

CITY COUNCIL

MEETING AGENDA ITEM COVER MEMO

JUNE 21, 2022

INFORMATION OR DISCUSSION

4. Discuss Proposed FY 2023 Capital Improvement Program (CIP) (M. Antrim, City Manager)

BACKGROUND

- Section 5.08 Capital Program
 - (A) The City Manager shall prepare and submit to the Council a five-year capital program at least three months prior to the final date for submission of the annual budget.
 - (B) The capital program shall include:
 - (1) a clear general summary of its contents; (
 - 2) a list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (3) cost estimates, methods of financing, and recommended time schedules for each such improvement; and
 - (4) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
 - (C) The capital program shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.
- Section 5.09 City Council Action on Capital Program
 - (A) The Council shall publish in one or more newspapers of general circulation in the City the general summary of the capital budget and a notice stating:
 - (1) the times and places where copies of the capital program are available for inspection by the public; and
 - (2) the time and place, not less than two weeks after such publication, for a public hearing on the capital program.
 - (B) The Council by resolution shall adopt the capital program with or without amendment after the public hearing and on or before the fifteenth day of the twelfth month of the current fiscal year.

SUPPORTING MATERIALS

1. FY 2023 Capital Improvement Program

STAFF RECOMMENDATION

N/A



CITY OF ALPINE - 100 NORTH 13TH STREET 79830

June 21, 2022

Honorable Mayor & Council,

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

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

The objectives utilized to develop the CIP are:

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

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

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

The CIP is divided into three sections: 1) Current/Active Projects 2) Future and 3) Completed or Postponed. Postponed items are at the request of the department based on current priorities and needs. The CIP is comprised of both long-term projects and capital assets. Each one has been prioritized from 1 – 3. Although all CIP's are priority, priority one projects are considered the most critical and are actively pursued for funding resources.



CITY OF ALPINE - 100 NORTH 13TH STREET 79830

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

Megan Antrim, City Manager
Abel Hinojos, Airport Supervisor
Darrell Losoya, Chief of Police
Director
Chris Ruggia, Director of Tourism
Keith Segar, Utilities Director
Coordinator

Randy Guzman, Director of Gas Department
Robert Llanez, Parks Foreman
Eddie Molinar, Public Works

Jennifer Stewart, ACO Supervisor
Heather Yadon, Visitor Center

Sincerely,

Megan Antrim, CPFIM
City Manager



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 – 2027 SUMMARY**

CITY OF ALPINE
2023-2027 FIVE YEAR CAPITAL PLAN

DEPARTMENT	ITEM-DESCRIPTION	CURRENT/ACTIVE		AMOUNT
		FISCAL YEAR	FUNDING	
PUBLIC WORKS- PARKS	PUEBLO NUEVO PARK IMPROVEMENTS	2021-2025	TEXAS PARKS & WILDLIFE/GENERAL	\$ 425,000
	KUBOTA-MOWER	2021-2022	GENERAL FUND OPERATING	\$ 20,250
	FLEET MAINTENANCE FACILITY	2021-2022	GENERAL FUND OPERATING	\$ 60,000
		General Fund - Total		\$ 425,000
UTILITIES	WWTP - AERATOR & BAR SCREEN(PART OF WWTP)	2021-2022	UTILITIES OPERATING FUNDS & RESERVES	\$ 745,000
		Utilities - Total		\$ 745,000
AIRPORT	CONSTRUCTION PHASE OF LIGHTING PROJECT	2021 - 2023	TxDOT AVIATION/FAA/AIRPORT OPERATING	\$ 950,000
		Airpot - Total		\$ 950,000
		CITY OF ALPINE TOTAL		\$ 2,120,000

GENERAL FUND

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
ADMINISTRATION	CITY-WIDE SOFTWARE	2023-2027	MULTIPLE FUNDS/DEPARTMENTS	\$ 500,000
ADMINISTRATION	SECURITY SYSTEM	2023-2027	MULTIPLE FUNDS/DEPARTMENTS	\$ 175,000
ADMINISTRATION	OUTDOOR LIGHTING	2023-2027	GENERAL FUND OPERATING	\$ 175,000
ADMINISTRATION	HAZARD MITIGATION PLANNING	2023-2027	GENERAL FUND OPERATING/FEMA GRANT	\$ 100,000
			Administration - Total	\$ 950,000
ALPINE POLICE DEPT	DISPATCH COMPUTERS	2023-2027	GENERAL FUND OPERATING	\$ 25,000
ALPINE POLICE DEPT	TASERS	2023-2027	GENERAL FUND OPERATING	\$ 67,224
ALPINE POLICE DEPT	HOLDING CELLS	2023	GENERAL FUND OPERATING	\$ 10,000
			Alpine Police Department - Total	\$ 102,224
ANIMAL CONTROL	ANIMAL SHELTER REPAIRS/MAINTENANCE	2023-2025	GENERAL FUND OPERATING	\$ 30,000
ANIMAL SERVICES	GENERATOR	2023		\$ 50,000
ANIMAL CONTROL	CAT CONDOS	2023	GENERAL FUND OPERATING	\$ 10,000
ANIMAL CONTROL	INCINERATOR	2025-2026	GENERAL FUND OPERATING	\$ 120,000
			Animal Control Services - Total	\$ 210,000
PUBLIC WORKS-PARKS	TRACTOR-MOWER	2023-2024	GENERAL FUND OPERATING/ USDA	\$ 35,000
PUBLIC WORKS-PARKS	SPLASH PAD	2023-2027	City Reserved \$50,000/ Donations	\$ 300,000
			PW - Parks - Total	\$ 335,000
PUBLIC WORKS - STREETS	MAINTAINER	2023-2026	GENERAL FUND OPERATING	\$ 250,000
PUBLIC WORKS - STREETS	DUMP TRUCK	2023-2026	GENERAL FUND OPERATING	\$ 100,000
PUBLIC WORKS - STREETS	FRONT END LOADER	2023-2025	GENERAL FUND OPERATING	\$ 85,000
PUBLIC WORKS - STREETS	IN-HOUSE PAVING EQUIPMENT	2023-2027	GENERAL FUND OPERATING	\$ 872,195
PUBLIC WORKS - STREETS	EMPLOYEE LOUNGE AREA	2023-2024	GENERAL FUND OPERATING	\$ 66,997
			PW - STREETS - TOTAL	\$ 1,374,192
			GENERAL FUND - TOTAL	\$ 2,971,416

UTILITIES

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
UTILITIES	WASTEWATER TREATMENT PLANT	2023-2027	UTILITY OPERATING FUND/TWDB	\$ 3,858,000.00
UTILITIES	BACKHOE	2023	UTILITY OPERATING FUND	\$ 90,000.00
UTILITIES	INFRASTRUCTURE LOCATION/REPLACEMENT	2023-2027	UTILITY OPERATING FUND	\$ 500,000.00
UTILITIES	GIS SYSTEM	2023-2027	UTILITY OPERATING FUND	\$ 250,000.00
UTILITIES	FACILITY MAINTENANCE	2024-2027	UTILITY OPERATING FUND	\$ 40,000.00
UTILITIES	EASTSIDE SEWER EXTENSION	2023-2027	UTILITY OPERATING FUND	\$ 1,686,392.00
UTILITIES	HOUSEHOLD HAZARDOUS WASTE	2023-2024	UTILITY OPERATING FUND	\$ 25,000.00
UTILITIES	AUTOMATED WELL METERS	2023-2025	UTILITY OPERATING FUND	\$ 90,000.00
UTILITIES	REFURBISH WELLS - MUSQUIEZ	2023-2024	UTILITY OPERATING FUND	\$ 125,000.00
UTILITIES	AUTOMATED METERING SYSTEM	2023-2027	UTILITY OPERATING FUND/ARPA	\$ 1,400,000.00
UTILITIES	MANHOLE ADDITIONS	2023-2027	UTILITY OPERATING FUND	\$ 200,000.00
UTILITIES	SUL ROSS STORAGE TANKS	2025	UTILITY OPERATING FUND	\$ 50,000.00
			Utilities - Total	\$ 8,314,392.00

AIRPORT

AIRPORT	UPDATE MASTER/LAYOUT PLAN	2023-2027	TxDOT AVIATION/ AIRPORT OPERATING	\$ 150,000
AIRPORT	AWOS REPLACEMENT/RELOCATION	2024-2025	TxDOT AVIATION/AIRPORT OPERATING	\$ 175,000
AIRPORT	TAXIWAY EXPANSION	2023	AIRPORT OPERATING BUDGET	\$ 60,000
AIRPORT	ROTATOR BEACON	2023-2024	TxDOT AVIATION/ AIRPORT OPERATING	\$ 15,000
AIRPORT	RUNWAY 5/23 CRACK SEAL/SEAL COAT	2025-2026	TxDOT AVIATION/AIRPORT OPERATING	\$ 394,500
AIRPORT	KUBOTA	2023-2026	AIRPORT OPERATING BUDGET	\$ 15,000
AIRPORT	COVERED PARKING	2023-2025	AIRPORT OPERATING BUDGET	\$ 20,000
			Airport - Total	\$ 829,500

TOURISM

HOT - TOURISM	VISITOR CENTER - UPDATE OF WINDOWS & WALLS	2023	HOT FUNDS	\$ 45,000
HOT - TOURISM	VISITOR CENTER - INTERIOR LAYOUT AND FLOORS	2023	HOT FUNDS	\$ 75,000
HOT - TOURISM	VISITOR CENTER - ROOF AND CEILING REPAIR	2023	HOT FUNDS	\$ 50,000
HOT - TOURISM	VISITOR CENTER - PROCH REPAIR AND SIDEWALKS	2024-2026	HOT FUNDS	\$ 45,000
HOT - TOURISM	VISITOR CENTER UPDATES	2024-2025	HOT FUNDS	\$ 45,000
HOT - TOURISM	DOWNTOWN KIOSK	2025	HOT FUNDS	\$ 31,000
			HOT Funds - Total	\$ 291,000

GAS DEPARTMENT

GAS DEPARTMENT	RECTIFIER	2023 GAS DEPARTMENT OPERATING	\$	85,000
GAS DEPARTMENT	AC/HVAC UNIT	2023-2024 GAS DEPARTMENT OPERATING	\$	35,000
GAS DEPARTMENT	BUILDING UPDATES	2023-2025 GAS DEPARTMENT OPERATING	\$	50,000
GAS DEPARTMENT	AUTOMATED METER READERS	2023-2027 GAS DEPARTMENT OPERATING	\$	204,432
		Gas Department - Total	\$	374,432
		CITY OF ALPINE - TOTAL		\$ 12,780,740.00


COMPLETED

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	
ADMINISTRATION	ALPINE SCHOOL HOUSE REMODEL	2021-2022	GENERAL FUND - ARPA FUNDS	
ALPINE POLICE DEPT	K-9 UNIT	2021-2022	DONATION	
ALPINE POLICE DEPT	LICENSE PLATE READER	2021-2022	POSTPONED	
ALPINE POLICE DEPT	MOBILE HANDHELD RADIOS	2021-2022	GRANT FUNDING	
ALPINE POLICE DEPT	MOBILE DATA TERMINAL	2021-2022	GRANT FUNDING	
ALPINE POLICE DEPT	APD - BUILDING MAINTENANCE/REMODEL	2021-2022	GENERAL FUND OPERATING	
ANIMAL CONTROL	HVAC SYSTEM	2021-2022	GENERAL FUND OPERATING	
			General Fund - Total	
AIRPORT	DESIGN PHASE OF LIGHTING PROJECT	2021-2022	CARES ACT	
AIRPORT	SEAL COAT 1/19	2021-2022	TxDOT AVIATION/FAA/AIRPORT OPERATING	
			Airport - Total	
HOT - TOURISM	VISITOR CENTER RESTROOMS/PAVILLION REMODEL	2021-2022	HOT FUNDS	
HOT - TOURISM	OUTDOOR PORTABLE STAGE	2021-2023	POSTPONED	
			HOT Funds - Total	
GAS DEPARTMENT	BAY COVERAGE	2021-2023	GAS DEPARTMENT OPERATING	
GAS DEPARTMENT	18' TRAILER	2021-2022	GAS DEPARTMENT OPERATING	
			Gas Dept - TOTAL	



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 – 2027 CURRENT/ACTIVE PROJECTS**

PUEBLO NUEVO PARK IMPROVEMENTS

RESPONSIBLE DEPARTMENT		
PUBLIC WORKS - PARKS DEPARTMENT		
PROJECT MANAGER		
PARKS FOREMAN		
PROJECTED EXPENSE		
\$425,000.00	PRIORITY LEVEL	1

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

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

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

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

KUBOTA MOWER

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

PROJECT MANAGER

PARKS FOREMAN

PROJECTED EXPENSE

\$ 20,250

PRIORITY LEVEL

1



PROJECT DESCRIPTION

Mower to replace aged existing fleet. ***Requested funding assistance from USDA for combination tractor/mower - Pending***

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,250	\$				

FUNDING SOURCE

General Fund Operating Budget - Public Works - Park Department

FY 2021-2022 - Pending USDA approval for additional funding

OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

PERFORMANCE MEASURES

FLEET MAINTENANCE FACILITY

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREETS DEPARTMENT

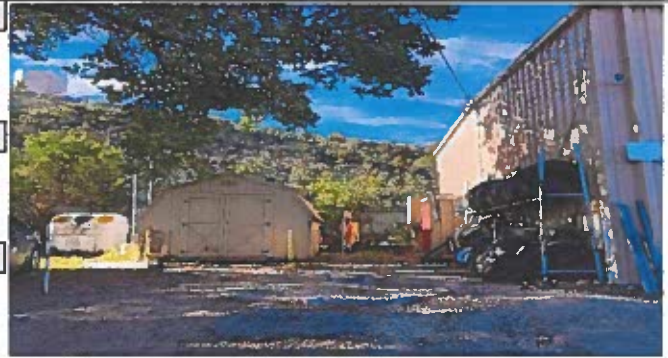
PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$ 60,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 30,000.00				

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional utilities and maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

WASTEWATER TREATMENT PLANT

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 3,858,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

This project is a complete update to the current wastewater treatment plant. The current condition is critical and each area of concern will need to be addressed in the order recommend by engineers to ensure continued operations of the facility. In addition, TCEQ compliance must be maintained to prevent additional setbacks and financial impacts. This is a multi-phased project that includes 1)Update/replacement of racetrack aerators 2)replacement of manual bar screen with automated 3)Update/replacement of electrical system to create one uniformed electrical system 4)Repair/update and maintenance of clarifiers 5)Refurbishment of drying beds 6)Any additional improvements to ensure continued operation of plant. ***FY 2021-2022 Council approved Wastewater Treatment Plant evaluation. Automated Bar Screen and installation of second aerator contract award and funds allocated - set for completion by September 30, 2021.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 742,000.00	\$ 812,500.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 554,500.00	Prior Years \$300,000 Engineer Contracted

