpine. (R. Stephens, City Council) – Councilor Stephens tabled this item.
2. Discussion on emergency/fire lanes on 5<sup>th</sup> and Gallego Ave. in front of Our Lady of Peace Catholic Church. (L. Escovedo, City Council)

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

Consent agenda item #3 – Approval of minutes from Special City Council meeting on March 25, 2020. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-02, correction under action item #2 it list the motion having passed unanimously but the vote was 5 to 1. The other is action item #3 the motion was proposed and seconded but there was no vote. Motion needs to reflect that the vote was 5 to 0. With those additions and edits, that City Council approve the minutes from the Special City Council meeting on March 25, 2020. Motion was seconded by Councilor Escovedo. Motion unanimously carried.

1. Discuss, consider, and take appropriate action on the second and final reading on Ordinance 2020-03-01, amending the Code of Ordinance, Chapter 26, Article II – Civic Center; providing repealing and severability clauses; providing a Texas Open Meetings Act Clause; and providing an effective date. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-03 to approve the second and final reading on Ordinance 2020-03-01, amending the Code of Ordinance, Chapter 26, Article II – Civic Center; providing repealing and severability clauses; providing a Texas open Meetings Act Clause; and providing an effective date. Motion was seconded by Councilor Escovedo. Motion unanimously carried.
2. Discuss, consider, and take appropriate action on the second and final reading of Ordinance 2020-03-04, an Ordinance for the placement of a No Parking signs inside the Old Town Square parking lot that is currently designated No Parking. (R. Stephens, City Council) – Motion was made by Councilor Stephens, by Resolution 2020-04-04, to approve the second and final reading on Ordinance 2020-03-04, an Ordinance for the placement of a No Parking signs inside the Old Town Square parking lot that is currently designated No Parking. Motion was seconded by Councilor Escovedo. Motion unanimously carried.
3. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-05, on the first reading of Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances;

providing a severability clause; providing a penalty not to exceed five hundred dollar (\$500.00); providing an effective date. Motion was seconded by Councilor Betty Fitzgerald. Councilor Curry, Councilor Olivas, Councilor Betty Fitzgerald, and Councilor Stephens voted yes. Councilor Escovedo voted against. Motion was 4 to 1.

4. Discuss, consider, and take appropriate action on approving the Joint Election Service Contract between the City of Alpine and Brewster County for the November 3, 2020 election. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-06, to table this item closer to election date. Motion was seconded by Councilor Escovedo. Motion unanimously carried.
5. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-03, an Ordinance establishing the Transportation Committee. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-07 amend motion to table. Motion was seconded by Councilor Olivas. Motion unanimously carried.
6. Discuss, consider, and take appropriate action if needed amending Ordinance 2020-03-06, an Emergency Ordinance instituting Emergency measures due to a Public Health Emergency for the City of Alpine. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2020-04-08 amending Ordinance 2020-03-06, an Emergency Ordinance instituting Emergency measures due to a Public Health Emergency for the City of Alpine to align with Brewster County. Motion was seconded by Councilor Curry. Motion unanimously carried.

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

11. Executive Session - 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)

Motion was made by Councilor Stephens, by Resolution 2020-04-09 that City Council go into executive session. Motion was seconded by Councilor Curry. Motion carried unanimously (7:48pm)

Motion was made by Councilor Stephens, by Resolution 2020-04-10 to come out of Executive Session. Motion was seconded by Councilor Curry. Motion unanimously carried. (8:00pm)

1. Discuss the purchase of property for the City of Alpine. (E. Zimmer, City Manager)

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Pursuant to Texas Government Code 551.071 (consultation with an attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development)

Motion was made by Councilor Stephens, by Resolution 2020-04-11 to come back to open session. Motion was seconded by Councilor Curry. Motion unanimously carried 4 to 0.

## 12. Action – Executive Session –

1. Discuss, consider, and take appropriate action if any, on the purchase of property for the City of Alpine. (E. Zimmer, City Manager)

Motion was made by Councilor Stephens, by Resolution 2020-04-12 to take no action. Motion was seconded by Councilor Curry. Motion unanimously carried 4 to 0.

I certify that this notice was posted at 11:00 A.M. on April 3, 2020, pursuant to Texas Open Meetings Act. (Texas

Vernon's Annotated Civil statutes, section 551.043 Texas Government Code.) This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the city secretary's office at (432) 837-3301 or fax (432) 837-2044 for further information.

---

Andres "Andy" Ramos, Mayor

Attest:

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Cynthia Salas, City Secretary

I, Cynthia Salas, City Secretary, do certify that this notice was posted at 11:00 A.M. on April 3, 2020, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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Cynthia Salas, City Secretary

B. Approve ratifying Resolution 2020-01-04, for the signatories for all the accounts with West Texas National Bank to include safe deposit boxes for the City of Alpine. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING: INITIATED BY:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>CONSENT AGENDA</b>
	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>APPROVE RATIFYING RESOLUTION 2020-01-04, FOR THE SIGNATORIES FOR ALL THE ACCOUNTS WITH WEST TEXAS NATIONAL BANK TO INCLUDE SAFE DEPOSIT BOXES FOR THE CITY OF ALPINE.</b>
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<b>EXHIBITS:</b>	
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### CLEARANCES APPROVAL

<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	_____
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	_____
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	_____

### BUDGET

<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

### RECOMMENDED ACTION

### EXECUTIVE SUMMARY

West Texas Bank is requesting that our designated signatories include ALL City account, including the deposit boxes on the Resolution that was approved January 2020. Included is the AMENDED Resolution.

RESOLUTION NO. 2020-01-04

AN **AMENDED** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, TO REQUIRE TWO SIGNATURES ON ALL CITY CHECKS AND **SAFE DEPOSIT BOXES** AND AUTHORIZING THE CITY MANAGER AND CITY SECRETARY TO SERVE AS THE PRIMARY TWO SIGNATORIES, WITH THE CHIEF OF POLICE AND DIRECTOR OF UTILITIES TO SERVE AS ALTERNATES, IN CASE THE PRIMARIES ARE NOT AVAILABLE TO SIGN CHECKS.

WHEREAS, two signatures are required on all City of Alpine Checks and **Safe Deposit Boxes**; and

WHEREAS, the City Manager, Erik Zimmer, and the City Secretary, Cynthia Salas, serve the City as appointed City Administration staff, and will serve as the two primary signatories for all city checks; and

WHEREAS, the Chief of Police, Robert Martin, and the Director of Utilities, Scott Perry, will serve as the two alternate signatories, in the event the primary signatories are not available to sign checks.

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

The City Council of the City of Alpine requires two signatures on all City Checks and **Safe Deposit boxes** and authorizes the City Manager and City Secretary to sign all City Checks and **Safe Deposit boxes** as the primary signatories and further authorizes the Chief of Police and Director of Utilities to sign all City Checks as the alternate signatories, in case the primary signatories are not available to sign checks. No other signatures will be authorized on any City checks. This Resolution supersedes all previous Resolutions concerning the signing of City Checks. This Resolution is effective immediately.

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Erik Zimmer, City Manager

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Cynthia Salas, City Secretary

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Robert Martin, Chief of Police

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Scott Perry, Director of Utilities

PASSED AND APPROVED this 21<sup>st</sup> day of April, 2020.