FUNDING SOURCE

Utility operating budget
TWDB - Texas Water Development Board Grant/Funding Opportunities
USDA
Private Funding

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs
TCEQ Enforcement

PERFORMANCE MEASURES



AIRPORT RUNWAY LIGHTING PROJECT

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

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

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023 Year 1	2023-2024 Year 2	2024-2025 Year 3	2025-2026 Year 4	2026-2027 Year 5	
						Design phase paid FY2020 through CARES Funds
						PAID FY 2021-2022

FUNDING SOURCE

Texas Department of Transportation - Aviation Division grant - FAA support project. 90% funded by FAA/State, 10% funded by City of Alpine. City required match \$7,200 for design phase and \$5,000 for construction phase. Currently waiting final approval for construction phase before processing City Match. **Matching funds may be expended in FY 2021-2022 or FY 2022-2023 dependent on request from TXDOT Aviation.**

OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance expense

OPERATING BUDGET IMPACT IF NOT COMPLETED

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

PERFORMANCE MEASURES

Maintain current airport operation 24/7

Update

Going to TXDOT Aviation Commission in June 2022, advertising in July 2022, with Pre Construction to begin in August/September 2022



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 – 2027 FUTURE PROJECTS AND ASSETS**

CITY WIDE SOFTWARE

RESPONSIBLE DEPARTMENT

ADMINISTRATION

PROJECT MANAGER

CITY OF ALPINE DEPARTMENT HEADS

PROJECTED EXPENSE

\$ 500,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	

FUNDING SOURCE

General Fund Operating - Departmental

Utilities

Gas Department

Airport

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Overall - Department Performance

SECURITY EQUIPMENT UPGRADE - REPLACEMENT

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CITY MANAGER &
CHIEF OF POLICE

PROJECTED EXPENSE

\$ 175,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	

FUNDING SOURCE

GENERAL FUND
UTILITIES
AIRPORT
HOT

OPERATING BUDGET IMPACT IF COMPLETED

No Impact


OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

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

Outdoor Lighting Ordinance

RESPONSIBLE DEPARTMENT		
ADMINISTRATION		
PROJECT MANAGER		
CITY MANAGER		
PROJECTED EXPENSE		
\$ 175,000	PRIORITY LEVEL 2	

PROJECT DESCRIPTION
Council Approved Ordinance - Outdoor Lighting - Ordinance allows for the community to become compliant within five years of passing of the ordinance. In order to come into compliance lighting sources that do not comply will need to be either updated or replaced. The City will work back with McDonald Observatory and other entities to determine which lighting sources need to be addressed, funding opportunities, and implementation process to come into compliance. *****FY 2021-2022 - Council approved funds from BBCA to assist with the replacement of non-compliant street lights, initial training provided to City employees*****

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ 25,000	\$ 25,000	\$ 75,000	\$ 50,000	

FUNDING SOURCE
General Fund Operation Budget
Possible grant opportunities

OPERATING BUDGET IMPACT IF COMPLETED
Initial update/replacement costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Violation of City Ordinance

PERFORMANCE MEASURES

Hazard Mitigation Program

RESPONSIBLE DEPARTMENT ADMINISTRATION PROJECT MANAGER CITY MANAGER PROJECTED EXPENSE \$ 100,000	
PRIORITY LEVEL 2	

PROJECT DESCRIPTION
 FEMA Building Resilient Infrastructure and Communities (BRIC) Program. Program would provide 1. Code Enforcement (Fire/Flood) Harzard Mitigation, 2. Zoning Update (Flood Management) and 3. Drought Contingency Plan Update.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	BRIC - \$75,000 City - \$25,000

FUNDING SOURCE
 General Fund Operation Budget
 FEMA BRIC Program - requires a 25% match

OPERATING BUDGET IMPACT IF COMPLETED
 N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED
 N/A

PERFORMANCE MEASURES

NOTE - City applied during FY 2020-2021 and was not awarded. City can continue to apply each year

Alpine Police Dispatch Computers

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ 25,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

Replace outdated computers over the next five years in the Dispatch office.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	

FUNDING SOURCE

General Fund Operating - Police Department

Outside grant funding possibilities

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

APD TASER's

RESPONSIBLE DEPARTMENT			
ALPINE POLICE DEPARTMENT			
PROJECT MANAGER			
CHIEF OF POLICE			
PROJECTED EXPENSE			
\$ 67,224	PRIORITY LEVEL	1	

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

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 27,224	

FUNDING SOURCE
General Fund Operating - Police Department

OPERATING BUDGET IMPACT IF COMPLETED
Maintenance of equipment

OPERATING BUDGET IMPACT IF NOT COMPLETED
Maintenance of equipment

PERFORMANCE MEASURES

APD - HOLDING CELLS

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ 10,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000					

FUNDING SOURCE

General Fund Operating - Police Department

OPERATING BUDGET IMPACT IF COMPLETED

Increase in personal and maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Magistration process

ANIMAL SHELTER REPAIRS & MAINT

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

ANIMAL SERVICES SUPERVISOR

PROJECTED EXPENSE

\$ 30,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

Painting inside and outside dogs runs. Plant grass in play yards for enrichment.

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000			

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES



CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

Generator

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 50,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

Generator for Emergencies, The Shelter needs access to water and electricity every day to keep the animals in our care cleaned up after and cool/warm depending on the time of year. Model is similar to the one used for the Alpine Police Department that is set up to kick on when the power goes out. Kohler 60RCLB 120/240V, 1ph Standby Generator with Aluminum Enclosure

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 22,500	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

USDA Matching Grant - City matching if awarded is 45% of awarded amount

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

CAT CONDOS

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

ANIMAL SERVICES SUPERVISOR

PROJECTED EXPENSE

\$ 10,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

Build and install additional cat housing units. The fluctuation of cats coming into the shelter has required placement of animals in other room

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000					

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

INCINERATOR

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 120,000

PRIORITY LEVEL

3



PROJECT DESCRIPTION

****FY 2021-2022 decision made to continue on going maintenance until City funds are available to purchase. Estimated cost upon initial research is \$80,000 - \$120,000****

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
			\$ 60,000	\$ 60,000		

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

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

OPERATING BUDGET IMPACT IF COMPLETED

N/A



OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES



TRACTOR MOWER

RESPONSIBLE DEPARTMENT		 
PUBLIC WORKS - PARKS DEPARTMENT		
PROJECT MANAGER		
PARKS FOREMAN		
PROJECTED EXPENSE		
\$ 35,000	PRIORITY LEVEL 2	
PROJECT DESCRIPTION		
Purchase of new tractor mower to replace current shared mower.		

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 15,000	\$ 20,000				

FUNDING SOURCE
General Fund Operating - Public Works - Parks Department

Possible grant assistance - USDA


OPERATING BUDGET IMPACT IF COMPLETED
Decrease in maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Increase in maintenance cost

PERFORMANCE MEASURES

SPLASH PAD

RESPONSIBLE DEPARTMENT		
PUBLIC WORKS - PARKS DEPARTMENT		
PROJECT MANAGER		
PARKS FOREMAN		
PROJECTED EXPENSE		
\$ 300,000	PRIORITY LEVEL	2
PROJECT DESCRIPTION		



FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$50,000	\$50,000	\$50,000	\$50,000	\$100,000	Prior CIP - \$50,000 allocated

FUNDING SOURCE
Prior CIP - City allocation 25% and 75% from donations and outside entities
Financial Plan includes full cost with not additional outside funding

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance and insurance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

10" BLADE MAINTAINER

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREET DEPARTMENT

PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$150,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 50,000.00		

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact


OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

DUMP TRUCK

RESPONSIBLE DEPARTMENT	
PUBLIC WORKS - STREETS DEPARTMENT	
PROJECT MANAGER	
PUBLIC WORKS DIRECTOR	
PROJECTED EXPENSE	
\$100,000.00	PRIORITY LEVEL 1

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 45,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	

FUNDING SOURCE
General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED
Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Increased maintenance costs

PERFORMANCE MEASURES

FRONT END LOADER

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREET DEPARTMENT

PROJECT MANAGER

PUBLIC WORKS DIRECTORLL

PROJECTED EXPENSE

\$85,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,000.00	\$ 30,000.00	\$ 35,000.00	\$ -	\$ -	

FUNDING SOURCE

General Fund Operating Budget - Streets Department

OPERATING BUDGET IMPACT IF COMPLETED


Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance costs

PERFORMANCE MEASURES

IN HOUSE - PAVING EQUIPMENT (PACKAGE)

RESPONSIBLE DEPARTMENT		 <div style="background-color: yellow; padding: 10px; text-align: center;"> Cat® AP400 <i>Asphalt Paver</i> </div>
PUBLIC WORKS - STREET DEPARTMENT		
PROJECT MANAGER		
PUBLIC WORKS DIRECTOR		
PROJECTED EXPENSE		
\$ 872,195.00	PRIORITY LEVEL	1

PROJECT DESCRIPTION

The purchase of several heavy equipment items to bring paving back into the Public Works Department. City has multiple options on funding of items 1)Purchase all items and decrease outsourced paving and sealcoating for one to two years. 2) Lease all items and budget accordingly 3)Prioritize and purchase one piece of equipment a year or 4) Payment plan. EQUIPMENT INCLUDES:
AP400-07 - ASPHALT PAVER - \$364,850
938 M - WHEEL LOADER - \$288,630
CB 4.0-03 - UTILITY COMPACTOR - \$75,050
CB7 - 02 - ASPHALT COMPACTOR - \$143,665

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
PURCHASE	\$ 872,195.00	\$ -	\$ -	\$ -	\$ -	
LEASE	SEE ADDITIONAL INFORMATION					

FUNDING SOURCE

General Fund Operating Budget - Streets Department

OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance costs

PERFORMANCE MEASURES



EMPLOYEE LOUNGE AREA

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREETS DEPARTMENT

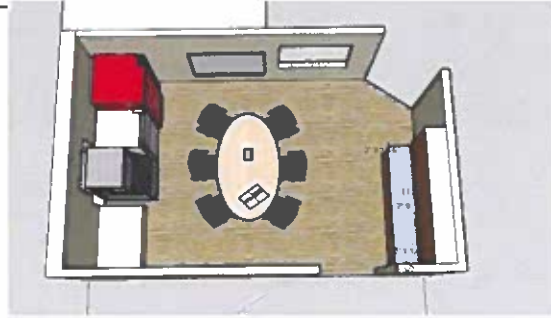
PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$ 66,997.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

Project consists on remodeling a portion of the current warehouse to include a designated area for employees to meet and/or take a break.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	Year 1	Year 2	Year 3	Year 4	Year 5
	\$ 30,000.00	\$ 36,997.00			

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES



Estimate

City of Alpine	Lot	\$0.00
Mayor Arlene, CIP/40	Total Construction Cost	\$51,815.00
Director of Finance	Overhead and General Exp	\$2,228.00
Alpine, Texas 78003	Profit	\$12,953.75
(432) 637-3301	Total Sale Price	\$66,997.00
Site Work		\$0.00
Lot Cost after clearing		\$0.00
Other		\$0.00
Construction Costs		\$0.00
Permits		\$0.00
Building Permit Fee		\$0.00
Impact Fee		\$0.00
Water and Sewer Fees Inspection		\$0.00
Architecture and Engineering		\$0.00
Other		\$0.00
Excavation		\$0.00
Excavation		\$0.00
Concrete		\$0.00
Waterproofing walls		\$0.00
Basin		\$0.00
Other		\$0.00
Framing		\$8,750.00
Framing (not including profit losses)		\$6,750.00
Trusses (if using trusses)		\$0.00
Sheathing (if not included above)		\$0.00
General metal and steel		\$0.00
Other		\$0.00
Roofing		\$7,188.00
Flashed Metal Roof		\$1,900.00
Roofing		\$0.00
Windows and doors		\$5,645.00
Garage Doors		\$0.00

Other		\$0.00
Interior Finishes		\$11,500.00
Plumbing (except fixtures)		\$2,450.00
Electrical (except fixtures)		\$3,850.00
HVAC		\$5,200.00
Other		\$0.00
Finishes		\$23,820.00
Insulation		\$2,650.00
Drywall		\$4,200.00
Interior Trim		\$1,200.00
Mirrors		\$0.00
Doors	included above	\$0.00
Painting		\$7,000.00
Lighting	by owner	\$0.00
Cabinets		\$6,670.00
Countertops		\$7,800.00
Appliances		\$0.00
Flooring		\$3,400.00
Plumbing Fixtures	by owner	\$0.00
Fireplace		\$0.00
Other		\$0.00
Landscaping		\$800.00
Landscaping		\$0.00
Outdoor structures (deck, patio, porch)		\$0.00
Driveway/porch		\$0.00
Clean Up		\$400.00
Other		\$0.00

WASTEWATER TREATMENT PLANT

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 3,858,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

This project is a complete update to the current wastewater treatment plant. The current condition is critical and each area of concern will need to be addressed in the order recommend by engineers to ensure continued operations of the facility. In addition, TCEQ compliance must be maintained to prevent additional setbacks and financial impacts. This is a multi-phased project that includes 1)Update/replacement of racetrack aerators 2)replacement of manual bar screen with automated 3)Update/replacement of electrical system to create one uniformed electrical system 4)Repair/update and maintenance of clarifiers 5)Refurbishment of drying beds 6)Any additional improvements to ensure continued operation of plant. ***FY 2021-2022 Council approved Wastewater Treatment Plant evaluation. Automated Bar Screen and installation of second aerator contract award and funds allocated - set for completion by September 30, 2021.

FINANCIAL PLAN	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 742,000.00	\$ 812,500.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 554,500.00	Prior Years \$300,000 Engineer Contracted

FUNDING SOURCE

Utility operating budget

TWDB - Texas Water Development Board Grant/Funding Opportunities

USDA

Private Funding

OPERATING BUDGET IMPACT IF COMPLETED

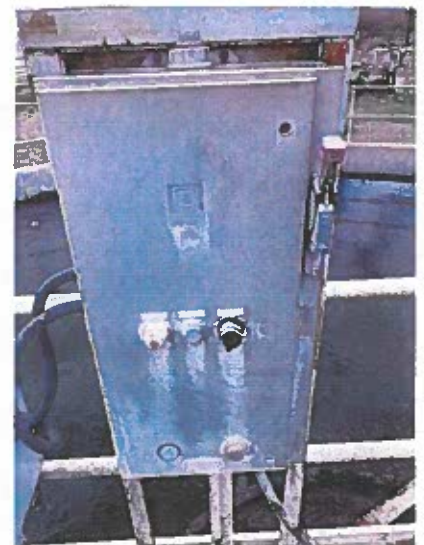
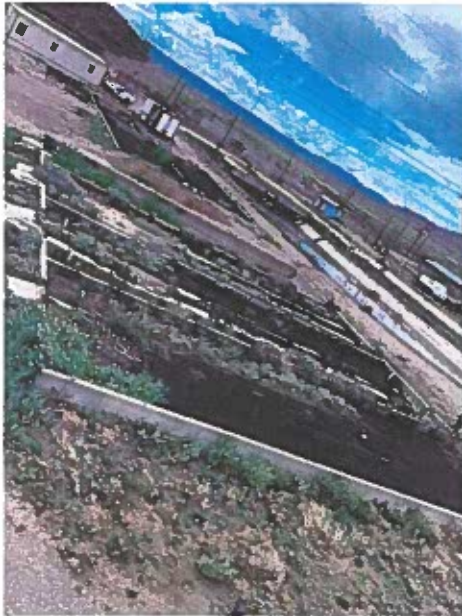
Reduced maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

TCEQ Enforcement

PERFORMANCE MEASURES



BACKHOE

RESPONSIBLE DEPARTMENT
UTILITIES - WATER/WASTEWATER/SANITATION
PROJECT MANAGER
UTILITIES DIRECTOR
PROJECTED EXPENSE
\$ 90,000.00
PRIORITY LEVEL
1



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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE
Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED
Reduced maintenance fees

OPERATING BUDGET IMPACT IF NOT COMPLETED
Increased maintenance fees

PERFORMANCE MEASURES



OLD INFRASTRUCTURE LOCATION AND REPLACEMENT

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 500,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 100,000.00	\$ 10,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	

FUNDING SOURCE

Utility operating budget

TWDB - Texas Water Development Board Grant/Funding Opportunities

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance, supplies, and labor

PERFORMANCE MEASURES

Completed infrastructure plan and maintenance program

UTILITY GIS SYSTEM

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 50,000.00 to \$ 250,000.00 PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance cost, training, and staffing

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

FACILITY MAINTENANCE

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 40,000.00

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023 Year 1	2023-2024 Year 2	2024-2025 Year 3	2025-2026 Year 4	2026-2027 Year 5
	N/A	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

FUNDING SOURCE

Utility operating budget

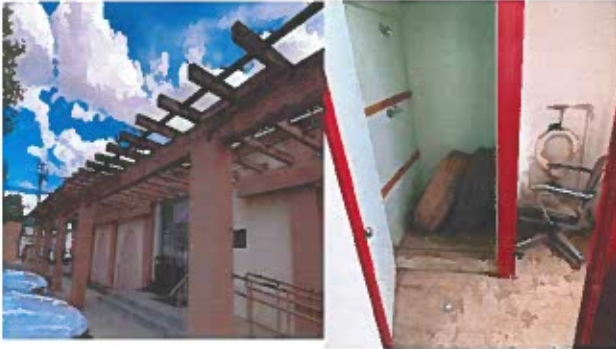
OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs


OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

PERFORMANCE MEASURES



EASTSIDE SEWER EXTENSION

RESPONSIBLE DEPARTMENT	
UTILITIES - WATER/WASTEWATER/SANITATION	
PROJECT MANAGER	
UTILITIES DIRECTOR	
PROJECTED EXPENSE	
\$ 1,700,000.00	PRIORITY LEVEL 2

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

FINANCIAL PLAN	2022-2023 Year 1	2023-2024 Year 2	2024-2025 Year 3	2025-2026 Year 4	2026-2027 Year 5
	\$ 333,728.46	\$ 333,728.46	\$ 333,728.46	\$ 333,728.46	\$ 333,728.46

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

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance and labor
Cost analysis is outdated, and true cost in current market would be substantially higher

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

Attachment 5 – Opinion of Probable Cost

Item	Description	Unit	Quantity	Unit Cost	Total Cost
Construction Costs					
1	Bonds and Mobilization	LS	1	\$50,000.00	\$50,000.00
2	Proposed Hwy 87 Lift Station	LS	1	\$350,000.00	\$350,000.00
3	Pre-cast Concrete Manhole	EA	17	\$5,000.00	\$85,000.00
4	6" DR21 CL200 PVC Sewer Force Main	LF	2,250	\$30.00	\$67,500.00
5	6" SDR 35 PVC Sewer Line	LF	8,550	\$50.00	\$327,500.00
6	6" SDR 35 PVC Sewer Line	LF	1,850	\$80.00	\$99,000.00
7	14" Bore and Steel Encasement	LF	120	\$200.00	\$24,000.00
8	6" and 8" Slick Bore	LF	2,200	\$100.00	\$220,000.00
9	Force Main Connection	EA	1	\$1,500.00	\$1,500.00
10	Sewer Service Connections	EA	23	\$1,000.00	\$23,000.00
11	Metal Detectable Tape	LF	10,450	\$0.25	\$2,612.50
Construction Sub-Total					\$1,250,112.50
Contingencies (10%)					\$125,011.25
CONSTRUCTION TOTAL					\$1,375,123.75
Non-Construction Costs					Total Cost
Engineering and Surveying (15%)					\$206,268.56
Inspection					\$80,000.00
ROW Acquisition					\$25,000.00
ENGINEERING SERVICES TOTAL					\$311,268.56
PROJECT TOTAL					\$1,686,392.31

HOUSEHOLD HAZARDOUS WASTE

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

ENVIRONMENTAL SERVICES COORDINATOR

PROJECTED EXPENSE

\$ 37,000.00

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,000.00	\$ 17,000.00	\$ -	\$ -	\$ -	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional disposal expenses

Current market prices for materials have increased dramatically

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

AUTOMATED WELL METERS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 90,000.00

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$	\$	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Typical Smart Water Meter System

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



Musquiz Well Refurbishment

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

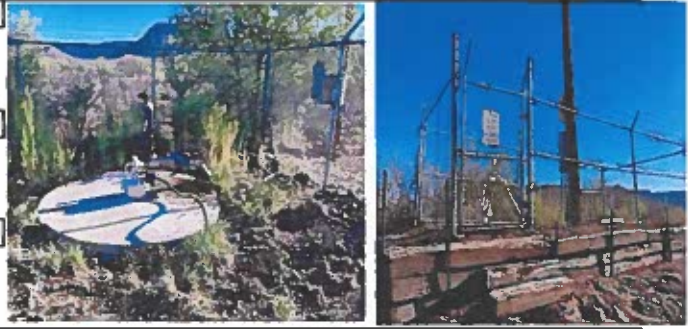
PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 125,000.00

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 75,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	

FUNDING SOURCE

Utility operating budget

Will need to re-quote project

OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance and demand on current operational wells

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued maintenance and demand on operational wells

PERFORMANCE MEASURES



SMART WATER METERS

RESPONSIBLE DEPARTMENT

Automated Meter Infrastructure and Smart Water Metering

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 1,400,000.00

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 400,000.00	

FUNDING SOURCE

Utility operating budget
Possible use of grant funding - American Rescue Plan Act
Texas Water Development Board Grants/Loans

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Typical Smart Water Meter System

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



MANHOLES

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 200,000.00

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 25,000.00	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

SUL ROSS STORAGE TANKS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 50,000.00

PRIORITY LEVEL

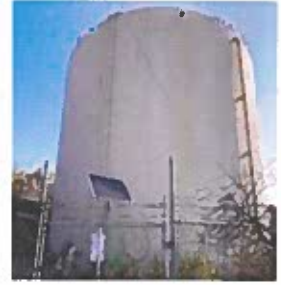
3

Tank: Sul Ross #1

500,000 gallon capacity.

32' High / 52' Diameter

Overflow Level: 29'



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Possible TCEQ Fines

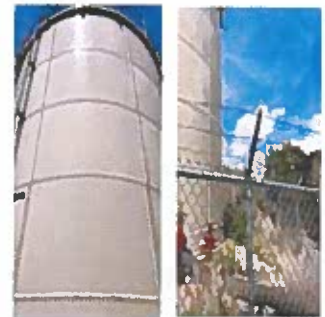
PERFORMANCE MEASURES

Tank: Sul Ross #2

100,000 gallon capacity.

25' High / 26' Diameter

Overflow Level: 23'



AIRPORT MASTER - LAYOUT PLAN UPDATING

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

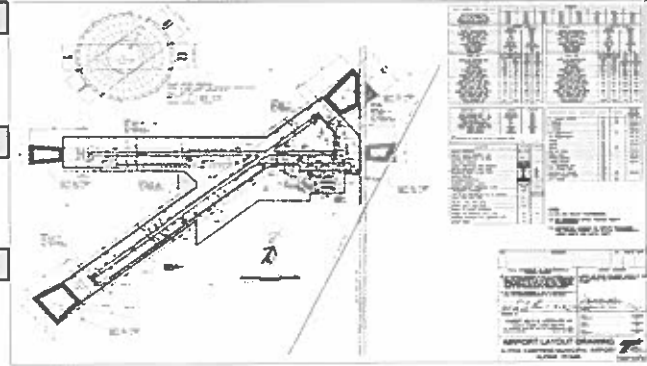
AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 150,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	

FUNDING SOURCE

TxDOT Aviation Grant funding and matching Airport Operating Funds

OPERATING BUDGET IMPACT IF COMPLETED

No Impact


OPERATING BUDGET IMPACT IF NOT COMPLETED

Possible decline in further expansion and grant opportunities.

PERFORMANCE MEASURES

Improved development and needs plan for the airport.

AIRPORT AWOS UPGRADE AND RELOCATION

RESPONSIBLE DEPARTMENT ALPINE CASPARIS MUNICIPAL AIRPORT PROJECT MANAGER AIRPORT SUPERVISOR PROJECTED EXPENSE \$ 175,000 PRIORITY LEVEL 1	
PROJECT DESCRIPTION Replace and relocate outdated AWOS - Automated Weather Observing System.	

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
		\$ 21,875	\$ 21,875			
Dependent on TxDOT		\$ 43,750				

FUNDING SOURCE Texas Department of Transportation - Aviation Division grant support project. 75% funded by State, 25% funded by City of Alpine. TxDOT Aviation CIP lists the project to be eligible for funding in either FY2024 or FY2025. City required match - \$43,750.

OPERATING BUDGET IMPACT IF COMPLETED N/A
--

OPERATING BUDGET IMPACT IF NOT COMPLETED Continued maintenance expenses

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

Update

AIRPORT TAXIWAY EXPANSION

RESPONSIBLE DEPARTMENT	
ALPINE CASPARIS MUNICIPAL AIRPORT	
PROJECT MANAGER	
AIRPORT SUPERVISOR	
PROJECTED EXPENSE	
\$ 60,000.00	PRIORITY LEVEL 1

PROJECT DESCRIPTION
Expansion of taxiway to new hangar construction. ***FY 2021 - 2022 - due to increase pricing of paving - contract award for first phase of paving for \$60,000.***

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 60,000	\$ -	\$ -	\$ -	\$ -	

FY 2021-2022 - portion of taxiway paved for \$60,000

FUNDING SOURCE
Airport Operating Budget

Yearly allocation dependent on FAA & TxDOT Aviation required City Matching

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED
N/A

PERFORMANCE MEASURES

Update
Project Modified: FY 2021-2022 New taxiway will now be extended from the current taxiway going to the west which will run on the northside of hangar #43 and hangar #44. Taxiway will run to the end of hangar #39 which will allow for further taxiway expansion and hangars to the south. Cost will be renegotiated for the allowable limit of \$60,000 or less.

AIRPORT ROTATOR BEACON

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 15,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 3,500	\$ 3,500				

FUNDING SOURCE

Airport Operating Budget

TxDOT Aviation RAMP Grant

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased Maintenance, safety concerns

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

AIRPORT RUNWAY 5/23 - CRACK SEAL/SEALCOAT

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$394,500

PRIORITY LEVEL

1



PROJECT DESCRIPTION

Crack seal/Seal coat runway 05/23

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5
			\$19,725.00	\$19,725.00	

FUNDING SOURCE

Estimated Project Expense- Based on prior year project (Rehab 1/19) and dependent on Texas Department of Transportation - Aviation Division Funding. 90% funded by FAA/State, 10% funded by City of Alpine. City required estimated match \$39,450. Other possible funding source depending on size/cost of project could be Ramp Grant which is a 50/50 split.

OPERATING BUDGET IMPACT IF COMPLETED

Sealer/Manpower/Foreign Object Debris (FOD) Removal

OPERATING BUDGET IMPACT IF NOT COMPLETED

Potential liability for airplane engine replacement for ingesting FOD

PERFORMANCE MEASURES

Rehabbing the surface will provide longevity over the useful life of the runway.

AIRPORT KUBOTA-TUG UPGRADE

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 15,000

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 2,000	\$ 3,000	\$ 5,000	\$ 5,000		

FUNDING SOURCE

Airport Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED


No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

AIRPORT COVERED PARKING AREA

RESPONSIBLE DEPARTMENT		
ALPINE CASPARIS MUNICIPAL AIRPORT		
PROJECT MANAGER		
AIRPORT SUPERVISOR		
PROJECTED EXPENSE		
\$ 20,000	PRIORITY LEVEL	3
		
PROJECT DESCRIPTION		
Provide covered parking for airport customers and staff. Include designated handicap parking. No covered parking is currently provided.		

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 5,000	\$ 5,000	\$ 10,000			

FUNDING SOURCE
Airport Operating Fund

OPERATING BUDGET IMPACT IF COMPLETED
No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

WINDOWS AND WALLS

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$45,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

With the new addition it was necessary to replace the one window that remained on the south wall that connects the original building with the addition. The original windows are not a standard size, many cannot be opened, are damaged allowing bugs to enter the building, and most do not have screens. This leaves 6 windows on the west and north sides of the building that need replaced. Because the window frames must be rebuilt to accommodate the standard size windows, interior and exterior walls will have to be repaired and repainted as part of this process. This would also included all new interior and exterior trim to replace rotting and damaged wood. The exterior of the building also needs new stucco to repair years of natural deterioration and to better match the new addition.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
exterior stucco & paint	\$15,000			\$ -	\$ -	
windows	\$7,000					
interior walls	\$10,000					

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenence

PERFORMANCE MEASURES

Interior Layout and Floors

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$ 75,000.00

PRIORITY LEVEL 1

PROJECT DESCRIPTION

With the new southside entrance to the covered patio and the addition of the restrooms the Visitor Center interior layout needs reconfigured to allow for a more open space that will provide an interactive children's display, a utility closet with a proper sink, and conference and office area that is closed off to the public. The first step of this process will be to remove the indoor restroom completely. Next remove the current kitchen sink and refrigerator that are not used regularly. With the kitchen eliminated the hot water heater that is located in a small utility closet next to the restroom needs relocated to where the kitchen was. This will put it on the same side of the hall as the HVAC. A new mop sink will be added to the new utility closet with the existing plumbing from the removed kitchen sink. With the hot water heater relocated and the restroom and utility closet removed the area can become a designated play space for kids with an interactive display on the history of Alpine including the railroad, baseball and rodeo. Part of reconfiguring the interior space will be to then replace all the existing flooring. The main space as very old laminate that is damaged in places and with walls removed and spaces opened up there would then be 4 different types of flooring. Everything will be replaced with commercial flooring that can withstand high traffic. The last part of the interior layout changes would be a new door to the conference/office area that separates it from the public space and allows for private meetings.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES



ROOF AND CEILING REPAIR

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$50,000.00

PRIORITY LEVEL

1

Split in the ceiling in the main visitor space. One of many places where the ceiling is obviously not level.