APPROVED:

ATTEST:

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Andres "Andy" Ramos, Mayor

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Cynthia Salas, City Secretary

8. Information or Discussion items –

1. Update on Big Bend Regional Medical Center – Chapter 11. (Erik Zimmer, 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 take appropriate action on the second and final reading of Ordinance 2020-03-03, establishing limited parking to 30 minutes between the hours of 8:00am and 5:00pm on weekdays in the 100 block of West Avenue E., located between 5<sup>th</sup> street and 6<sup>th</sup> street on both of the North and South sides of the roadway, except on holidays. (R. Stephens, City Council)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING: INITIATED BY:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
	<b>RICK STEPHENS</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>COUNCIL</b>
<b>PRESENTED BY:</b>	<b>RICK STEPHENS</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	
<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE SECOND AND FINAL READING OF ORDINANCE 2020-03-03, ESTABLISHING LIMITED PARKING TO 30 MINUTES BETWEEN THE HOURS OF 8:00AM AND 5:00PM ON WEEKDAYS IN THE 100 BLOCK OF WEST AVENUE E., LOCATED BETWEEN 5<sup>TH</sup> STREET AND 6<sup>TH</sup> STREET ON BOTH OF THE NORTH AND SOUTH SIDES OF THE ROADWAY, EXCEPT ON HOLIDAYS.</b>		
<b>EXHIBITS:</b>			

### CLEARANCES

### APPROVAL

<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	_____
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	_____
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	_____

### BUDGET

<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

### RECOMMENDED ACTION

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### EXECUTIVE SUMMARY

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STATE OF TEXAS  
CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2020-03-03**

**AN ORDINANCE TO LIMIT PARKING TO 30 MINUTES BETWEEN THE HOURS OF 8:00AM AND 5:00PM ON WEEKDAYS IN THE 100 BLOCK OF WEST AVENUE E, LOCATED BETWEEN 5TH STREET AND 6TH STREET ON BOTH THE NORTH AND SOUTH SIDES OF THE ROADWAY.**

**WHEREAS**, one of the key recommendations of the Alpine Downtown Vision Plan is to improve parking in the downtown area in order to improve opportunities for commerce and tourism; and

**WHEREAS**, vehicle parking during weekday business hours is normally short term (30 minutes or less), and parking after business hours and over the weekend is normally longer than 30 minutes and sometimes overnight; and

**WHEREAS**, the City Council has determined that balancing the needs of those who utilize city street parking during weekday business hours and those who utilize city street parking after weekday business hours and on the weekends is in the best interest of the City and the citizens.

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

**SECTION 1.** A 30 minute parking limit is hereby established on the north and south sides of the 100 block of West Ave E, located between 5<sup>th</sup> street and 6<sup>th</sup> street during the hours of 8 am and 5 pm Monday through Friday, except on holidays.

**SECTION 2.** The placement or removal of necessary signage and markings for these changes shall be implemented as provided in the Texas Transportation Code.

**PASSED AND ADOPTED THIS 7<sup>TH</sup> DAY OF APRIL, 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING  
MARCH 17, 2020**

**SECOND AND FINAL READING  
APRIL 7, 2020**

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

**ATTEST:**

**APPROVED AS TO FORM:**

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**Cynthia Salas, City Secretary  
City of Alpine**

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**Rod Ponton, City Attorney  
City of Alpine**

2. Discuss, consider, and take appropriate action on the second and final reading of Ordinance 2020-04-01, an Ordinance of the City of Alpine, Texas, amending the Alpine Code of Ordinances, Chapter 18 Building and Building Regulations; repealing conflicting Ordinances; providing a severability clause; providing a penalty not to exceed five hundred dollars (\$500.00); providing an effective date. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
<b>INITIATED BY:</b>	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	
<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE SECOND AND FINAL READING OF ORDINANCE 2020-04-01, AN ORDINANCE OF THE CITY OF ALPINE, TEXAS, AMENDING THE ALPINE CODE OF ORDINANCES, CHAPTER 18 BUILDING AND BUILDING REGULATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00); PROVIDING AN EFFECTIVE DATE.</b>		

<b>EXHIBITS:</b>	
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CLEARANCES		APPROVAL	
<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	_____
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	_____
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	_____

BUDGET	
<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

RECOMMENDED ACTION
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EXECUTIVE SUMMARY
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Cynthia Salas &lt;city.secretary@ci.alpine.tx.us&gt;

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**Building Permit Fees**1 message

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Erik Zimmer &lt;erik.zimmer@ci.alpine.tx.us&gt;

Mon, Apr 13, 2020 at 3:27 PM

To: Andy Ramos <mayor.amos@ci.alpine.tx.us>, Maria Curry <ward1.curry@ci.alpine.tx.us>, Ramon Olivas <ward2.olivas@ci.alpine.tx.us>, Betty Fitzgerald <ward3.fitzgerald@ci.alpine.tx.us>, Lucy Escovedo <ward4.escovedo@ci.alpine.tx.us>, Rick Stephens <ward5.stephens@ci.alpine.tx.us>, pontonrod <pontonrod@gmail.com>, Cynthia Salas <city.secretary@ci.alpine.tx.us>, David Hale <building.official@ci.alpine.tx.us>

Honorable Mayor and City Council,

Relative to last week's City Council meeting, the question arose as to further clarification on the assessment of the new recommending building permit fees. Here is additional information we compiled for your reference and review.

Building valuations **except for residential dwellings** are determined by the building valuation data table.

Interior alterations and remodels **with the exception of residential dwellings**, the valuation is determined by the contract valuation

The Texas Legislature passed House Bill 852 (<https://legiscan.com/TX/text/HB852/2019>) which prohibits municipalities from charging permit fees for residential dwellings based on valuation of work. Here is TML's document from this past year's change (<https://www.tml.org/DocumentCenter/View/1184/LU2019-22>).

To comply with this law the City of Alpine has revised the fee schedule that was provided as the appendix in the Ordinance.

Cost tables also came up in our discussion last Tuesday.

**Construction per square foot has been based on a 2003 square foot construction cost table depending on the type of construction. The table in the appendix showed a difference in square foot permitting for R1&R2 versus R3.**

The square foot construction cost table presents factors that reflect the relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction (differences in building apartments versus single-family or dual-family housing).

Example:

An 1800 square foot house that is Type V-A (wood /brick) construction would have a square footage calculation of \$ 73.10 per square foot (average cost in 2003 )

$\$73.10 \times 1800 = \$131,580$  (valuation)

The square foot construction cost does not include the price of the land on which the building is built. It takes into account everything from foundation work to the roof structure and coverings. The permit fee is determined using the building gross area, the square foot construction cost and a permit fee multiplier.

Regional cost differences sets the new home at \$.55 /square foot , the permit fee for the 1800 square foot home would be \$ 990.00 .

#### **Regional Cost Difference:**

The % of add-on such as administrative cost, GIS, plan review (cost recovery and inspections) and the average square feet inspected for the year vs. larger cities.

El Paso Fee Schedule : <https://www.elpasotexas.gov/~media/files/coep/city%20development/permits/permit%20apps/fy%202017%20departmental%20list%20fee%20schedule%20c.ashx?la=en>

Here is the link to the permit fees for El Paso. It's a 2017 list (scroll down to page 10, 11, etc...). El Paso does need to update it's fees on residential building as this does not meet the new HB that was passed. But...for reference, you will see that the same 1800 square foot home would carry a permit fee of \$1636.64 in El Paso.

Please let us know if there are further questions, we hope this information is helpful.

Kind regards,  
Erik

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Erik M. Zimmer  
City Manager  
Alpine, TX 79830  
432.837.3301

**Attention Elected Officials** - A 'Reply to All' on this email could lead to unintentional violations of the Texas Open Meetings Act. Please reply only to the sender.