PROJECT DESCRIPTION

The ceiling at the Visitor Center is in need of structural repairs to prevent further damage to the building and it's contents. The trusses need replaced to ensure the structure is sound. Once that is complete a new ceiling can be installed and new lighting. The current lighting is florescent which is not energy efficient and is much too stark for the friendly environment. Part of this process will also be to repair any damages to the roof to prevent leaks. While I have not personally had water leaking into the building there are visible water damage spots on the ceiling from past leaks.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenence

PERFORMANCE MEASURES



PORCH REPAIR AND NEW SIDEWALKS

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$45,000.00

PRIORITY LEVEL

2

PROJECT DESCRIPTION

The Visitor Center is a prime location for visitors coming into Alpine. With the completion of the new pavilion and restrooms the existing building is in need of repairs and updates. The exterior of the original building needs the following updates to keep maintained - front porch post replacement (current posts have started to rot), porch and post lighting (dark sky compliant like the new lighting in back), electrical updates, metal on underside of front porch to protect from elements, eliminate one set of steps, make new wider steps to main front door, new walkways from the street parking to the front door, pipe fencing addition to the current small rock wall to add for protection from traffic during events.



FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ 15,000.00	\$ 15,000.00	\$15,000.00	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance

PERFORMANCE MEASURES

VISITOR CENTER UPDATE

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$ 45,000.00

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ 22,500.00	\$ 22,500.00	\$ -	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance

PERFORMANCE MEASURES



DOWNTOWN VISITOR KIOSK

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$ 35,000.00

PRIORITY LEVEL 3



PROJECT DESCRIPTION

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

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

RECTIFIER

RESPONSIBLE DEPARTMENT GAS DEPARTMENT PROJECT MANAGER DIRECTOR OF GAS DEPARTMENT PROJECTED EXPENSE \$ 85,000 PRIORITY LEVEL 1	
PROJECT DESCRIPTION Replacement/Upgrade of gas utility rectifier located near/off golf course	

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 85,000					

FUNDING SOURCE
Gas Department operating budget

OPERATING BUDGET IMPACT IF COMPLETED
No impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

HVAC SYSTEM

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

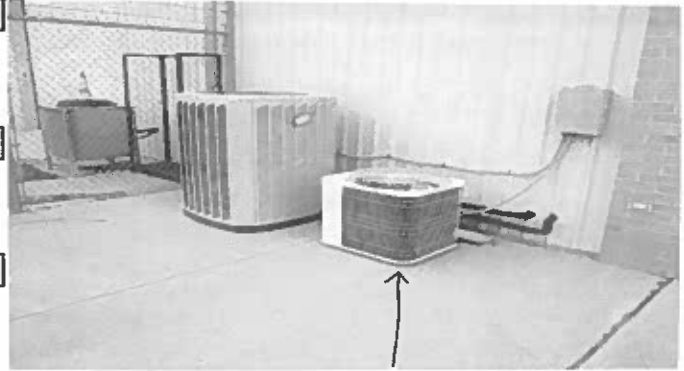
DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ 35,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

Update/Replace current system.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 12,250.00	\$ 12,250.00	\$ -	\$ -	\$ -	

FUNDING SOURCE

Gas Department Operating budget

OPERATING BUDGET IMPACT IF COMPLETED


No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

GAS DEPT BUILDING UPDATES

RESPONSIBLE DEPARTMENT		
GAS DEPARTMENT		
PROJECT MANAGER		
DIRECTOR OF GAS DEPARTMENT		
PROJECTED EXPENSE		
\$ 50,000	PRIORITY LEVEL 2	
PROJECT DESCRIPTION		
Continued maintenance of facility to include additional coverage and update of poly line storage		

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 30,000			

FUNDING SOURCE
Gas Department operating fund

OPERATING BUDGET IMPACT IF COMPLETED

OPERATING BUDGET IMPACT IF NOT COMPLETED
--

PERFORMANCE MEASURES



CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

AUTOMATED METER READERS

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

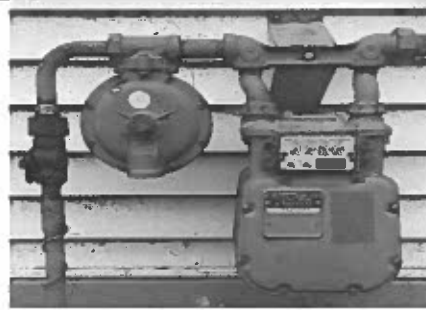
DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$204,432

PRIORITY LEVEL

2



PROJECT DESCRIPTION

City currently has roughly 1900 meters that are read first week of each month by the whole department. Updating to smart meters would reduce the amount of labor needed to collect data on each meter. It would enable better oversight of gas sales, gas losses, and disputes on usage. Would provide up to date information and allow citizens more visibility to their usage. This project could be completed in phases over multiple years. Project can be implemented in phases to address available funding.

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	Year 1	Year 2	Year 3	Year 4	Year 5
ERT 100g Datalogging	\$ 48,700	\$ 52,000	\$ 52,000	\$ 52,000	
Itron Mobile Radio	\$ 3,162.00				
Temetra Driveby	\$ 5,150.00				
Temetra Network Seti	\$ 1,200.00				

FUNDING SOURCE

Gas Department operating budget

OPERATING BUDGET IMPACT IF COMPLETED

Less overtime to complete railroad commission mandatory replacement projects.

OPERATING BUDGET IMPACT IF NOT COMPLETED

Lost man hours spent reading meters and rereading meters, impacting DIMP projects.

PERFORMANCE MEASURES

QUOTATION

PCW Utilities, Ltd.
1406 Hudson Drive
Corrosion, TX 75006
USA
972-446-1545

Order Number: 1220714
Order Date: 04/19/2023 14:14:22
Page: 1 of 1

Ship To:
City of Alpine, TX - Gas Dept
213 N Apple Street
Alpine, TX 79820
TX

Requested By: Mr. Randy Gussner

Customer ID: 101756

Order Number	Ship Date	Total					
101756	04/19/23	AVOID					
Order	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.00	0.0	7,500.00 EA	7,500.00	1.00	0.0	12,102.00	12,102.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	12,102.00	12,102.00	1.00	0.0	57,150.00	57,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	57,150.00	57,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	1,200.00	1,200.00	1.00	0.0	3,162.00	3,162.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	3,162.00	3,162.00	1.00	0.0	5,150.00	5,150.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
1.00	0.0	5,150.00	5,150.00	1.00	0.0	1,200.00	1,200.00
<p>ERT 100g Datalogging, Meter Assembly 430 Bundles</p>							
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**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 – 2027 COMPLETED/ POSTPONED**

ALPINE SCHOOL HOUSE REMODEL

RESPONSIBLE DEPARTMENT

FINANCE DEPARTMENT

PROJECT MANAGER

DIRECTOR OF FINANCE

PROJECTED EXPENSE



PROJECT DESCRIPTION

Remodel of City owned facility currently not being utilized as a response to the Covid-19 Pandemic and need to social distance and growing staff located at City Hall. Remodel includes construction of reception/payment window, flooring, plumbing, electrical, HVAC, and painting of facility. *****FY 2021-2022 - Renovations completed*****

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

FUNDING SOURCE

American Rescue Plan Act - infrastructure improvements to include social distancing

OPERATING BUDGET IMPACT IF COMPLETED

Regular maintenance costs

Regular utilities costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued deterioration of city owned property - extensive repairs

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

APD K-9 UNIT

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

K-9 donated by New Mexico HIDTA unit - FY 2021-2022*

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

Additional cost of feed and care of K-9

Staffing

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES

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

APD - LICENSE PLATE READER

RESPONSIBLE DEPARTMENT

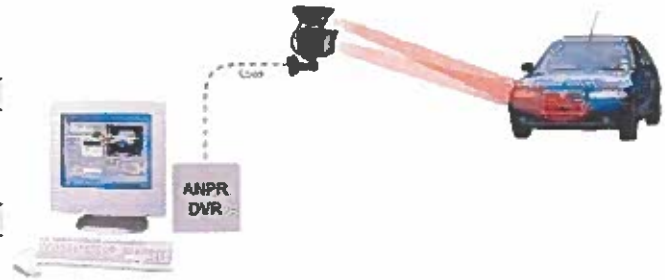
ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$



PROJECT DESCRIPTION

Provide continues surveillance of traffic interdiction and monitoring of stolen vehicles, wanted persons, and vehicles listed under "bolo's" for drug or human trafficking ***FY 2021-2022 - APD requested asset to be postpone until equipment was suited for needs of the department***

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

FUNDING SOURCE

General Fund Operating - Police Department

Law Enforcement Grant possibilities

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

APD -MOBILE HAND HELD UNITS

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

MOBILE DATA TERMINALS

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

Equip five APD vehicles with mobile data terminals.

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Alpine Police Station Building Maintenance - Remodel

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ -

**PROJECT DESCRIPTION**

FY 2021 - 2022 APD updated flooring, paint, and maintenance of facility**

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

FUNDING SOURCE

General Fund Operating - Police Department

Outside grant funding possibilities

OPERATING BUDGET IMPACT IF COMPLETED


Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance

PERFORMANCE MEASURES

ANIMAL SHELTER HVAC

RESPONSIBLE DEPARTMENT	
ANIMAL CONTROL SERVICES	
PROJECT MANAGER	
ANIMAL SERVICES SUPERVISOR	
PROJECTED EXPENSE	
PROJECT DESCRIPTION	
Replace/upgrade current swamp cooler unit to HVAC system to better accommodate facility	

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	

FUNDING SOURCE
General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED
N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED
N/A

PERFORMANCE MEASURES

AIRPORT RUNWAY 1/19 SEALCOAT

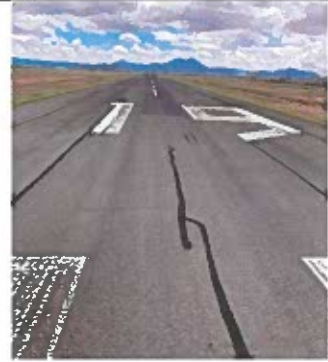
RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

Seal coat runway 1/19

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
City's required match paid in FY 2020/2021. Pending completion						

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

Sealer/Manpower/Foreign Object Debris (FOD) Removal

OPERATING BUDGET IMPACT IF NOT COMPLETED

Potential liability for airplane engine replacement for ingesting FOD

PERFORMANCE MEASURES

Rehabbing the surface will provide longevity over the useful life of the runway.

Update

VISITOR CENTER OUTDOOR REMODEL

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

FINANCIAL PLAN						
	Year 1	Year 2	Year 3	Year 4	Year 5	

Council Approved Expenditure
utilizing HOT Fund Balance 6/15/2021

FUNDING SOURCE

HOT Fund - Operating and Fund Balance

OPERATING BUDGET IMPACT IF COMPLETED

Increased maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES



PORTABLE STAGE

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ -	\$ -	\$ -	

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Increased liability insurance and maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES



BAY COVERAGE

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ -



Leak Dept. Need to cover Bay Area. Birds nesting

PROJECT DESCRIPTION

Replace current deteriorated building materials and install wildlife deterrent **** Improvements completed FY 2021-2022****

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -	\$ -	\$ -			

FUNDING SOURCE

Gas Department Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance and possible replacement

PERFORMANCE MEASURES



18' TRAILER

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ -



PROJECT DESCRIPTION

Purchase of new trailer

FINANCIAL PLAN	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ -					

FUNDING SOURCE

Gas Department Operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JUNE 21, 2022

INFORMATION OR DISCUSSION

5. Emergent Air - EMS Provider Report by Walter Kuykendall (M. Antrim, City Manager)

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. None.

STAFF RECOMMENDATION

1. None.



**CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JUNE 21, 2022**

INFORMATION OR DISCUSSION

6. Presentation regarding City Health Insurance by Riley Dearing (M. Antrim, City Manager)

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. None.

STAFF RECOMMENDATION

1. None.

ACTION ITEMS OVERVIEW

9. **Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable.** (Action items limited to 10 per meeting).
1. Approve Resolution 2022-06-10, a resolution authorizing the City to participate in the Apache Tree Grant Program, providing native special saplings to residents (M. Antrim City Manager)
 2. Approve Resolution 2022-06-11, a resolution adopting an Investment Policy for the City for Fiscal Year 2022-2023 (M. Antrim, City Manager)
 3. Approve Resolution 2022-06-12, a resolution adopting a Budget Policy for the City (M. Antrim, City Manager)
 4. Approve the recommendation of Mayor Eaves for the appointment of Municipal Court Judge (M. Antrim, City Manager)
 5. Approve the recommendation of the City Manager to hire Andrew Devaney as the Director of Building Services/Building Official (M. Antrim, City Manager)



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JUNE 21, 2022

To: Honorable Mayor and City Council
Agenda Item: Action Item 1 – Resolution 2022-06-10
Agenda Sponsor: M. Antrim, City Council
Memo Submitted By: Geoffrey Calderon, City Secretary

SYNOPSIS

Approve Resolution 2022-06-10, a resolution applying for the Apache Tree Grant Program (M. Antrim City Manager)

BACKGROUND

- Please see attached Memo from Grant Writer, Marci Tuck.

SUPPORTING MATERIALS

1. Resolution 2022-06-10.
2. Memo from Grant Writer, Marci Tuck.

STAFF RECOMMENDATION

APPROVE: City Staff supports approval of this ordinance.

Grant Writer	Marci Tuck
Environmental Services Coordinator	Adelina Beall
City Manager	Megan Antrim
City Secretary	Geoffrey Calderon

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2022-06-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
AUTHORIZING THE CITY TO PARTICIPATE IN THE APACHE TREE GRANT
PROGRAM, PROVIDING NATIVE SPECIAL SAPLINGS TO RESIDENTS.**

WHEREAS, the City of Alpine is committed to promoting beautification, shade, and water conservation opportunities to its citizens; and

WHEREAS, the City of Alpine finds it in the best interest of the citizens of Alpine that the City participate in Apache Corporation's Apache Tree Grant Program, requesting 500 native-species trees; and

WHEREAS, the City of Alpine will host a Tree Giveaway for citizens in conjunction with Texas Arbor Date on November 4, 2022; and

WHEREAS, the City of Alpine designates the City Manager or their assigned staff as the grantee's authorized official who has the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

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

SECTION I. The City of Alpine approves the submission of the grant application for the Apache Corporation's Apache Tree Grant Program to provide up to 500 native-species saplings for Alpine's Tree Giveaway event, to be held in conjunction with Texas Arbor Day in November 2022.

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

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 21st DAY OF JUNE 2022.

APPROVED:

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

MEMORANDUM



Date: June 21, 2022
To: City of Alpine, Mayor and Councilmembers
From: Marci Tuck – Grant Writer
Re: Apache Corporation, Native Tree Grant application (*Resolution 2022-06-xx*)

Honorable Mayor and City of Alpine Councilmembers:

The City's Environmental Services Coordinator would like to submit an application for 500 native-species trees from the Apache Tree Grant program, a program of Apache Corporation.

Through Environmental Services and Keep Alpine Beautiful efforts, the City has received trees from this grant program for the past two years, enabling the City to host an annual Tree Giveaway event for our citizens in conjunction with Texas Arbor Day (11/4/2022).

The Tree Giveaway has been very successful in past years; the trees were all given away within the first day! Due to past demand for the free trees, Environmental Services plans to request 500 trees through the Apache Tree Grant Program this year, an increase of 100 from last year's 400 Tree Giveaway.

The up to 500 granted trees would be a combination of several different native or well-suited species, all of which are best suited to low-water, high heat climates.

Opportunities like this go a long way in allowing the City of Alpine to promote beautification and provide water conservation education and materials to our citizens.

There is no required matching costs from the City associated with this application. Staff time would be spent on coordinating and managing the actual Tree Giveaway event in the fall 2022.

Staff recommends APPROVING the associated Resolution 2022-06-xx, authorizing the city to participate in the Apache Tree Grant Program opportunity.



CITY COUNCIL

MEETING AGENDA ITEM COVER MEMO

JUNE 21, 2022

To: Mayor and City Council

Agenda Item: Action Item 2 – Approval – Investment Policy

Submitted By: Megan Antrim, City Manager

SYNOPSIS

Approve Resolution 2022-06-11, a resolution approving an Investment Policy (M. Antrim, City Manager)

BACKGROUND

- The City of Alpine initially adopted an investment policy December 13, 2013.
- Each year Council reviews and adopts the investment policy for the upcoming fiscal year.
- The investment policy was revised and adopted by Council June 16, 2020.
- No revisions are being requested.

SUPPORTING MATERIALS

- a. Investment Policy

STAFF RECOMMENDATION

Recommendation: Approve

City Manager

Megan Antrim

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2022-06-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
ADOPTING AN INVESTMENT POLICY FOR THE CITY OF ALPINE FY 2022-2023.**

WHEREAS, the City Council of the City of Alpine shall adopt an investment policy annually to ensure sound financial practices for public funds; and

WHEREAS, this investment policy shall comply with the Public Funds Investment Act, Chapter 2256, Texas Government Code; and

WHEREAS, the City Council desires to revisit the investment policy to ensure that it satisfactorily meets the requirements of the Public Funds Investment Act.

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

SECTION I. The Investment Policy of the City hereto attached as Exhibit "A" and made a part hereof, is hereby approved as the official investment policy of the City of Alpine.

SECTION II. The Investment Policy shall be filed in the official records with the Office of the City Secretary for permanent recordation.

SECTION III. This Resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 21st DAY OF JUNE 2022.

APPROVE:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

EXHIBIT “A”

CITY OF ALPINE

SECTION: FINANCE POLICIES	INITIAL EFFECTIVE DATE: 12-10-2013
SUBJECT: INVESTMENTS	REVISION DATE: 06-16-2020
TITLE: INVESTMENT POLICY	REVISION DATE:

I. PURPOSE

It is the objective of the City of Alpine to invest public funds in a manner which will provide maximum security and the best commensurate yield while meeting the daily cash flow demands of the City and conforming to all federal, state, and local statutes, rules, and regulations governing the investment of public funds. This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The Policy and investment strategies shall be reviewed annually by the City Council who will formally approve any modifications. This Investment Policy, as approved, is in compliance with the provisions of the Public Funds Investment Act of Tex. Gov't Code Chapter 2256.

II. SCOPE

- A. This Investment Policy applies to the investment activities of the City of Alpine, Texas. All financial assets of all funds, including the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project funds, Enterprise Funds and any other accounts of the City not specifically excluded in these policy guidelines are included. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR). These funds, as well as others that may be created from time-to-time, shall be administered in accordance with the provisions of this Policy. Some funds may be pooled for investment purposes.

In addition to this Policy, the investment of bond proceeds and other bond funds (including debt service and reserve funds) shall be governed and controlled by their governing ordinance and by the provisions of the Tax Reform Act of 1986, including all regulations and rulings promulgated thereunder and applicable to the issuance of tax – exempt obligations.

- B. Funds covered by this Policy may include:

EXHIBIT "A"

1. General Fund – used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.
For Example: Pooled Checking
 2. Special Revenue Funds – used to account for the proceeds from specific revenue sources which are restricted or committed to expenditures for specific purposes other than debt service or capital projects.
 3. Debt Service Funds – used to account for resources to be used for the payment of principal, interest, and related costs on general obligation debt.
 4. Capital Project Funds – used to account for resources to enable the acquisition or construction of major capital facilities which are not financed by enterprise funds, internal service funds, or trust funds.
 5. Enterprise Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises. For example: Water & Waste Water Utilities, Gas Utilities
 6. Internal Service Funds – used to account for the cost of providing goods or services between City departments.
 7. Trust and Agency Funds – used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.
 8. Bond Reserve Funds – funds set at prescribed levels by certain bond ordinances to pay principal and/or interest if required to prevent default.
 9. New funds available for investment by the City, such as (but not limited to) resources associated with Public Improvement Districts or Tax Increment Financing Zones, unless specifically excluded herein.
 10. Bond Funds – funds established with the proceeds from specific bond issues when it is determined that segregating these funds from the pooled funds' portfolio will result in maximum interest earning retention under the provisions of the Tax Reform Act of 1986.
 11. Endowment Funds – funds given to the City with instructions that the principal is to remain intact, unless otherwise agreed to, and the income generated by the investments will be used for specified purposes.
 12. Trust or Escrowed Funds – funds held outside the City by a trust or escrow agent but belonging to the City.
- C. This Policy shall not govern funds, which are managed under separate investment programs in accordance with the Tex. Gov't Code Sec. 2256.004. The City Shall and will maintain responsibility for these funds to the extent required by federal and state law, and donor stipulations. This Policy also does not apply to monies held in escrow to retire bonds which are subject to defeasance requirements stated under their respective bond ordinances.

EXHIBIT “A”

III. INVESTMENT OBJECTIVES AND STRATEGIES

It is the policy of the City that, giving due regard to the safety and risk of investments, all available funds shall be invested in conformance with federal and state regulations, applicable bond ordinance requirements, adopted Investment Policy and investment strategies.

In accordance with the Public Funds Investment Act, the following prioritized objectives (in order of importance) in accordance with the Tex. Gov't. Code Sec. 2256.005 (d) apply for each of the City's investment strategies.

- A. Suitability – Understanding the suitability of the investment to the financial requirements of the City is important. Any investment eligible in the Investment Policy is suitable for all City funds.
- B. Safety – Preservation and safety of principal are the primary objectives of the Investment Policy. All investments will be in high-quality securities with no perceived default risk.
- C. Liquidity – The City's investment portfolio will remain sufficiently liquid to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets. Short-term investment pools and money market mutual funds provide daily liquidity and may be utilized as a competitive investment alternative to fixed income instruments.
- D. Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security type of less than a quarter of a percentage point shall define an efficient secondary market.
- E. Diversification – Investment maturities shall be staggered to provide cash flow based on the anticipated needs of the City. Diversifying the appropriate maturity structure will reduce market cycle risk.
- F. Yield – Attaining a competitive market yield, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio, is the desired objective. The goal of the City's investment portfolio is to regularly meet or exceed the average rate of return on U.S. Treasury bills at a maturity level comparable to the portfolio's weighted average maturity in days. The yield of an equally weighted, rolling twelve month moving average of a one-year U.S. Treasury bill portfolio shall be the minimum yield objective or “benchmark”. One-year U.S. Treasury bill information is derived from the Federal Reserve Statistical Release H.15 for constant maturities. A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund.

EXHIBIT “A”

The first measure of success in this area will be the attainment of enough income to offset inflationary increases. Although steps will be taken to obtain this goal, the City's staff will follow the “Prudent Person” statement relating to the standard of care that must be exercised when investing public funds as expressed in the Tex. Gov't Code Sec. 2256.006(a-b). The Investment Officer shall avoid any transaction that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in adequately diversifying the maturity structure within the portfolio to meet the City's expenditure needs, occasional measured unrealized losses due to market volatility and rising interest rates are inevitable, and must be considered within the context of the overall portfolio's investment return. The prudence of the investment decisions shall be measured in accordance with the tests set forth in the Tex. Gov't Code Sec. 2256.006(b)/.

IV. INVESTMENT STRATEGY FOR SPECIFIC FUND GROUPS

In order to better diversify, maximize interest earnings and otherwise meet stated objectives, fund groups may be combined into one or more internal investment pools. Although fund monies may be combined into a single asset portfolio, proportional fund ownership will be accounted for separately. The City maintains separate portfolios for some individual funds or groups of funds that are managed in accordance with the terms of this Policy and by the corresponding investment strategies listed below.

- A. Investment Pool Strategy – The City's Investment Pool is an aggregation of the majority of City funds which includes tax receipts, enterprise fund revenues, fine and fee revenues, reserve funds for outstanding utility system revenue bonds, as well as some, but not necessarily all, bond proceeds, grants, gifts and endowments. This portfolio is maintained to meet anticipated daily cash needs for the City's operations, capital projects and debt service. In order to ensure the ability of the City to meet obligations and to minimize potential liquidation losses, the dollar-weighted average stated maturity of the investment pool shall not exceed 1.5 years or 550 days. The objective of this portfolio is to:
1. Ensure safety of principal by investing in only high-quality securities for which a strong secondary market exists.
 2. Ensure that anticipated cash flow needs are matched with adequate investment liquidity.
 3. Limit credit risk and interest rate risk through diversification.
 - a. Credit Risk – The City will minimize credit risk, which is the risk of all or part of the investment due to the failure of the security issuer or backer, by:
 - i. Limiting investments to the types of securities listed in Section VII of this Investment Policy.

EXHIBIT "A"

- ii. Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section IX.
 - iii. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
 - b. Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by:
 - i. Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - ii. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this policy.
 - 4. Attain the best feasible yield commensurate with the objectives and restrictions set forth in this Policy by actively managing the portfolio to meet or exceed the twelve-month moving average yield on a one-year U.S. Treasury bill as derived from the Federal Reserve Statistical Release H.15 for constant maturities.
- B. Bond Funds Strategy – Occasionally, separate non-pooled portfolios are established with the proceeds from bond sales in order to maximize earnings within the constraints of arbitrage regulations. The objectives of the portfolio are to:
 - 1. Ensure safety of principal by investing in only high-quality securities for which a strong secondary market exists.
 - 2. Ensure that anticipated cash flow needs are matched with adequate investment liquidity.
 - 3. Limit market and credit risk through diversification.
 - 4. Attain the best feasible yield commensurate with the objectives and restrictions set forth in this Policy and bond ordinance by actively managing the portfolio to meet or exceed the bond yield.
- C. Trust or Escrowed Funds Strategy – Funds that are held outside the City by a trust or escrow agent but belonging to the City are governed by their respective trust or escrow agreement and are subject to the provisions of this Policy. The objectives of the portfolios are to:

EXHIBIT "A"

1. Ensure safety of principal by investing in only high-quality securities for which a strong secondary market exists.
2. Ensure that anticipated cash flow needs are matched with adequate investment liquidity.
3. Limit market and credit risk through diversification.
4. Attain the best feasible yield commensurate with the objectives and restrictions set forth in the Policy and the trust/escrow agreement.

V. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Director of Finance, hereinafter referred to as the Investment Officer and the City Manager, as set by this Investment Policy. Responsibility for the operation of the investment program is hereby delegated to the Investment Officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. At a minimum, procedures should include references to the following: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Investment Officer or City Manager. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The City Manager, Director of Finance, Mayor, City Council, and other Finance Department employees shall be personally indemnified in the event of investment loss provided the Investment Policy has been followed.

VI. RESPONSIBILITY AND STANDARD OF CARE

- A. Delegation and Training – The Investment Officer and department designees will use this Policy as the primary guidelines for the City's investment program, procedures, and internal control issues. The Director of Finance who oversees financial operations is designated as the Investment Officer, pursuant to Tex. Gov't Code Sec. 2256.005(f). Upon taking office or assuming duties, the Investment Officer of the City of Alpine shall attend at least one PFIA training session within 12 months. Thereafter, ten (10) hours of investment training relating to the officer's responsibilities will be taken once every two years. The investment training session shall be provided by an independent source approved by this policy. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization with whom the City may engage in an

EXHIBIT "A"

investment transaction. Thus, these independent sources will be training sessions sponsored, accredited or endorsed by the Government Treasurers Organization of Texas (GTOT), Center for Public Management at the University of North Texas (UNT), Government Finance Officers Association of Texas (GFOAT), Texas Municipal League (TML), North Central Texas Council of Governments (NCTCOG), Association of Public Treasurers United States & Canada (APT US & C), and Government Finance Officers' Association (GFOA).

- B. Conflicts of Interest – All participants in the investment process shall seek to act responsibly as custodians of public assets. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

- C. Disclosure – Anyone involved in investing City Funds shall file with the Investment Officer a statement disclosing any personal business relationship with a business organization offering to engage in investment transactions with the City or is related within the second degree by affinity or consanguinity as determined under the Tex. Gov't. Code Ch. 573, to an individual seeking to transact investment business with the City. A disclosure statement must also be filed with the Texas Ethics Commission and the City Council. An Investment Officer or other employee has a personal business relationship with a business organization if any of the following three conditions are met:
 - 1. The Investment Officer or employee owns 10% or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization.
 - 2. Funds received by the Investment Officer or employee from the business organization exceed 10% of the investment officer's gross income for the prior year.
 - 3. The Investment Officer or employee has acquired from the business organization during the prior year investments with a book value of \$2,500 or more for their personal account.

- D. Prudence – The standard of prudence to be used by the investment officials shall be the "Prudent Person Rule", as set forth in Tex. Gov't. Code Dec. 2256.006, and will be applied in the context of managing an overall portfolio: "Investments shall be made with judgment and care under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived."

EXHIBIT "A"

Investment officials acting in accordance with the Investment Policy and exercising due diligence shall be relieved of personal responsibilities for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than consideration as to the prudence of a single investment and whether the investment decision was consistent with the City's Investment Policy.

E. Reporting

Quarterly – The first month of each quarter, the Investment Officer shall prepare and submit to the City Council a written report of investment transactions for all funds covered by this Policy for the preceding reporting period and contain all of the information required by Section 2256.023.

Annually – The City Council shall review and approve the Investment Policy and investment strategies at least annually and be documented by Resolution which shall include any changes made.

Compliance Audit – The City's external independent auditor will conduct an annual review of the quarterly reports in conjunction with the annual financial audit. The results of the audit will be reported to City Council. The audit will also review compliance with management controls on investments and adherence to this Policy.

F. Performance Standards – The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio

G. Marking to Market – The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with GFOA Recommended

EXHIBIT “A”

Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.” In defining market value, considerations should be given to GASB Statement 31 pronouncement.