**STATE OF TEXAS  
CITY OF ALPINE**

**COUNTY OF BREWSTER**

**ORDINANCE 2020-04-01**

**AN ORDINANCE OF THE CITY OF ALPINE, TEXAS, AMENDING THE ALPINE CODE OF ORDINANCES CHAPTER 18 BUILDINGS AND BUILDING REGULATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$ 500.00); PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine, Texas makes certain services, documents, publications, and facilities available to the public; and

**WHEREAS**, the City of Alpine wishes to make changes to certain building permit and inspection fees; and

**WHEREAS**, these changes are in response to and in conformance with the recently amended Section 214.907, Local Government Code, as added by House Bill 852 and signed into effect immediately on May 21, 2019; and

**WHEREAS**; the primary purpose of this ordinance is for regulation in support of the City of Alpine's building permit and inspection program; and

**WHEREAS**, these fees established herein are no more than reasonably necessary to cover the City of Alpine's cost of regulation through its building permit and inspection program; and

**WHEREAS**, ALL CONSTITUTIONAL, STATUTORY AND LEGAL PREREQUISITES FOR THE PASSAGE OF THIS ORDINANCE HAVE BEEN MET, INCLUDING BUT NOT LIMITED TO THE Open Meetings Act; and

**WHEREAS**, the City Council has determined that it is in the best interest of the health, safety and welfare of the public to adopt this ordinance

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

Section 1. That all matters stated herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Section 2. That Chapter 18, Buildings and Building Regulations, Article I, In General, 18-3 Construction and Demolition fees required, is hereby amended to read as follows;

"Section 18-3 Schedule of permit fees. For any work requiring a permit under the International Building Code, a fee for each permit shall be paid as required, in accordance with Table 1A , Building Permit Fees, attached hereto as Exhibit "A", On buildings, structures, electrical, gas, mechanical ,plumbing systems, irrigation and fuel gas or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with Table 1-A, and Table 18-3A , Mechanical, Electrical, Plumbing, Irrigation and



Fuel Gas permit Fees attached hereto as Exhibit "C". Permit fees for work covered by other adopted codes and ordinances are described elsewhere in this chapter.

For new buildings and additions, with the exception of residential dwellings, the building valuations shall be determined by the Building Valuation Data Table, attached hereto as Exhibit "B" or the contract valuation, whichever is greater.

For interior alterations and remodels, with the exception of residential dwellings, the building valuation shall be determined by the contract valuation.

In all cases with the exception of residential dwellings, it shall be the responsibility of the permit applicant to provide a copy of the construction contract including the total project cost to the Building Official upon request".

Section 3. That Chapter 18, Buildings and Building Regulations, Article III – Plumbing Code, Section 18-72 – Inspections, subsection (b) New construction and remodeling. (1) Permit required. subsection a., b., c., d. is hereby deleted in its entirety.

Section 4. That Chapter 18, Building and Building Regulations, Article IV. – Gas Code, Section 18-107. – Fees. Subsection (b) is hereby deleted in its entirety.

Section 5. That Chapter 18, Buildings and Building Regulations, Article V.-Housing Code Division 2.- Permit Section 18-206. Fees required, is hereby amended as follows:

"Minimum permit fee: \$25.00 plus \$ 0.20 per square foot of the building to be moved".

Section 6. That Chapter 18, Building and Building Regulations, Article VIII.- Electrical Code. Section 18-252.- Permitting, subsection (d.) Electrical permit and inspection fee schedule is hereby deleted in its entirety.

Section 7. That any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed five hundred dollars (\$500.00) for each offense and a separate offense shall be deemed committed each day during or on which a violation occurs or continues.

Section 8. That all ordinances or any parts thereof in conflict with the terms of this ordinance shall be and hereby are deemed repealed and of no force or effect.

Section 9. This ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

**PASSED AND ADOPTED THIS 21<sup>ST</sup> DAY OF APRIL 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**  
**April 7, 2020**

**SECOND AND FINAL READING**  
**April 21, 2020**

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**Andres “Andy” Ramos, Mayor**  
**City of Alpine**

**ATTEST:**

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**Cynthia Salas, City Secretary**  
**City of Alpine**

**APPROVED AS TO FORM:**

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**Rod Ponton, City Attorney**  
**City of Alpine**

**Exhibit "A"**

**TABLE NO. 1-A**

**BUILDING PERMIT FEES**

**PERMIT FEES OR ALL BUILDING PERMITS EXCEPT FOR RESIDENTIAL DWELLINGS**

<b>TOTAL VALUATION</b>	<b>FEE</b>
<b>\$ 1.00 TO \$ 500.00</b>	<b>\$ 21.00</b>
<b>\$ 501.00 TO \$ 2,000</b>	<b>\$ 21.00 for the first \$ 500.00 plus \$ 2.75 for each additional \$ 100.00, or fraction thereof, to and including \$ 2000.00</b>
<b>\$ 2,001.00 TO \$ 25,000</b>	<b>\$ 62.25 for the first \$ 2,000.00 plus \$ 12.50 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 25,000.00</b>
<b>\$ 25,000 TO \$ 50,000.00</b>	<b>\$ 349.75 for the first \$ 25,000.00 plus \$ 9.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$1,000,000.00</b>
<b>\$ 50,000.00 TO \$ \$ 100,000.00</b>	<b>\$ 574.75 for the first \$ 50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00</b>
<b>\$ 100,000.00 TO \$ 500,000.00</b>	<b>\$ 887.25 for the first \$100,000.00 plus \$ 5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,00.00</b>
<b>\$ 500,000.00 TO \$ 1,000,000.00</b>	<b>\$2,887.25 for the first \$1,000,000.00 plus \$ 4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</b>
<b>\$ 1,000,000.00 AND UP</b>	<b>\$ 5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof</b>

**BUILDING PERMIT FEES FOR RESIDENTIAL DWELLINGS**

	<b>NEW CONSTRUCTION</b>	<b>ADDITIONS</b>	<b>ALTERATIONS</b>
<b><u>R-1 &amp; R-2 RESIDENTIAL DWELLINGS</u></b> (Detached one- and two-family dwellings, townhomes not more than 2 stories in height)	<b>\$ .55 / Square Foot TOTAL AREA UNDER ROOF</b>	<b>\$ 1.00 / Square Foot TOTAL AREA UNDER ROOF</b>	<b>\$ 1.00 /Square Foot TOTAL AREA UNDER ROOF</b>
<b><u>R-3 RESIDENTIAL DWELLINGS</u></b> (Apartments, condominiums, three and four family dwellings)	<b>\$ .30 / Square Foot TOTAL AREA UNDER ROOF</b>	<b>\$ 1.00 / Square Foot TOTAL AREA UNDER ROOF</b>	<b>\$ 1.00 / Square Foot TOTAL AREA UNDER ROOF</b>
<b>Standalone permits or Permits not stated. (siding, foundation repair) \$ 75.00</b>	<b>Residential Pools \$ 150.00 Flat Fee</b>	<b>Residential Irrigations \$ 150.00 Includes Plan Review Fee.</b>	<b>Residential Fence \$ 1.00 per linear foot</b>
			<b>Residential Roof \$.05 / Square Foot = \$ 25.00</b>

**OTHER INSPECTIONS AND FEES**

1. Certificate of Occupancy..... \$ 50.00
2. Inspections outside of normal business hours..... \$ 42.00
3. Additional plan review required by changes, additions or revisions to plans.....\$ 42.00 per hour
4. Use of outside consultants for plan checking / inspections ..... actual cost
5. Foundation permits or any partial permit.....10% of building permit fee in addition to building permit fee

6. Plan review fee ..... 45% of building permit fee in addition to building permit fee
7. Building permit fees for Alpine Independent School District.....25% of the fees established in Table No. 1-A
8. Project valuation to be determined by the contract valuation or regional construction valuation whichever is greater. Permit valuations shall include all work required for a completed project, including profit, but need not include the value or cost of the land. Other methods for determining the project valuations for unique or unusual projects may be approved by the Building Official.
9. Lot drainage fee..... \$ 50.00