- H. The guidelines of retaining records for seven years as recommended in the Texas State Library Municipal Records Manual should be followed with respect to the investment of funds other than bond proceeds. The Investment Officer shall oversee the filing and/or storing of investment records.

VII. SUTABLE AND AUTHORIZED INVESTMENT SECURITIES

- A. Active Portfolio Management – The City intends to pursue an active versus a passive investment management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. In addition, the Investment Officer may at times restrict or prohibit the purchase of specific types of investments or issuers due to current market conditions.

The City shall take all prudent measures consistent with this Investment Policy to liquidate an investment that no longer meets the required minimum rating standards, as per the Tex. Gov’t. Code Sec. 2256.021. However, if it is determined by the Investment Officer that the City would benefit from holding the securities to maturity to recapture its initial investment then the Investment Officer may act accordingly. The City is not required to liquidate investments that were authorized investments at the time of purchase. (Tex. Gov’t. Code Sec. 2256.017)

- B. Authorized Investments – City funds governed by this Policy may be invested in instruments described below, all of which are authorized by the Public Funds Investment Act (PFIA).
 - 1. Direct Obligations of the United States of America, its agencies and instrumentalities (maturing in less than five years).
 - 2. Other obligations, the principal and interest of which are unconditionally guaranteed or issued by, or backed by the full faith and credit of, the United States of America, or any obligation fully guaranteed or insured by the Federal Deposit Insurance Corporation (maturing in less than five years).
 - 3. Direct obligations of the State of Texas or its agencies thereof, Counties, Cities, and other political subdivisions rated as to investment quality by a nationally recognized investment rating firm not less than AA or its equivalent (maturing in less than two years).

EXHIBIT "A"

4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas, rated as to investment quality by a nationally recognized investment rating firm not less than AA or its equivalent (maturing in less than two years).
5. Fully insured or collateralized certificates of deposit/share certificates issued by state and national banks or savings bank or a federal or state credit union (having its main or branch office in Texas) guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; and secured by obligations in accordance with Section XII herein (maturing in less than two years).

In addition to the City's authority to invest funds in certificates or deposit and share certificates stated above, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under Tex. Gov't. Code Sec. 2256.010(b): (1) the funds are invested by the City through a clearing broker registered with the Securities and Exchange Commission (SEC) and operating pursuant to SEC rule 15c3-3 (17 C.F.R. Section 240.15c3-3) with its main office or branch office in Texas and selected from a list adopted by the City Council as required by Section 2256.025; or a depository institution that has its main office or a branch office in this state and that is selected by the City Council; (2) the selected broker or depository institution arranges for the deposit of funds in certificates of deposit in one or more federally insured depository institutions, wherever located for the account of the City; (3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; (4) the selected broker or depository institution acts as custodian for the City with respect to certificates of deposit issued for the account of the City.

6. Commercial paper that has a stated maturity of 270 days or less from the date of issuance and is rated A-1 or P-1 or an equivalent rating by at least two nationally recognized rating agencies.
7. Public (local) fund investment pools with a dollar weighted average maturity of 60 days or less. The pool must be approved through resolution by the City Council to provide services to the City and be continuously rated no lower than Aaa or AAAM or at an equivalent rating by at least one nationally recognized rating service. A public funds investment pool created to function as a money market mutual fund must "mark to market" daily and stabilize at a \$1 net asset value.

To be eligible to receive funds from and invest funds on behalf of the City, an investment pool must furnish to the Investment Officer or other authorized representative an offering circular or other similar disclosure instrument that contains information required by the Tex. Gov't. Code Sec. 2256.016. Investments will be made in a local government investment pool only after a

EXHIBIT "A"

thorough investigation of the pool and approval by the City Council which shall at least annually review, revise and adopt the local government investment pool(s).

8. A Securities and Exchange Commission (SEC) registered, no load money market mutual fund which has a dollar weighted average stated maturity of 60 days or less and whose investment objectives includes the maintenance of a stable net asset value of \$1 for each share. Furthermore, it must be rated not less than Aaa, AAAM or an equivalent rating by at least one nationally recognized rating service and the City must be provided with a prospectus and other information required by the SEC Act of 1934 or the Investment Company Act of 1940. Investments will be made in a money market mutual fund only after a thorough investigation of the fund and approval by the Investment Officer which shall, at least annually, review, revise and adopt the money market mutual fund(s).

C. Prohibited Investments – The City's authorized investment options are more restrictive than those allowed by state law. Furthermore, this Policy specifically prohibits investment in the securities listed below:

1. Obligations, whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payments represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. All collateralized mortgage obligations
4. Reverse repurchase agreements.

D. Diversification – It is the policy of the City to diversify its investment portfolios. The diversification will protect interest income from the volatility of interest rates and the avoidance of undue concentration of assets in a specific maturity sector; therefore, portfolio maturities shall be staggered. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Risk of market price volatility shall be controlled through maturity diversification and by controlling unacceptable maturity extensions and a mismatch of liabilities and assets. The maturity extension will be controlled by limiting the weighted average maturity of the internal investment pool portfolio to 550 days. All long-term maturities will be intended to cover long-term liabilities. In addition, at least five (5) percent of the funds in the investment pool portfolio will be liquid at all times. Investment pool liquidity, which consists of immediately available funds, is defined as shares in a local government investment pool and money market mutual fund, as well as bank demand deposit balances. Although there is no maximum defined portfolio liquidity position, it is the intent of this Policy to seek out higher yielding

EXHIBIT "A"

alternative investments in accordance with the prioritized objectives or preservation and safety of principal, meeting liquidity needs and yield enhancement as stated throughout the Public Funds Investment Act.

2. The Investment Officer and City Manager shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in U.S. Treasury securities, federal agencies/instrumentalities, and insured/collateralized certificates of deposit and other securities or obligations. The Investment Officer shall conduct an annual review of these guidelines, and shall evaluate the probability of market and default risk in various investment sectors as part of its considerations.
3. Risk of principal loss in the portfolio as a whole shall be minimized by diversifying investment types according to the following limitations based on book values:

<u>Investment Type</u>	<u>% of Portfolio</u>
• U.S. Government Treasury Notes/Bills & Obligations	100%
• U.S. Government Agencies & Instrumentalities	100%
• State of Texas Obligations, Agencies & Local Gov't.	15%
• Local Government Investment Pools	75%
• Certificates of Deposit (fully insured or collateralized)	75%
• U.S. Money Market Mutual Fund	35%
• Callable U.S. Agencies/Instrumentalities	20%
• Commercial Paper	5%

By Institution

- | | |
|--|------------------|
| • Collateralized Certificates of Deposit | No more than 25% |
| • ALL Other (except U.S. Treasuries) | No more than 35% |

4. Purchases of securities with stated maturities greater than the maximum authorized under Section VII.B require prior City Council approval.

VIII. COMPETITIVE BIDDING

It is the policy of the City to require competitive bidding for all individual security purchases and sales, as well as for certificates of deposit. Exceptions include:

- A. Transactions with money market mutual funds and local government investment pools which are deemed to be made at prevailing market rates.

EXHIBIT “A”

B. Treasury and agency securities purchased as new issues through an approved broker/dealer, financial institution or investment advisor.

C. Automatic overnight “sweep” transactions with the City’s depository bank.

Bids or offers must be solicited for all other transactions involving individual securities. The City’s investment advisor is also required to solicit bids or offers when transacting trades on the City’s behalf. In situations where the exact security is not offered by other broker/dealers, offers on the closest comparable investment may be used to establish a fair market price for the security. In the case of a certificate of deposit purchase, at least two other offers should be solicited to provide a comparison. When few, if any, banks wish to participate then staff may use another authorized investment of similar maturity for evaluation purposes. The quotes may be accepted orally, in writing, electronically, or any combination of these methods. The Investment Officer may approve exceptions on a case by case basis or on a general basis in the form of guidelines. These guidelines shall take into consideration the investment type, maturity date, amount and potential disruptiveness to the City’s investment strategy.

IX. SELECTION OF BANKS, BROKERS/DEALERS AND INVESTMENT ADVISOR

A. Depository – City Council shall, by ordinance, “select and designate one or more banking institutions as the depository for the monies and funds of the City” in accordance with the requirement of Tex. Loc. Gov’t. Code Ch. 105. At least every five (5) years a depository shall be selected through the City’s banking services procurement process, which shall include a format request for proposal (RFP). The selection of a depository will be determined by a competitive process and evaluated on the following criteria:

1. Qualified as a depository for public funds in accordance with state and local laws.
2. Provided requested information or financial statements for the periods specified.
3. Complied with all requirements in the banking RFP.
4. Completed responses to all required items on the proposal form.

EXHIBIT "A"

5. Offered lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
6. Met credit worthiness and financial standards.

- B. Investment Broker/Dealers** – If the City has not retained an investment advisor, then the Investment Officer shall be responsible for adopting the list of qualified brokers/dealers and financial institutions authorized to engage in investment transactions with the City. Authorized firms may include primary dealers or regional broker/dealers that qualify under SEC Rule 15C3-1 (uniform net capital rule) and qualified depositories as established by the Tex. Loc. Gov't. Code Ch. 105. The Investment Officer shall base its evaluation of security broker/dealers and financial institutions upon:
1. Financial condition, strength and capability to fulfill commitments.
 2. Overall reputation with other broker/dealers or investors.
 3. Regulatory status of the broker/dealer.
 4. Background and expertise of the individual representatives.
 5. Ability to provide additional advisory services.

The Investment Officer must annually review the list of qualified broker/dealers authorized to engage in investment transactions with the City. Investment Officers, or their authorized representatives, shall not conduct business with any firm with whom public entities have sustained realized losses on investments or whose name has removed from an approved list. All qualified broker/dealers shall provide the City with referenced from public entities which they are currently serving.

- C. Investment Advisor** – The City may retain the services of an investment advisory firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to assist in the review of cash flow requirements, the formulation of investment strategies, and the execution of security purchases, sales, and deliveries. The investment advisory contract with the City may not be for a term longer than two years and its renewal or extension must be approved by City Council by ordinance or resolution as required by the Tex. Gov't Code Sec. 2256.003(b).
- D. Compliance** – A qualified representative from any firm offering to engage in investment transactions with the City is required to sign a written instrument upon receiving and reviewing a copy of the City's Investment Policy. Investments shall only be made with those business organizations (including money market

EXHIBIT “A”

mutual funds and local government investment pools) which have provided the City with this written instrument executed by a qualified representative of the firm, acknowledging that the business organization has:

1. Received and reviewed the City's Investment Policy.
2. Implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.
3. If the City has contracted with an investment advisor, the advisor shall be responsible for performing financial due diligence on the City's behalf. On an annual basis, the advisor will provide the City with a list of its authorized broker/dealers, as well as the required written instrument described above.

X. COLLATERALIZATION, SAFEKEEPING AND CUSTODY

- A. Collateralization – The City requires that all uninsured collected balances plus accrued interest, if any, in depository accounts be secured in accordance with the requirements of state law. Financial institutions serving as City depositories will be required to sign a depository agreement with the City which details eligible collateral, collateralization ratios, standards for collateral custody and control, collateral valuation, rights of substitution and conditions for agreement termination.

The City requires that all uninsured certificates of deposit plus accrued interest held with a depository be secured in accordance with the requirements of state law. Financial institutions will be required to sign a written depository and security agreement which stipulates eligible collateral, collateralization ratios, standards for collateral custody and control, collateral valuation, rights of substitution, and conditions for agreement termination.

Collateral will always be held by an independent third party with which the City has a current custodial agreement and shall be reviewed at least monthly to ensure that the market value of the pledged securities is adequate. All deposits and investments of City Funds, other than direct security purchases, money market mutual funds and local government investment pools shall be secured by pledged collateral set at no less than 102 percent of the market value of principal and accrued interest on the deposits or investments less an amount insured by FDIC. Eligible collateral to secure the City's deposits include:

1. Direct obligations of the United States government.

EXHIBIT “A”

2. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith credit of, the United States government.
3. Direct obligations of agencies or instrumentalities of the United States government, including letters of credit.
4. Cash

The City will reject adjustable rate mortgages (ARMs), collateralized mortgage obligations (CMOs), step – ups, variable rate instruments (except U.S. Treasury inflation protected securities), or securities that are not found on common pricing systems.

- B. Safekeeping and Custody –** Safekeeping and custody of the City’s investment shall be in accordance with state law. All security transactions, except local government investment pool and money market mutual fund transactions, shall be conducted on a delivery versus payment (DVP) basis. Investment securities will be held by a third-party custodian designated by the City and be required to issue safekeeping confirmation notices to the City clearly detailing that the securities are owned by the City.

Safekeeping and custody of collateral pledged to the City shall be in accordance with state law. Collateral will be held by a third-party custodian designated by the City. The custodian is required to issue safekeeping confirmation notices to the City clearly showing that the securities are pledged to the City.

- C. Subject to Audit –** All collateral shall be subject to inspection and audit by the Director of Finance, or designee, as well as the City’s independent auditors.

XI. MANAGEMENT AND INTERNAL CONTROLS

Controls shall be deigned to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or Investment Officers of the City.

Controls and managerial emphasis deemed most important that shall be employed include the following:

Imperative Controls

- Custodian safekeeping confirmation notices records management.
- Avoidance of bearer-form securities

EXHIBIT “A”

- Documentation of investment bidding events
- Written confirmation of telephone transactions
- Reconcilements and comparisons of security confirmation notices with the investment records
- Compliance with Investment Policy
- Verification of all interest income and security purchase and sell computations

Controls Where Practical

- Control of Collusion
- Separation of duties
- Separation of transaction authority between Accounting and Record-Keeping
- Clear delegation of authority
- Accurate and timely reports
- Validation of investment maturity decisions with supporting cash flow data
- Adequate training and development of Investment Officers and staff authorized to execute investment transactions
- Review of financial conditions of all brokers/dealers and depository institutions
- Access to information about market conditions, changes and trends that require adjustments to investment strategies

XII. INVESTMENT POLICY ADOPTION

The Investment Policy shall be formally approved and adopted by Resolution of the City Council and reviewed annually for effectiveness in accordance with the provisions of the Public Funds Investment Act of the Texas Government Code Chapter 2256.



CITY COUNCIL

MEETING AGENDA ITEM COVER MEMO

JUNE 21, 2022

To: Mayor and City Council

Agenda Item: Action Item 3 – Approval – Budget Policy

Submitted By: Megan Antrim, City Manager

SYNOPSIS

Approve Resolution 2022-06-12, a resolution approving a Budget Policy (M. Antrim, City Manager)

BACKGROUND

- On June 19, 2018 City Council approved resolution 2018-06-12 adopting a Budget Policy for the City of Alpine.
- The policy has not been reviewed or in practice since 2018.
- The policy is to ensure sound financial practices for public funds and should be reviewed annually by Council.
- The policy provides procedures for decision making, protects City resources, and ensures regulatory and policy compliance.
- No changes have been made to the original policy

SUPPORTING MATERIALS

- a. Budget Policy

STAFF RECOMMENDATION

Recommendation: Approve

City Manager

Megan Antrim

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2022-06-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
ADOPTING A BUDGET POLICY FOR THE CITY.**

WHEREAS, the City Council of the City of Alpine desires to adopt a budget policy to ensure sound financial practices for public funds; and

WHEREAS, budget policies assist in enhancing accountability and innovation in all City business and increases transparency to the public; and

WHEREAS, budget policies support responsible decision making, protects City resources, and ensure regulatory and policy compliance; and

WHEREAS, the City Council approved the previous budget policy on June 19, 2018, and now deems it to be in the best interest of the City to revisit the policy at least annually to ensure that the policy satisfactorily meets the standards of the City.

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

SECTION I. The Budget Policy of the City hereto attached as Exhibit "A" and made a part hereof, is hereby approved as the official budget policy of the City of Alpine.

SECTION II. The Budget Policy shall be filed in the official records with the Office of the City Secretary for permanent recordation.

SECTION III. This Resolution is effective immediately upon its passage.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THE 21st DAY OF JUNE 2022.

APPROVE:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

Exhibit "A"

CITY OF ALPINE BUDGET POLICY

ADOPTED 6/2018

TABLE OF CONTENTS

I.	PURPOSE.....	1
II.	SCOPE.....	1
III.	OBJECTIVES.....	1
IV.	BUDGET PROCESS.....	1
V.	BALANCED BUDGET	2
VI.	LONG-TERM PLANNING	3
VII.	REVENUE POLICIES.....	3
	A. REVENUE DIVERSIFICATION	3
	B. ONE-TIME REVENUES	4
	C. UNPREDICTABLE REVENUE	4
	D. REVENUE ESTIMATES.....	4
	E. SETTING CHARGES/FEES	5
	F. COLLECTION.....	5
	G. INDIRECT COSTS	5
VIII.	APPROPRIATION POLICIES.....	5
	A. APPROPRIATION ESTIMATES.....	5
	B. PERSONNEL SERVICES.....	6
	C. BUDGET REDUCTIONS	6
	D. REPLACEMENT OF ROLLING STOCK	6
	E. CAPITAL IMPROVEMENT PLAN	6
IX.	OPERATING CONTINGENCY.....	7
X.	RESERVES	7
XI.	BUDGET ADOPTION	8
XII.	BUDGET CONTROLS.....	8
XIII.	MODIFICATIONS TO THE BUDGET	8
XIV.	PERFORMANCE MEASURES	9
XV.	COSTING GOVERNMENT SERVICES	9
XVI.	REPORTING.....	9
XVII.	DISTINGUISHED BUDGET PRESENTATION	9

I. PURPOSE

To establish policies related to the preparation of the annual budget for the City of Alpine:

- To enhance and facilitate accountability and innovation in all city business;
- Provide superior customer services that are responsive and transparent to the public;
- Provide analysis and long range thinking that supports responsible decision making;
- Proactively protects and maintains city resources; and
- Ensures regulatory and policy compliance.

II. SCOPE

These policies apply to both operating, enterprise and capital budgets. Capital budgets include appropriations for items such as heavy equipment, machinery, and rolling stock.

III. OBJECTIVES

The budget policies for the City of Alpine will guide the development of the City's budget and help manage financial pressures to address growing demands upon City resources, while preserving long-term fiscal stability.

IV. BUDGET PROCESS

The purpose of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. The following is a summary of policies that will guide the process.

1. The City Manager and Council will set parameters/priorities at the beginning of each budget cycle.
2. The City Manager and Council will adopt an annual budget preparation and adoption calendar.
3. The budget process should include a three-year financial forecast to assess long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve Council's goals.

4. Upon submission of the departmental requests, the City Manager reviews and evaluates all baseline budget requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, and service delivery (Sec. 102.001).
5. The City Manager submits a proposed budget to City Council for approval no later than 45 days prior to the close of the fiscal year (Charter 5.02). The City Manager's Budget Message, a concise summary of the budget, shall include:
 - a) Summary of the major changes in priorities or service levels from the current year and the factors leading to those changes.
 - b) The priorities and key issues for the new budget period.
 - c) Identify and summarize major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates, or other changes; current and future debt obligations; and significant use of or increase in unreserved fund balance.
 - d) Provide financial summary data on revenues, other resources, and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual and the proposed budget.
 - e) Identify the City Charter requirement to have a balanced budget.

V. BALANCED BUDGET

The general fund, which is the main operating fund of the City, is required to annually have a balanced budget. Appropriations will equal revenues in the proposed City Manager's budget submitted to Council for review and approval. (LGC Sec. 102.002) Council will adopt a balanced budget by ordinance.

The budget must contain (LGC Sec. 102.003 (b)):

- Outstanding obligations of the city
- Cash on hand to the credit of each fund
- Funds received from all sources during the preceding year
- Estimated Revenue available to cover the proposed budget; and
- Estimated tax required to cover the proposed budget.

Unreserved fund balance in the general fund will only be appropriated for one-time type expenditures at the request of the City Manager and approval of Council (Financial Policy). The City Manager will provide Council with a report of financial impact to the City utilizing the unreserved fund.

While in any given year all or a portion of the unreserved balance in a fund may be appropriated for expenditure, the long-term goal is that operating expenditures not exceed operating revenues on an annualized basis such that structural balance is maintained within each fund.

Consistent with this long-term goal, the better practice is to appropriate portions of the beginning balance only to the extent they support non-recurring expenditures, replace temporary declines in revenue, or are reasonably anticipated to be offset by increased revenue not yet officially recognized in a revenue estimate.

It is the policy of the City that the budget for each of its funds always be balanced in that the appropriations from each fund for the fiscal year not exceed the resources available to that fund for the year, including estimated revenues and any unreserved balance in the fund at the beginning of the year. This policy assures that the city does not spend beyond its means.

VI. LONG-TERM PLANNING

It is the policy of the City to maintain a multi-year budget projection of revenues, expenditures, and reserves. The multi-year revenue and expenditure projection shall be reviewed at least semi-annually, once prior to the budget process and after adoption of the budget. The multi-year budget projection will also be updated upon the approval of any capital improvement plan submitted to Council and should be updated based on any dramatic changes in policy, legislation and the economy. The projection will cover a minimum of three years.

The Director of Finance is responsible for presenting the multiyear projections to the City Manager and Council as part of a Proposed Operating Budget cycle.

VII. REVENUE POLICIES

A. REVENUE DIVERSIFICATION

The City shall maintain a broad revenue base to distribute the revenue burden equitably to minimize the risk exposure of unforeseen down turns in any one revenue stream supporting the City budget.

During each year of a budget process the Finance Department will review any tax exemptions approved by Council and will submit recommendations to City Administration identifying possible increases or decreases in the approved exemptions or any new exemptions being proposed. The Finance Director will also identify both the short and long-range effects on City resources available to fund existing and proposed programs. City Council will review tax exemptions only during the budget process.

Based on economic conditions, the Finance Department will identify specific revenue sources that may be severely impacted by elasticity. Revenue sources are reviewed on a monthly basis

to report any significant changes that may impact the budget and identify corrective action if necessary to City administration. Potential new revenue sources when identified and evaluated are to be submitted during the budget process.

Revenue directly related to a restricted fund shall only be used for purposes legally permissible and in a fiscally responsible manner for that fund. Programs and services funded by restricted revenue will be clearly designated as such.

B. ONE-TIME REVENUES

The City shall limit the use of one-time revenues for purposes other than to maintain sustained operating expenses due to the disruptive effects on services due to the non-recurrence of these sources. Such one-time revenue sources shall be solely utilized for the purchase of one-time expenditures, such as capital items or short-term contractual obligations of duration of less than twelve months.

C. UNPREDICTABLE REVENUE

The City shall identify major revenue sources it considers unpredictable and define how these revenues may be used. It is important to consider how significant a variation in revenue receipts will affect the City's financial outlook and ability to operate programs in the current and future budget periods. A City should decide, in advance, on a set of tentative actions to be taken if one or more of these sources generate revenues substantially higher or lower than projected. The plans should be publicly discussed and used in budget decision-making.

D. REVENUE ESTIMATES

City departments that generate revenue are required to submit revenue estimates annually for the preceding fiscal year to the Finance Department with supporting documentation identifying the methodology utilized in preparing revenue estimates. The Finance Director will review the estimates and include them in the budget process.

Revenues should be estimated using a conservative approach to avoid any budget shortfalls during the fiscal year. Departments should provide estimates annually during the budget process of the revenue generated by their department. There should be a consensus by the Department, the Finance Director, and the City Manager on the estimate prior to inclusion in the proposed budget submitted to Council for adoption.

E. SETTING CHARGES/FEES

1. Departments will review at least biannually any fees associated with their department and make changes based on factors such as the impact of inflation, indirect cost adjustments, and any other related expenses that impact the cost of providing services to the public. Proposed changes must be submitted to City Manager for review and adoption by City Council as part of the budget process.
2. New fees are to be included as part of the budget process and if approved by administration, included in the proposed budget submitted to Council for adoption.
3. Fees are to be established at a level that ensures the recovery of the full cost of the services provided. In the event that a fee or license amount is limited by state statute, said fee or license will be established accordingly.
4. Enterprise Funds shall be self-supporting so that the relationship between costs and revenues is clearly identified.

F. COLLECTION

The City monitors revenue collection throughout the fiscal year. When revenue is less than estimated, the Finance Department shall notify administration with expected impact on the current fiscal year budget and provide recommended corrective action. The City Manager initiates action consistent with prudent financial management and notifies Council of such action.

G. INDIRECT COSTS

Indirect costs should be recovered from other funds according to the Financial Policy of the City.

VIII. APPROPRIATION POLICIES

A. APPROPRIATION ESTIMATES

Appropriations shall be sufficient to provide quality services at a reasonable cost and within available financial resources. All new requests for program funding should be accompanied with concise statements of program's mission, objectives, and intended measurable outcomes.

B. PERSONNEL SERVICES

1. The budget ordinance shall specify the authority Department Directors will have in respect to changing their personnel budgets.
2. Benefits such as health insurance, life insurance, worker's compensation, and pension will be budgeted in each department.
3. During budget process, all personnel requests must be fully justified to show that they will either meet new program purposes or maintain or enhance service delivery. The City Manager shall approve all position additions.

C. BUDGET REDUCTIONS

In developing recommendations that may require operational reductions, departments should ensure that administrative and non-service areas have been reduced to the maximum extent possible. In general, any service reduction, which may be necessary, should include reductions in administrative functions, such as management/supervisory, payroll, or other support staff.

All reductions should include an overall review of management structure to ensure efficiency and economy of resources. Further, reductions should focus on positions most recently added and/or programs most recently augmented or identified as a non-core function.

Focus reductions in programs which are discretionary or where the service level is discretionary and are not mandated by charter or addressed in City's strategic plan.

D. REPLACEMENT OF ROLLING STOCK

An equipment management and replacement plan should be followed citywide to ensure systematic replacement of equipment and vehicles based on the particular life cycle. A replacement policy shall be adopted and established to ensure departments systematically replace equipment and vehicles, within the guidelines of the policy.

E. CAPITAL IMPROVEMENT PLAN

A five-year Capital Improvement Program (CIP) with three-year implementation schedules will be developed and submitted to Council for approval (Charter 5.08). The CIP must include:

1. A list of proposed capital improvements with cost estimates, methods of financing, recommended time schedules for each improvement and the estimated income or cost of maintaining the facilities to be constructed. CIP projects will be for infrastructure or facilities over \$50,000.
2. Capital projects presented in the CIP will show related operating and maintenance costs and will be considered during the operating budget evaluation. Departments shall have a plan developed with adequate funding for further repairs and replacement.
3. A balance of pay-as-you-go capital improvements versus financing will be evaluated taking various economic factors into consideration. It is financed through a combination of:
 - Revenue-supported debt
 - Tax-supported debt
 - Internally generated revenues

IX. OPERATING CONTINGENCY

The City appropriates a minimum of 3% of operating revenues in an operating contingency account, to address any unforeseen expenditures throughout the fiscal year. Withdrawing from the contingency account must have approval from the City Manager and must be utilized only for urgent and immediate repair or replacement of equipment or facilities.

The operating contingency of 3 % is to be implemented over a 5-year period with 1/12 of the annual general fund revenue moved each year.

X. RESERVES

An unrestricted general fund balance will be maintained to respond to emergencies equal to an average of three months of general fund expenditures.

Flexibility will be allowed in the use of fund balance, but its use should be prioritized in the following order:

1. Unforeseen events or emergencies
2. Future year capital expenditures

Funding of this reserve will come from one-time revenues, excess fund balance and revenues in excess of expenditures. The City shall implement this plan over a five-year period beginning with the passage of this policy.

Reserves shall be set aside each year in a Reserve Fund. Interest earned on the reserve funds may be incorporated into general fund revenue in excess of fund reserve levels.

XI. BUDGET ADOPTION

The budget shall be adopted by ordinance not later than the last day of the eleventh month of the fiscal year; but, in the event the budget is not adopted, it must be adopted no later than the fifteenth day of the twelfth month of the fiscal year according to the City Charter (Charter 5.05 (c); LGC Sec. 102.011). If the Council fails to adopt the budget by such date, the appropriation for personnel and essential operating supplies made in the previous year shall be extended until the new budget is adopted or as provided by state law.

XII. BUDGET CONTROLS

Budgetary controls and authority will be set at the object level. The department head is ultimately responsible for making sure his/her department does not go over budget.

XIII. MODIFICATIONS TO THE BUDGET

1. Department Heads are authorized to make line item adjustments up to \$5,000.00. Those exceeding this limit will require City Manager approval.
2. A budget amendment for personnel services appropriations or impacting revenue accounts requires the approval of the City Council by ordinance.
3. A budget modification must be approved prior to the occurrence of the expenditure except for emergency expenditures when approved by the City Manager and then ratified by the Council.
4. The City Manager shall have the authority to establish the budget for any capital projects that are approved by the Council.
5. Budget amendments submitted to Council shall be accompanied by an explanation from the department and a recommendation from the City Manager. The department's explanation must be sufficiently clear and provide sufficient detail for the members of Council to determine the need for the amendment.
6. The City Manager is authorized to establish budgets and staffing table changes for grants and similar awards when the applications for such grants and awards have been previously approved by the City Council or the City Manager. All grant applications requiring City Council approval shall be prepared in accordance with established procedures. The agenda item shall state clearly the type and amount of the required City match and the funding source of the grant match.

XIV. PERFORMANCE MEASURES

In addition to staffing and line item requests, department budgets should also include performance measures for each major function within the department. Performance measures are predicated on the expected outcomes of department services and programs and should focus on the most meaningful results.

They are used to indicate whether and to what extent departments are accomplishing a mandated mission and are tools for City administration to measure the effectiveness of services in order to make strategic decisions.