TYPE OF OCCUPANCY	BUILDING AREA SQ FT	PERMIT FEES	AMOUNT DUE
<b>R-1, R-2</b> <b>SINGLE FAMILY, DUPLEX</b> <b>TOWNHOUSE</b> <b>NEW CONSTRUCTION</b> <b>ADDITIONS (PER UNIT)</b>  <b>TOTAL SQ FOOT UNDER ROOF</b>  _____	1 – 749 750 – 1,199 1,200 – 1,500 1,501 – 1,750 1,751 – 2,000 2,001 – 2,250 2,251 – 3,000 3,001 – 3,500 3,501 – 4,000 4,001 +	<b>EACH TRADE</b>  \$ 50.00 \$ 63.18 \$ 76.48 \$ 83.18 \$ 90.13 \$ 96.43 \$ 103.08 \$ 115.20 \$ 120.00 \$ 137.18	 <b>\$25.00 Application</b>   \$ _____
<b>A, E, I, R-3</b>  <b>HOTELS, APARTMENTS,</b> <b>DRINKING / DINNING,</b> <b>EDUCATIONAL, ASSEMBLY,</b> <b>INSTITUTIONAL</b>	1 – 500 501 – 100,000 100,001-500,000 500,001 +	<b>EACH TRADE PER SQ FOOT</b>  \$ 50.00 \$ 50.00 + .035 \$ 3,500 + .03 \$ 15,000 + .02	<b>\$ 50.00 Application</b>  \$ _____
<b>B, F, H, M, S, U</b> <b>OFFICE RETAIL, WHOLESALE,</b> <b>GARAGES, FACTORIES,</b> <b>WORKSHOPS, SERVICE</b> <b>STATIONS, WAREHOUSE</b>	1- 500 501- 50,000 50,001- 100,000 100,001+	<b>EACH TRADE PER SQ FOOT</b>  \$ 50.00 \$ 50.00+.01 \$ 182.00+.007 \$ 582.00+ .003	<b>\$50.00 Application</b>  \$ _____
<b>ANY OCCUPANCY GROUP</b>  <b>FINISH-OUTS,</b> <b>SHELL COMPLETIONS,</b> <b>ALTERATIONS,</b> <b>STAND ALONE PERMITS</b>  <b>CONTRACT VALUATION OF</b> <b>WORK</b>  \$ _____	<u><b>CONTRACT</b></u> <u><b>VALUATION OF</b></u> <u><b>WORK</b></u>  0 - 500 501- 1,500 1,501- 3,000 3,001 -5,000 5,001 – 50,000 50,001-100,000 100,001 – 500,000 500,001 +	<b>EACH TRADE</b> <b>PER DOLLAR VALUATION</b>  \$ 50.00 \$ 59.00 \$ 68.00 \$ 80.00 \$ 50.00+ .009 \$ 127.00 + .007 \$ 327.00 +.005 \$ 1,327.00 + .003	   \$ _____

**TABLE 18-3a**

**Exhibit "C"**

3. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-03, an Ordinance establishing the Transportation Committee. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
<b>INITIATED BY:</b>	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE FIRST READING OF ORDINANCE 2020-04-03, AN ORDINANCE ESTABLISHING THE TRANSPORTATION COMMITTEE.</b>
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<b>EXHIBITS:</b>	
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<b>CLEARANCES</b>	<b>APPROVAL</b>
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<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	<hr/>
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	<hr/>
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	<hr/>

<b>BUDGET</b>
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<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

<b>RECOMMENDED ACTION</b>
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<b>EXECUTIVE SUMMARY</b>
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**STATE OF TEXAS  
CITY OF ALPINE**

**COUNTY OF BREWSTER**

**ORDINANCE 2020 – 04 - 03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS CREATING AND ESTABLISHING TRANSPORTATION VISION PLAN COMMITTEE; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council seeks to establish a transportation vision plan committee to promote the safety of persons and property in the City limits; and

**WHEREAS**, the City Council has cause in pursuit of their legislative duties on behalf of citizens of Alpine to promote the participation of those citizens and to receive formal input from them on a variety of issues; and

**WHEREAS**, the opening of the train crossing between Mexico and the United States in Presidio during the fall of 2020 will create a new volume of Cargo Train traffic along the north-south train route through Alpine; and

**WHEREAS**, the TxDOT Freight Plan Study has indicated the Freight Truck traffic volumes will increase by a factor of 50% by the year 2045; and

**WHEREAS**, Transmigrante and Vegetable/Produce related traffic is anticipated to increase with changes at the Presidio Border Crossing; and

**WHEREAS**, it is deemed to be in the best interest of the City to establish a Transportation Vision Plan Committee to aid the City Council in effective management of Transportation Vision Plan matters.

**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 APPROVED THIS THE 5<sup>TH</sup> DAY OF MAY 2020 BY THE CITY COUNCIL OF  
THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**APRIL 21, 2020**

**SECOND AND FINAL READING**

**MAY 5, 2020**

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**Andres “Andy” Ramos, Mayor  
City of Alpine**

**ATTEST:**

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**Cynthia Salas, City Secretary  
City of Alpine**

**APPROVED AS TO FORM:**

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**Rod Ponton, City Attorney  
City of Alpine**

## **Exhibit “A”**

### **TRANSPORTATION VISION PLAN COMMITTEE**

#### **Board established, appointment, terms.**

There is created and established for the city, being a home rule municipality, a transportation vision plan committee which shall be composed of seven members; Five of the members will come from each ward and two will be at large. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members may be dismissed after being absent from three consecutive meetings without being excused by the city secretary. The reason for an absence shall be reported to the city secretary before the meeting occurs and recorded in the minutes of the scheduled meeting together with the city secretary's decision on the absence. The members of the board shall serve without compensation.

#### **General purposes.**

The general purposes of the transportation vision plan committee shall be to represent various citizen groups and their interests as part of the city council's greater discussion of transportation, its planning, and its improvements. This includes.

- (a) The presentation and adaptive reuse of historic buildings,
- (b) Enhancements of sidewalks and street crossings for pedestrians to improve connectivity,
- (c) Develop a plan to build out a Quiet Zone and 'Outside of City' train-staff changeover,
- (d) Develop a plan for a truck and train bypass around Alpine City Limits,
- (e) Develop a plan to repurpose the existing train tracks ROW (both Union Pacific and TxDOT) to a multi-purpose walking, hiking and biking trail system and it's connection to our current park system,
- (f) Improved connection of Murphy Street to the Downtown District,
- (g) Promotion of economic growth via small business development and local entrepreneurship,

#### **Quorum.**

All seven members of the transportation vision plan committee shall have a vote. A majority of four members shall be necessary to constitute a quorum, hold a meeting and transact business.

#### **Appointment, duties of chairperson.**

A chairperson of the transportation vision plan committee shall be appointed annually by the city council from among the members of such board, and such chairperson's duties shall be to call and preside at the meetings of such board, make such reports and suggestions to the city manager and city council as such board may vote to be submitted; resolve by his vote any tie votes of such board and generally act as liaison between such board and the city manager and city council. The board may appoint an acting chairperson for any regular meeting that such appointed chairperson is unable to attend and, such acting chairperson shall have a vote in all matters before the board requiring a vote.

**Regular meetings.**

Regular meetings of the transportation vision plan committee shall be held at least quarterly at such times and places as the chairman may, from time to time, establish.