Performance measures are maintained for critical services over a period of time in order to show historical deviation, to establish a service standard, and for use as a benchmark of City services against those of other government entities. Performance measures must be updated annually at a minimum.

XV. COSTING GOVERNMENT SERVICES

The Finance Department will maintain a program to calculate the full cost of the different services the City provides. The full cost of a service encompasses all direct and indirect costs related to that service.

XVI. REPORTING

Departments will submit to the Finance Department an expenditure analysis no later than 10 days after the accounting period has been closed. The Finance Director will monitor expenditures monthly and report to Council on a monthly basis.

XVII. DISTINGUISHED BUDGET PRESENTATION

The City will seek to comply with suggested criteria of the Government Finance Officer's Association in producing a budget document that meets the Distinguished Budget Presentation criteria as policy document, as an operating guide, as a financial plan, and a communication device.



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JUNE 21, 2022

To: Honorable Mayor and City Council
Agenda Item: Action Item 4 – Appointment of Municipal Court Judge
Agenda Sponsor: M. Antrim, City Manager
Memo Submitted By: Geoffrey Calderon, City Secretary

SYNOPSIS

Approve the recommendation of Mayor Eaves for the appointment of Municipal Court Judge (M. Antrim, City Manager)

BACKGROUND

- **Section 4.05 Municipal Court. City Charter Excerpt:** The Municipal Court Judge is nominated by the Mayor and approved the City Council for a term of two (2) years to run concurrently with the term of office of the Mayor. Compensation shall be set by the Council and may not be reduced during the term of office for which the Judge was appointed.
- The term of the previous Municipal Court Judge, Jodi Cole ended with the end of the former Mayor's Term.
- Mayor Catherine Eaves will make her nomination in her City Mayor's Report and the Council will consider confirmation as an action item.

SUPPORTING MATERIALS

1. None.

STAFF RECOMMENDATION

APPROVE: City Staff supports approval of the Mayor nomination.

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon



CITY COUNCIL

MEETING AGENDA ITEM COVER MEMO

JUNE 21, 2022

To: Mayor and City Council

Agenda Item: Action Item 5 – Consent Approval – Building Official

Submitted By: Megan Antrim, City Manager

SYNOPSIS

As per City Charter – Section 4.02 (A) - Provide advice and consent on the recommendation to hire Andrew Devaney for the position of Building Official.

BACKGROUND

- On August 3, 2021, Council approved an updated job description for the position.
- Advertising for the position has been posted on the City website, TML, and notice sent to the ICC (International Code Council) to attract possible candidates.
- The City has been advertising and accepting applications for the position of Building Official since August 2021.
- The City received 12 applications
 - 8 applicants did not meet the minimum requirements
 - 3 applicants withdrew during the interview process
 - 1 qualified and interviewed
- Andrew Devaney– meets minimum requirements, employment and reference verification, interviewed

SUPPORTING MATERIALS

- a. Andrew Devaney Certifications

STAFF RECOMMENDATION

Recommendation to hire Andrew Devaney for Building Official position.

City Manager

Megan Antrim





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CODE
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verify.iccsafe.org/8711556

Search Again

Customer Name:

Account Number:

Andrew Devaney

8711556



Certifications:

Initial Certification	Current Expiration	Certificate Name
01/12/2017	10/31/2025	Residential Plumbing Inspector
10/11/2018	10/31/2025	Residential Energy Inspector/Plans Examiner
04/13/2019	10/31/2025	Commercial Energy Inspector
10/31/2019	10/31/2025	ICC / AACE Property Maintenance and Housing Inspector





Texas Behavioral Health Executive Council
Texas Board of Professional Geoscientists
Texas Funeral Service Commission
Texas Optometry Board
Texas State Board of Dental Examiners
Texas State Board of Pharmacy
Texas State Board of Plumbing Examiners

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License / Registration Details

Press "Search Results" to return to the Search Results list.

Press "New Search Criteria" to do another search of this type.

Press "New Search" to start a new search.

License Number: 3534

Current Date: 05/10/2022 01:56 PM

Name:	DEVANEY, ANDREW C		
License Type:	Plumbing Inspector		
License Status:	Current		
Expiry Date:	02/28/2023		
Effective Rank Date:	07/14/2017		
Fingerprint Status:	Fingerprint Obligation Met	Effective: 04/12/2022	Expires:

Addresses

Political Subdivision Address	Address
	CITY OF BAYTOWN P. O. BOX 424 BAYTOWN , TX HARRIS 77522 View on a map
	Phone Number:
	(281) 420-6537

Disciplinary Actions

There are NO disciplinary actions against the license.

Disciplinary Actions	Date of Action:	Action(s):
----------------------	-----------------	------------

Primary Political Subdivision

Licensee's Role:	Inspector	
Related Party Role:	Primary Political Subdivision	
Related Party Name	License Type	Address
		P. O. BOX 424 BAYTOWN , TX HARRIS 77522
CITY OF BAYTOWN	Plumbing - Political Subdivision	

CE History

* Manually entered data may cause variations in "Completed On" date.

Credit	Provider	* Completed On
2022 - Regular CE Credit:	WINN'S CAREER EDUCATION, INC.	11/08/2021
2021 - Regular CE Credit:	APHCC	12/05/2020
2020 - Regular CE Credit:	WINN'S CAREER EDUCATION, INC.	08/12/2019
2019 - Regular CE Credit:	WINN'S CAREER EDUCATION, INC.	11/01/2018
2018 - Regular CE Credit:	WINN'S CAREER EDUCATION, INC.	01/01/2018

Training Classes

Class	Provider	Completed On
02 - 8 hr. Residential Code Class	EP25 - JOHNNY KURTEN	05/04/2016
07 - OSHA 10 hr. Outreach Training	EP25 - JOHNNY KURTEN	05/06/2016

Class**Provider****Completed On**

18 - Employer Certification FORM - 4000 hrs

EP5 - TSBPE

05/20/2016

[Search Results](#) [New Search Criteria](#) [New Search](#) [Print](#)

INTERNATIONAL CODE COUNCIL

ANDREW DEVANEY

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

ICC / AACE Property Maintenance and Housing Inspector

Given this day October 31, 2019

Certificate No. 8711556

William R. Bryant

William R. Bryant
President, Board of Directors

Dominic Sims

Dominic Sims
Chief Executive Officer



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CODE
COUNCIL®

INTERNATIONAL CODE COUNCIL

ANDREW DEVANEY

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

RESIDENTIAL PLUMBING INSPECTOR

Given this day of January 12, 2017

Certificate No. 8711556

William R. Bryant

William R. Bryant
President, Board of Directors

Dominic Sims

Dominic Sims
Chief Executive Officer



INTERNATIONAL CODE COUNCIL

ANDREW DEVANEY

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

COMMERCIAL ENERGY INSPECTOR

Given this day of April 13, 2019

Certificate No. 8711556

William R. Bryant

William R. Bryant
President, Board of Directors

Dominic Sims

Dominic Sims
Chief Executive Officer



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INTERNATIONAL CODE COUNCIL

ANDREW DEVANEY

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

RESIDENTIAL ENERGY INSPECTOR/PLANS EXAMINER

Given this day of October 11, 2018

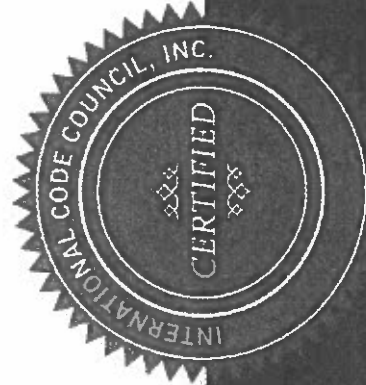
Certificate No. 8711556

William R. Bryant

William R. Bryant
President, Board of Directors

Dominic Sims

Dominic Sims
Chief Executive Officer



ICC
INTERNATIONAL
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COUNCIL®

TEXAS STATE BOARD PLUMBING *of* EXAMINERS



BE IT KNOWN THAT

ANDREW C. DEVANEY

HAVING SUCCESSFULLY FULFILLED THE REQUIREMENTS OF THE
BOARD IN ACCORDANCE WITH THE PLUMBING LICENSE LAW IS
HEREBY LICENSED TO PRACTICE IN THE STATE OF TEXAS AS A

INSPECTOR

Effective July 14, 2017

THIS LICENSE IS NOT TRANSFERABLE

TEXAS STATE BOARD
PLUMBING *of* EXAMINERS

IN WITNESS WHEREOF WE HAVE SET OUR HANDS
AND AFFIXED THE SEAL OF THE BOARD ON

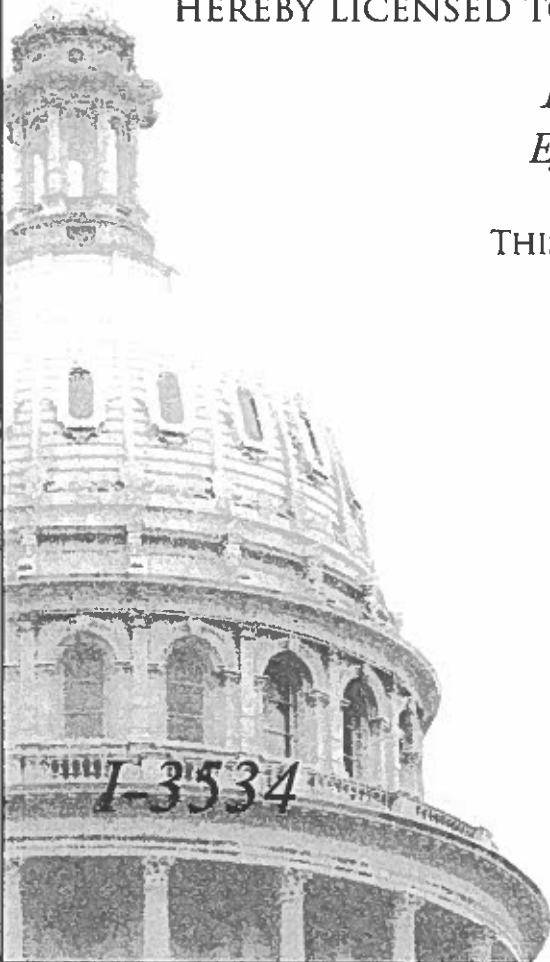
July 25, 2017

A handwritten signature in cursive script, likely belonging to the Chair of the board.

Chair

A handwritten signature in cursive script, likely belonging to the Executive Director of the board.

Executive Director



Building Official

Department: Building Services

\$51,209.60 - \$82,492.80 Annually

Division: N/A

\$4,267.19 - \$6,874.40 Monthly

Supervisor: City Manager

\$24.62 - \$39.66 Hourly

Salary: Exempt

Status: Full-Time

Education and Experience: High School Diploma or Equivalent. A minimum of one year of experience in construction, inspection, plan review and code enforcement (or any equivalent combination of training and experience) with working knowledge in the areas of architectural, mechanical, electrical, plumbing systems, and sprinkler and fire alarm systems.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. ICC certification in any one trade such as Building, Mechanical, Electrical or Plumbing required. ICC Certified Building Official or Master Code Professional certification. TDLR Code Enforcement license preferred (or within 12 months).

General Purpose

Performs plan reviews and inspections of new and existing residential, commercial, and industrial projects to ensure compliance with codes, ordinances and regulations. This includes inspecting projects and materials, preparing daily reports, entering inspection reports, coordinating departmental activities with contractors and utility companies. Also performs code enforcement through issuance of warning notices, stop work orders and correction notice and administers fines for violations; and performs related work as required. This position will require some face to face and phone time with the public regarding permitting and building codes.

Typical Duties

Works as a team with the permits and code enforcement to ensure smooth operating of the Building Services Department. Coordinates all inspection activities and reviews of structural, non-structural, mechanical, electrical and plumbing.

Interacts with contractors, engineers, architects and others engaged in construction plans for the compliance of codes. Visits work sites to perform inspections including, but not limited to: zoning, location of property, footing and foundation, frame, electrical, plumbing to ensure compliance with Federal, State and local building codes.

Writes citations or stops work in progress, depending upon the nature of the infraction; follows up on all corrective action by reviewing and re-inspecting to assure corrections have been made. Documents actions, issues citations and testifies in court as required. Maintains construction building inspecting files and logs; prepares reports, correspondence and requests for progress payments.

Coordinates with other agencies, such as utility companies, to ensure that all requirements are met before issuance of a certificate of occupancy.

Contributes to, and may develop customer information bulletins, newsletters and other outreach and informational materials.

Building Official

Department: Building Services

\$51,209.60 - \$82,492.80 Annually

Division: N/A

\$4,267.19 - \$6,874.40 Monthly

Supervisor: City Manager

\$24.62 - \$39.66 Hourly

Salary: Exempt

Status: Full-Time

Knowledge, Skills and Abilities

- Coordinates all inspection activities.
- Performs sewer tie in inspection in accordance with the adopted Plumbing Code.
- Receives inspection requests and complaints concerning code violations; identifies and documents building violations; prepares and issues notices to comply, follows up on all corrective action by reviewing and re-inspecting construction sites to assure corrections have been made.
- Refers zoning, fire code, and other violations to appropriate municipal officers and clears records or refers case for legal action as appropriate.
- Receives telephone calls and meets face to face with public, handles questions of a general or technical nature. Directs other to the appropriate bodies; assists applicants in filling out forms and applications.
- Inspects construction and reviews plans of new or existing residential and commercial buildings in accordance with codes adopted by the City of Alpine as needed.
- Through routine inspection activities, ensures compliance to codes adopted by the State, Federal codes, local ordinances and any other local amendments.
- Ensures that inspections are performed within reasonable turnaround times.
- Inspects properties and materials for compliance with plans, specifications and codes, including both new and existing structures.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Maintains construction building inspecting files and logs; prepares reports, correspondence and requests for progress payments.
- Interacts with contractors, engineers, architects and others engaged in all regarding progress, scheduling, project problems, plan interpretations, specification interpretation, testing and field measurements; may coordinate the work of consultants for testing and special inspections.
- May perform special inspections.
- Coordinates inspection-related activities with contractors and utility companies, including conducting pre-construction meetings.
- Develop the annual budgets and collectively monitor the progress of the budget throughout each fiscal year.
- Oversee outside services contracts.
- Hire, assign, supervise, and evaluate department staff. Assist with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Serve as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Interact with the public displaying a high degree of courtesy, tact, compassion and poise.
- Performs other duties as required or necessary.

Building Official

Department: Building Services

\$51,209.60 - \$82,492.80 Annually

Division: N/A

\$4,267.19 - \$6,874.40 Monthly

Supervisor: City Manager

\$24.62 - \$39.66 Hourly

Salary: Exempt

Status: Full-Time

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Advanced computer skills and software knowledge (MS Office).
- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work with CADD and GIS software.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

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

ACKNOWLEDGEMENT

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

Employee Signature & Date

Employee's Printed Name

CLOSING ITEMS OVERVIEW

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

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

- 11. Executive Session** – None.

- 12. Action – Executive Session** – None.

- 13. Adjourn.**