**Meetings to be public.**

All meetings of the Transportation Vision Plan Committee shall be open to the public

**Suggestions and recommendations; action thereon.**

The transportation vision plan committee, upon placing its request upon the city council's agenda, may make such suggestions and recommendations to the city council, from time to time, as such board may deem advisable and in the best interest of the transportation in the city. Each suggestion and recommendation must first be approved by a majority of those members present and voting, and no such suggestions or recommendations shall be made by the transportation vision plan committee, as such, unless a quorum is present at the meeting where such is made. Nothing in this section shall be construed to prevent any individual from bringing any matter before the council or to prevent the making of the minority report by the members of such board so desiring. The council may act, or not, upon any matter brought before it by the board, upon any minority report, or any suggestion or recommendation of any individual or group.

4. Discuss, consider, and take appropriate action on approving animal permits for one horse. Horse to be located at 1602 N. 7<sup>th</sup> in Alpine, Texas. Applicant is Bret Welch. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING: INITIATED BY:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON APPROVING ANIMAL PERMITS FOR ONE HORSE. HORSE TO BE LOCATED AT 1602 N. 7<sup>TH</sup> IN ALPINE, TEXAS. APPLICANT IS BRET WELCH.</b>
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<b>EXHIBITS:</b>	
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<b>CLEARANCES</b>	<b>APPROVAL</b>
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<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	_____
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	_____
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	_____

<b>BUDGET</b>
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<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

<b>RECOMMENDED ACTION</b>
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<b>EXECUTIVE SUMMARY</b>
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Cynthia Salas &lt;city.secretary@ci.alpine.tx.us&gt;

**Fwd: Horse**

1 message

**Jennifer Stewart** <jstewart@ci.alpine.tx.us>  
To: Cynthia Salas <city.secretary@ci.alpine.tx.us>

Wed, Apr 15, 2020 at 11:54 AM

This is the emailed complaint to Captain that should be included in the permit application as well. I am also attaching the aerial view of where the properties are located.

Thanks,  
Jennifer

----- Forwarded message -----

From: **Capt. Darrell R. Losoya** <losoya.police@ci.alpine.tx.us>  
Date: Wed, Apr 15, 2020 at 10:59 AM  
Subject: Re: Horse  
To: amy hardy <ajcavness@yahoo.com>, Jennifer Stewart <jstewart@ci.alpine.tx.us>

Dear ma'am,

I appreciate your concern and we will address this problem as soon as possible. I have CC the Animal Services supervisor. We appreciate your cooperation.

Respectfully,  
**Capt. Darrell R. Losoya**  
**Alpine Police Department**  
**432-837-3486**



**"IN GOD WE TRUST"**

THIS EMAIL MESSAGE CONTAINS INFORMATION WHICH MAY BE CONFIDENTIAL AND PRIVILEGED. UNLESS YOU ARE THE ADDRESSEE (OR AUTHORIZED TO RECEIVE FOR THE ADDRESSEE), YOU MAY NOT USE, COPY OR DISCLOSE TO ANYONE THE MESSAGE OR ANY INFORMATION CONTAINED IN THE MESSAGE. IF YOU HAVE RECEIVED THE MESSAGE IN ERROR, PLEASE ADVISE THE SENDER BY REPLY EMAIL AND DELETE THE MESSAGE.

On Wed, Apr 15, 2020 at 10:45 AM amy hardy <ajcavness@yahoo.com> wrote:

To whom It May Concern:

I am currently a resident at 1605 north 6<sup>th</sup>, behind my house is new resident. They have a horse that is chased by a dog, ALL DAY long, causing the horse to run back and forth. The horse has ran so much the dirt is soft and loose, a slight breeze causes the dirt, to blow in my backyard, my house is covered in dirt and fills my swimming pool with dirt. You cant even sit outside because the blowing dirt, barking dog and running horse.

If you all could please address this issue I would really appreciate your help.

Thank you,

Amy Hardy

Sent from Mail for Windows 10



**N 7th Permit .png**  
489K



Google Maps 1602 N 7th St



Imagery ©2020 Maxar Technologies, Map data ©2020 50 ft



1602 N 7th St

Alpine, TX 79830



Directions



Save



Nearby



Send to your  
phone



Share

Photos



CITY OF ALPINE, TEXAS  
ANIMAL PERMIT

DATE 4/8/20 NUMBER \_\_\_\_\_  
NAME Bret Welch  
ADDRESS 1602 N 7th  
TELEPHONE NUMBER 432 386 8739  
TYPE OF ANIMAL Horse  
NAME OF ANIMAL "Blue Boy" Stud  
LOCATION OF ANIMAL 1602 W 5th  
HORSE OR GOAT PERMIT  
AREA OF PEN 1,024 sq ft

BIRD PERMIT

NUMBER \_\_\_\_\_  
KIND \_\_\_\_\_  
TYPE OF ENCLOSURE \_\_\_\_\_

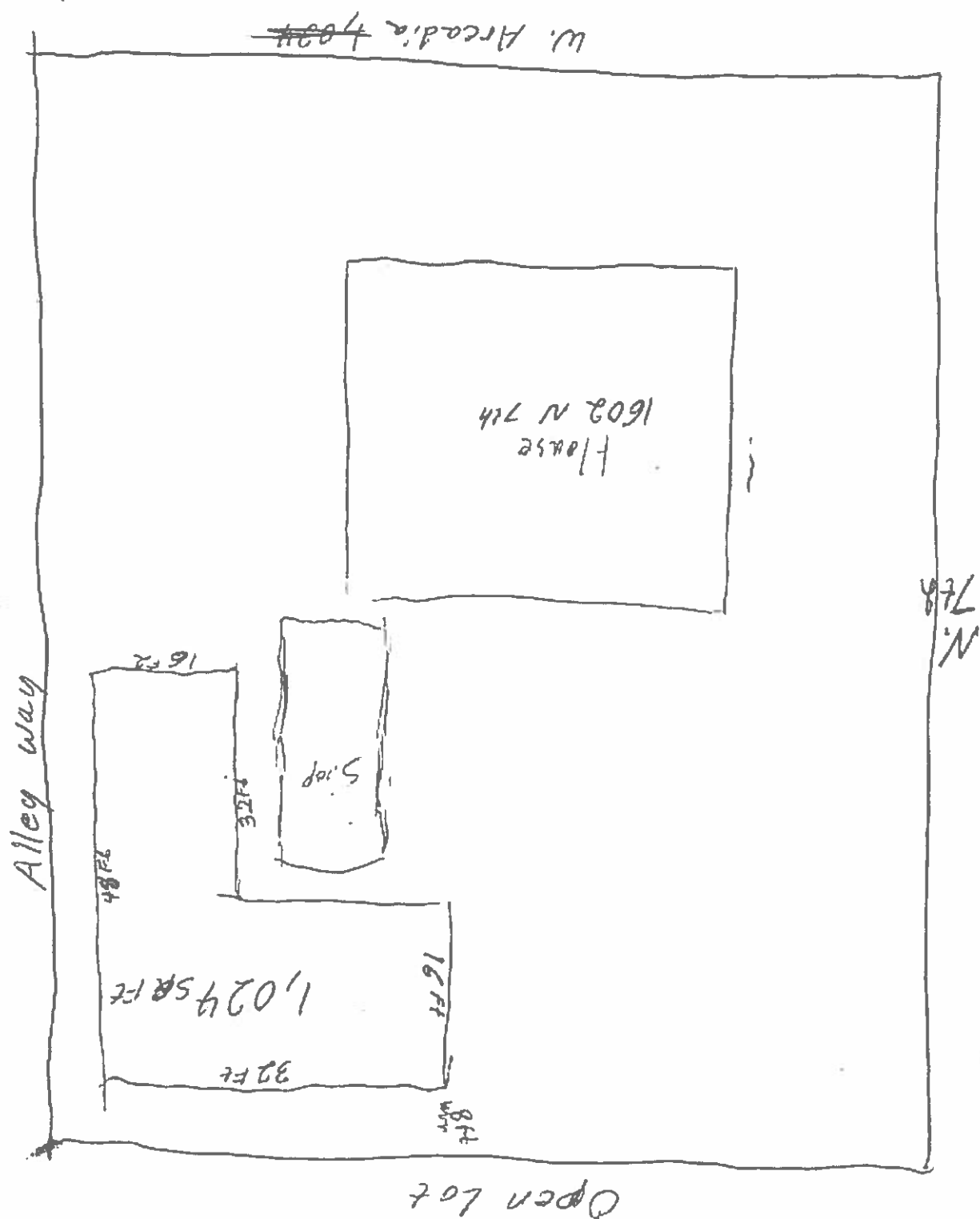
Received from \_\_\_\_\_

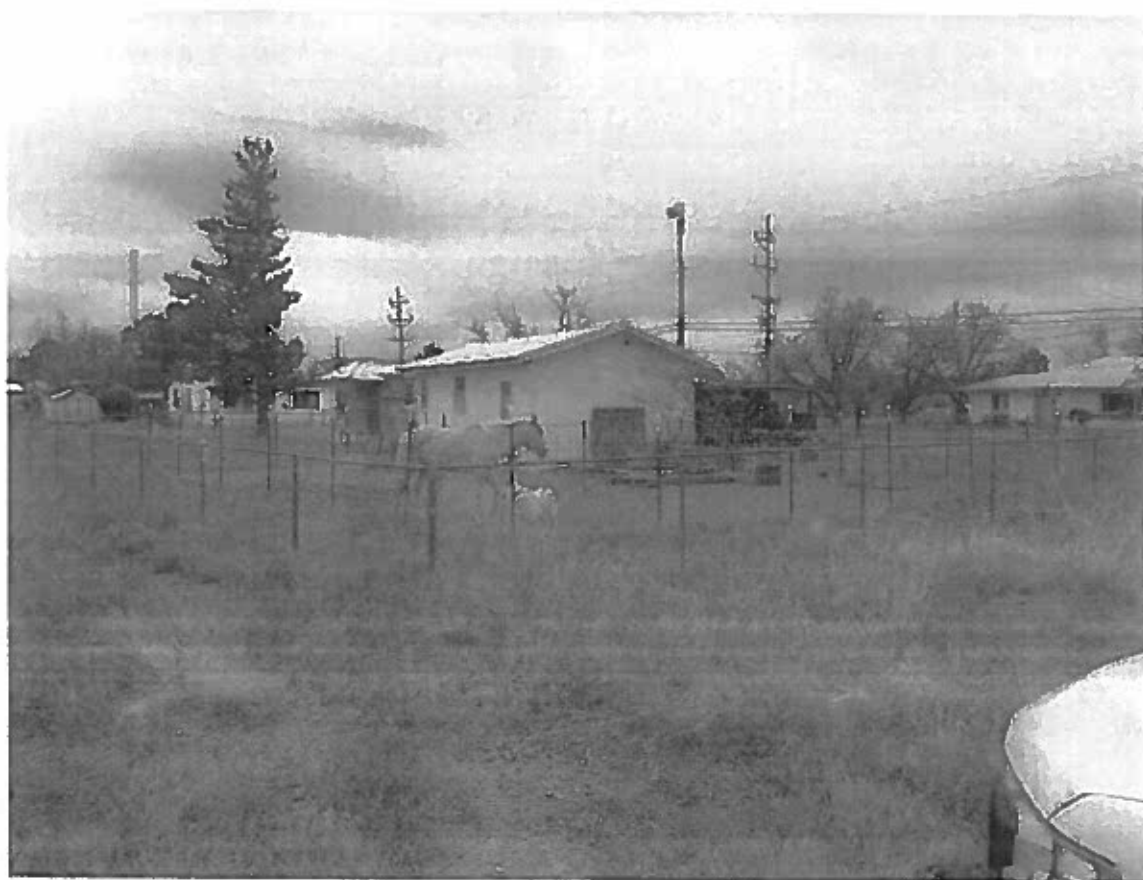
Bret Welch  
Owner

Charles Z...  
City Official

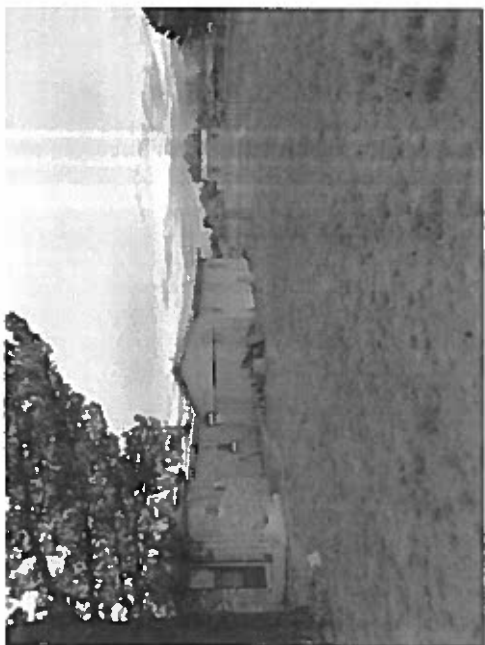
0-20-100-111





















5. Discuss, consider, and take appropriate action if needed amending Ordinance 2020-03-06, an Emergency Ordinance instituting Emergency measures due to a Public Health Emergency for the City of Alpine. (E. Zimmer, City Manager)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING: INITIATED BY:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
	<b>ERIK ZIMMER</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>PRESENTED BY:</b>	<b>ERIK ZIMMER</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION IF NEEDED AMENDING ORDINANCE 2020-03-06, AN EMERGENCY ORDINANCE INSTITUTING EMERGENCY MEASURES DUE TO A PUBLIC HEALTH EMERGENCY FOR THE CITY OF ALPINE.</b>
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<b>EXHIBITS:</b>	
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<b>CLEARANCES</b>	<b>APPROVAL</b>
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<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	

<b>BUDGET</b>
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<b>EXPENDITURE REQUIRED:</b>	<b>\$ 0</b>
<b>SAVINGS ANTICIPATION:</b>	<b>\$</b>
<b>CURRENT BUDGET FY2018-2019:</b>	<b>\$ 0</b>
<b>ADDITIONAL FUNDING:</b>	<b>\$</b>

<b>RECOMMENDED ACTION</b>
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<b>EXECUTIVE SUMMARY</b>
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**STATE OF TEXAS  
CITY OF ALPINE**

**COUNTY OF BREWSTER**

**ORDINANCE 2020-03-06**

**AMENDED EMERGENCY ORDINANCE INSTITUTING EMERGENCY MEASURES DUE TO A PUBLIC HEALTH EMERGENCY EXTENDING AMENDED ORDER TO ALIGN WITH BREWSTER COUNTY; PENALTY AS PROVIDED HEREIN**

**WHEREAS**, on March 13, 2020, the Governor of the State of Texas declared a state of disaster and the President of the United States declared a national emergency in relation to COVID-19; and

**WHEREAS**, said state of disaster requires that certain emergency measures be taken pursuant to the Executive Order of the Governor Relating to Emergency Management; therefore, the following regulations shall take effect immediately upon issuance, and shall remain in effect until the state of disaster is terminated; and

**WHEREAS**, Brewster County has also adopted certain emergency measures on March 31, 2019 regarding COVID-19;

**WHEREAS**, the City of Alpine previously adopted Ordinance 2020-03-06, an emergency ordinance, which this ordinance extends and supplants.

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

That the following is hereby in effect:

**1. STATE AND FEDERAL GUIDANCE**

The City continues to authorize the Emergency Management Director or designee to update, restrict and promulgate regulations necessary to comply with Federal, State, Local authorities' guidance in relation to COVID-19.

**2. CITY BOARDS AND COMMISSIONS**

- a) Unless required by State Law, all City boards and commission meetings are suspended while this ordinance is in effect.
- b) Any boards and commissions that must meet pursuant to State Law, should meet pursuant to the means allowed by the Texas Attorney General and institute

best practices with regards to social distancing.

### 3. HOTELS, MOTELS, AND SHORT-TERM RENTALS

- a) All hotels, motels, short-term rentals, and all short-term rental activities and businesses may remain open, but ONLY for customers that are active military, law enforcement, national reserve, permanent residents residing in hotels and motels, emergency services personnel to support City, County, State, Federal, SRSU, school district operations, Government operations, and other providers of essential services as defined in Gov. Abbott/ State of Texas orders, during this time period.
- b) All hotels, motels, and short-term rentals must report their occupancy numbers to the Alpine Chief of Police on a daily basis.

### 4. STAY HOME, WORK SAFE

Effective as of 11:59 p.m. on April 7, 2020 and continuing until 11:59 p.m. on April 30, 2020, all individuals currently living within the City of Alpine are required to stay at home at their place of residence. For the purposes of this ordinance, residences include hotels, motels, shared rentals, and similar facilities. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably as possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, or to provide or perform Essential Governmental Functions, or to operate Essential Businesses, all as defined below. All businesses operating within the City of Alpine, except Essential Businesses as defined in below are required to cease all activities at facilities located within the City. For clarity, businesses may continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e. working from home). To the greatest extent possible, all Essential Businesses shall comply with the Social Distancing Guidelines, including maintaining six-foot social distancing for employees and the general public.

### 5. NO PUBLIC OF PRIVATE GATHERINGS

All public or private gatherings of any number of people occurring outside a single household or living unit are prohibited, except as otherwise provided herein. Nothing in this Ordinance prohibits the gathering of members of a household or living unit.

### 6. TRAVEL

All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit is prohibited, except for purposes of Essential Activities or to perform or obtain services from an Essential Business, Essential Governmental Function, or Critical infrastructure, as defined below.

7. **ESSENTIAL ACTIVITIES** – For purposes of this Ordinance, individuals may leave their residence only to perform any of the following Essential Activities:

- a) To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (for example, obtaining medical supplies or medication, visiting a healthcare professional or obtaining supplies needed to work from home).
- b) To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others (for example, food, pet supplies, and any other household consumer products, and products necessary to maintain safety, sanitization, and essential operation of residences).
- c) To engage in outdoor recreational or fitness activity, provided the individuals comply with social distancing requirements of six feet (for example, walking, biking, hiking, or running).
- d) To perform work providing essential products and services at an Essential Business or Essential Governmental Functions, or to otherwise carry out activities specifically permitted in this Ordinance.
- e) To care for a family member or pet in another household.
- f) To perform or obtain services from an Essential Business, or from an Essential Government Function, as defined in this Ordinance.
- g) To return home from or to another jurisdiction.

8. **ESSENTIAL BUSINESSES** – For purposes of this ordinance, “Essential Businesses” means:

- a) **Essential Healthcare Operations.** Healthcare operations, including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, mental health providers, substance abuse service providers, blood banks, medical research, laboratory services, or any related and/or ancillary healthcare services. Home-based and residential-based care for seniors, adults, or children are also considered healthcare operations. Healthcare operations also includes veterinary care and all health and welfare services provided to animals. This exemption shall be viewed broadly to avoid any impacts to the delivery of healthcare. Healthcare operations do not include fitness and exercise

gyms and similar facilities. Healthcare operations do not include elective medical surgical, dental, or scanning procedures.

- b) **Essential Critical Infrastructure.** Work necessary to the operations and maintenance of the critical infrastructure sectors, including public works construction, residential and commercial construction, airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), financial institutions, defense and national security-related operations, essential government functions, essential manufacturing operations provided that they carry out those services or that work in compliance with social distancing requirements of six feet, to the extent possible. Essential Businesses providing Essential Critical Infrastructure should implement precautions to protect employees and all activity shall be performed in compliance with social distancing guidelines attached hereto. Construction sites should limit site visitation to a single trade at one time in order to maintain social distancing standards.
- c) **Grocery Stores and Other Suppliers.** Grocery stores, warehouse stores, big-box stores, liquor stores, gas stations and convenience stores, and/or farmers' markets that sell food products, household staples, office supplies, hardware (e.g. electrical, plumbing, etc.), or suppliers of Essential Businesses or Essential Government Functions. Business that provide products to those businesses, including farming, fishing, and livestock. Businesses that ship or deliver groceries, food, goods or services directly to residences.
- d) **Food Services.** Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free services to students or members of the public on a pick-up and take-away basis only. Businesses that ship or deliver groceries, food, goods or services directly to residences. The restriction of delivery or carry out does not apply to cafes and restaurants located within hospital and medical facilities, except that all activity shall be performed in compliance with social distancing guidelines attached hereto.
- e) **Providers of Basic Necessities to Economically Disadvantaged Populations.** Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.
- f) **Essential Services Necessary to Maintain Essential Operations of Residences or Other Essential Businesses.** Trash and recycling collection, processing and disposal, mail and shipping services, building cleaning, lawn and property maintenance and security, warehouse distribution and fulfillment, trucking, storage for essential businesses, funeral homes, crematoriums and cemeteries. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities. Businesses that supply other essential businesses

with support or supplies needed to operate, including laundromats, dry cleaners, and laundry service providers. Firearm and ammunition suppliers and retailers for purposes of safety and security.

- g) **News Media.** Newspapers, television, radio, and other media services.
- h) **Childcare Services.** Childcare facilities providing services that enable employees exempted in this ordinance to work as permitted. Except that the following practices shall be observed: Childcare must be carried out in groups of 10 or fewer children, each within the same group each day. Children shall not change from one group to another, and groups shall not comeingle. If a facility cannot prevent comingling of more than one group of children, then that facility should limit its total number of children to 10. Unless necessitated by overriding health and safety considerations, childcare providers shall remain solely with one group of children and not change groups.
- i) **Gas Stations and Businesses Needed for Transportation.** Gas stations, automobile dealerships, auto-manufacturing and assembly, auto-supply, auto repair, RV sales/repair, bicycle sales/repair, and other related facilities. To the greatest extent possible, interaction with the public should be provided outdoors or in open areas where social distancing may be maintained. Indoor activities should be limited to closing sales or other transactions.
- j) **Financial Institutions.** Banks and related financial institutions, consumer lenders, sales and finance lenders, credit unions insurance companies, appraisers, title companies and payroll and accounting services.
- k) **Critical Trades.** Plumbers, electricians, exterminators, pool cleaners, HVAC providers, sign companies, and other service providers only to the extent that services are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, Essential Businesses, Essential Government Functions, and Essential Critical Infrastructure, including but not limited to utilities such as electricity, gas, water and wastewater, and other public works. Critical Trades does not include discretionary maintenance or improvements.
- l) **Real Estate Services.** Services related to the marketing, sale, lease, or value of real estate, including but not limited to real estate brokers, title companies, surveyors, and/or appraisers, except that all activities shall be performed in compliance with social distancing of six feet per person.
- m) **Mail and Delivery Services.** Businesses providing mailing and shipping services, including post office boxes.
- n) **Certain Educational Activities.** Educational functions, including those of public and private K12 schools, colleges, and universities for purposes of distance education, temporary closure or maintenance of facilities, performing critical research, or



performing essential administrative functions, provided that compliance with social distancing of six feet per person is maintained to the greatest extent possible.

- o) **Transportation.** Airlines, taxis, UPRR, AMTRAK, and other private transportation providers (such as Uber and Lyft) that provide transportation services necessary for the performance of Essential Activities, Essential Businesses, Critical Infrastructure, and/or Essential Government Functions. Alpine-Casparis Municipal Airport shall remain open.
- p) **Home-Based Care and Services.** Home-based care for seniors, adults, or children, including caregivers who may travel to provide care.
- q) **Residential Facilities and Shelters.** Residential facilities and shelters for seniors, adults, children and animals (including students who have no other option but to remain on campus at a lower or higher education institution).
- r) **Professional Services.** Professional services, such as legal services, accounting services, or insurance services, only to the extent that the activity has been ordered to continue by a state entity (such as Office of Court Administration), or to the extent that service can be provided in compliance with social distancing of six feet per person is maintained to the greatest extent possible.
- s) **Information Technology Services and Telecommunications Services.** IT and IT services and their essential services vendors, including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, web-based services, and critical manufacturing, as well as telecommunication sales and services, internet access and broadband/communications services.
- t) **Moving Services.** Businesses that provide residential and/or commercial moving services and necessary moving supplies.
- u) **Religious Services.** Religious and worship services may only be provided by video and teleconference. Religious institutions must limit in-person staff to ten (10) people or less when preparing for or conducting video or teleconference services, and all individuals must follow the Social Distancing Guidelines including the six-foot social distancing rule.
- v) **Funeral Services.** Funeral, mortuary, cremation, burial, cemetery, and related services, provided that social distancing of six feet per person is maintained to the greatest extent possible.

## 9. ESSENTIAL GOVERNMENT FUNCTIONS

All services provided by local governments needed to ensure the continuing operation of the government agencies to provide for the health, safety and welfare of the public

shall continue. Further, nothing in this ordinance shall prohibit any individual from accessing "Essential Government Functions." Each government body shall determine its Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions, including but not limited to support services such as Chambers of Commerce, non-profit support services and the like. To the extent feasible, all Essential Government Functions shall be performed in compliance with the social distancing of six feet per person is maintained. This Ordinance does not apply to the Federal, State or County Government.

#### 10. ADDITIONAL PROVISIONS

- a) **Quarantine.** If someone in a household has tested positive for COVID-19, the entire household is ordered to isolate at home. Members of the household cannot go to work, school, or any other community function. Any person who displays symptoms of COVID-19, including fever, shortness of breath, or dry cough should refrain from leaving home and call Big Bend Regional Medical Center, 432-837-3447.
- b) **Elder Care Facilities.** Nursing homes, retirement, and long-term care facilities are instructed by this ordinance to prohibit non-essential visitors from accessing their facilities unless to provide critical assistance or for end-of-life visitation.
- c) **Curfew.** Unless conducting or traveling to or from an Essential Activity, work at an Essential Business, or work at an Essential Governmental Function, members of the public shall remain at their residential properties between the hours of 10 p.m. and 5 a.m.

#### 11. PENALTIES

- a) These regulations shall have effect of ordinances when duly filed with the City Secretary.
- b) A person who violates any provision of these regulations, upon conviction, is guilty of a misdemeanor punishable by fine of not more than five hundred dollars (\$500.00)

#### 12. EMERGENCY

This emergency ordinance shall take effect immediately upon its adoption and publication and it is accordingly so ordained. This ordinance shall remain in effect through April 30, 2020, or until state of disaster is terminated, whichever is sooner.

#### 13. SEVERABILITY CLAUSE

It is hereby declared to be intention of the City Council that the phrases, sentences, paragraphs and sections of this ordinance severable. If any part of this ordinance shall be declared unconstitutionally by the valid judgement or decree

of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining phrases, sentences, paragraphs and sections.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF APRIL 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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Andres “Andy” Ramos, Mayor  
City of Alpine

ATTEST:

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Cynthia Salas, City Secretary  
City of Alpine

APPROVED AS TO  
FORM:

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Rod Ponton, City Attorney  
City of Alpine

6. Discuss, consider, and take appropriate action on the first reading of Ordinance 2020-04-04, an Ordinance establishing handicap and emergency parking at Our Lady of Peace Catholic Church on 5<sup>th</sup> and Gallego. (L. Escovedo, City Council)



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA FOR COUNCIL MEETING:</b>	<b>APRIL 21, 2020</b>	<b>AGENDA REQUEST NO:</b>	<b>ACTION</b>
<b>INITIATED BY:</b>	<b>LUCY ESCOVEDO</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>COUNCIL</b>
<b>PRESENTED BY:</b>	<b>LUCY ESCOVEDO</b>	<b>FINANCE DIRECTOR:</b>	<b>MEGAN ANTRIM</b>
		<b>ADDITIONAL DIRECTOR (S):</b>	

<b>SUBJECT / PROCEEDING:</b>	<b>DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE FIRST READING OF ORDINANCE 2020-04-04, AN ORDINANCE ESTABLISHING HANDICAP AND EMERGENCY PARKING AT OUR LADY OF PEACE CATHOLIC CHURCH ON 5<sup>TH</sup> AND GALLEGU.</b>
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<b>EXHIBITS:</b>	
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<b>CLEARANCES</b>	<b>APPROVAL</b>
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<b>LEGAL:</b>	<b>CITY ATTORNEY</b>	<b>ROD PONTON:</b>	<hr/>
<b>FINANCE:</b>	<b>FINANCE DIRECTOR</b>	<b>MEGAN ANTRIM:</b>	<hr/>
<b>APPROVAL:</b>	<b>CITY MANAGER</b>	<b>ERIK ZIMMER:</b>	<hr/>

<b>BUDGET</b>
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<b>EXPENDITURE REQUIRED: \$</b>	<b>0</b>
<b>SAVINGS ANTICIPATION: \$</b>	
<b>CURRENT BUDGET FY2018-2019: \$</b>	<b>0</b>
<b>ADDITIONAL FUNDING: \$</b>	

<b>RECOMMENDED ACTION</b>
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<b>EXECUTIVE SUMMARY</b>
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309 West Sul Ross Avenue  
Alpine, Texas 79830

Chief Robert Martin  
Telephone (432) 837-3486

rmartin.police@ci.alpine.tx.us  
Fax (432) 837-2616

To: Eric Zimmer  
City Manager

From: Robert Martin  
Chief of Police

Re: Fire Lane and Handicap Parking  
Our Lady of Peace Catholic Church  
100 W. Gallego, Alpine Tx

I am asking the Alpine City Council to consider passing an Ordinance that will control parking in the 100 block of West Gallego Avenue and 400 block of South 5<sup>th</sup> Street. This ordinance would provide designated parking for handicap parking and provide a fire lane for emergency personnel.

The ordinance will designate ten (10) handicap parking spaces in the 100 block of West Gallego on the north side of the roadway with signs. Three handicap parking spaces will be 132 inches wide and seven (7) will be ninety-six (96) inches wide.

A fire lane will be marked with signs and red a curb on the south side of Gallego Avenue, from Fifth Street towards the west for one hundred forty-seven (147) feet. The curb on Fifth Street on the West side of the roadway will be marked a Fire Lane from Gallego Avenue towards the south, two hundred sixty-four (264) feet.

There will be addental parking on Fifth Street on the East side of the roadway South of Gallego Avenue. These parking spaced will be ninety-six (96) inches wide and will be marked for angled parking. There will be six (6) parking spaces on Gallego Avenue on the South side of the roadway, west of the designated fire lane. The spaces will be eighteen (18) feet long and will be parallel to the curb.

Respectfully Submitted,

Robert Martin  
Chief of Police  
Alpine, Texas

