

2. Discuss, consider, and approve Resolution 2021-07-03 BBT (M. Antrim, Interim City Manager)

THE STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2021-07-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ESTABLISHING A PARTNERSHIP BETWEEN THE CITY AS APPLICANT AND BIG BEND TELECOM LTD (BBT) AS SUB RECIPIENT TO DEPLOY FIBER OPTIC FACILITIES WITH NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA) GRANT FUNDS IN THE CITY OF ALPINE, TEXAS.

WHEREAS, BBT is a critical asset to Alpine and the West Texas Region, being a premier provider of telecommunication services to the area; and

WHEREAS, the City has utilized BBT as its provider for internet, phone, and general telecommunication services for over seven (7) years; and

WHEREAS, the City Council recognizes the significant partnership that the City has with BBT and is pleased to partner with BBT in the opportunity to apply for National Telecommunication and Information Administration Grant funding for the City.

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

1. In accordance with the NTIA grant, the City of Alpine agrees to use BBT as the service provider of these broadband facilities in the areas specified below in Exhibit "A" for Alpine, Texas.
2. BBT will be the owner and operator responsible for constructing and maintaining the fiber optic facilities to the areas in Alpine consistent with Exhibit "A."
3. The City will utilize these grant funds for the betterment of the people of Alpine, providing future proof technology via fiber to ensure support for residential and commercial growth in all areas.

PASSED AND APPROVED THIS THE 6TH DAY OF JULY 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Andres "Andy" Ramos, Mayor

ATTEST:

Geoffrey R. Calderon, Interim City Secretary

3. Discuss, consider, and approve Resolution 2021-07-04 Donation from Dr. Avinash Rangra (J. Stokes, City Council)

THE STATE OF TEXAS

BREWSTER COUNTY

CITY OF ALPINE

RESOLUTION 2021-07-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
AUTHORIZING THE CITY OF ALPINE TO ACCEPT A DONATION FROM DR.
AVINASH RANGRA OF TREES AND MEMORIAL PLAQUES TO BE PLACED AT
AMERICAN LEGION PARK AND THE DOG PARK AREA AT KOKERNOT PARK.**

WHEREAS, The City Council approved and adopted recommendations of the *Parks, Recreation, Trails, and Open Space Master Plan, 2019-2030 (Parks Plan)* on 8/6/2019; and

WHEREAS, The *Parks Plan* places high community priority on more shade throughout the City; and

WHEREAS, The City of Alpine encourages community and citizen partnership and stewardship of our City parks; and

WHEREAS, The City of Alpine finds it in the best interest of the citizens of Alpine that the City accept a donation of approximately 17 trees and two memorial plaques to be placed at American Legion Park and the Dog Park area of Kokernot Park, as noted in the included maps; and

WHEREAS, The City of Alpine has existing irrigation infrastructure to support the watering and sustainability of these trees at the designated locations.

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

1. Accepts the donation by Dr. Avinash Rangra of approximately 17 trees and two memorial plaques to be placed at American Legion Park and the Dog Park area at Kokernot Park.

PASSED AND APPROVED ON THE 6TH DAY OF JULY 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Andres "Andy" Ramos, Mayor

ATTEST:

Geoffrey R. Calderon, Interim City Secretary

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

THE STATE OF TEXAS

CITY OF ALPINE

BREWSTER COUNTY

RESOLUTION 2021-07-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
ADOPTING AN INVESTMENT POLICY REGARDING FUNDS FOR THE CITY OF
ALPINE AND PROVISIONING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Alpine shall adopt an investment policy regarding funds for the City of Alpine, Texas; and

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

WHEREAS, the City Council desired to adopt an investment policy in order to reflect the changes in the Public Funds Investment Act (PFIA), as well as incorporate needed administrative and procedural modifications which have occurred over time.

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

SECTION 1. The policy attached hereto as “Exhibit A” and made a part hereof, is hereby adopted as the official Investment Policy of the City of Alpine, Texas.

SECTION 2. The attached policy shall be filed in the official records with the City Secretary.

SECTION 3. This Resolution and aforementioned Investment Policy shall take effect immediately upon its passage and approval.

PASSED AND APPROVED ON THE 6TH DAY OF JULY 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Andres “Andy” Ramos, Mayor

ATTEST:

Geoffrey R. Calderon, Interim City Secretary

STATE OF TEXAS
CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2020-06-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ADOPTING AN INVESTMENT POLICY REGARDING FUNDS FOR THE CITY OF ALPINE AND PROVISIONING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine SHALL adopt an investment policy regarding funds for the City of Alpine, Texas; 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 adopt an investment policy in order to reflect the changes in the Public Funds Investment Act (PFIA), as well as incorporate needed administrative and procedural modifications which have occurred over time.

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

SECTION 1. The policy attached hereto as "Exhibit A" and made a part hereof, is hereby adopted as the official Investment Policy of the City of Alpine, Texas.

SECTION 2. The attached policy shall be filed in the official records with the City Secretary.

SECTION 3. This Resolution and aforementioned Investment Policy shall take effect immediately upon its passage and approval.

PASSED AND APPROVED THIS THE 16th DAY OF JUNE 2020 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

ATTEST:


Andres "Andy" Ramos, Mayor
City of Alpine


Cynthia Salas, City Secretary
City of Alpine

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:

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.

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.

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.
 - 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:
 - 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 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."

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 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).
 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 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 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.
- 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.
 - 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 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.
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 designed 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
- 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.

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

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

(M. Antrim, Interim City Manager)

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

BOARDS & COMMISSION APPLICATION



Submitted by: Deborah Derden

Status: Open

Attachments

- [DKDERDEN2019CV-Summary.docx](#)



CITY OF ALPINE ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

Qualities that make a great board member:

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

What the City should provide to board members:

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

Board Chairperson:

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

• **First Name**

Deborah

• **Last Name**

Derden

• **Street Address**

2107 Peach Tree Street

• **City**

Alpine

• **State**

Texas

• **Zip**

79830

• **Email Address**

nepalmom@hotmail.com

• **Phone**

(919)796-1412

• **Occupation**

Statistician

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

17 months

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

☒ Yes

☐ No

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

Planning & Zoning

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

Please see attached CV

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

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

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

☐ Yes

☒ No

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

☐ Yes

☒ No

If yes, in what capacity?

How long?

If yes, please explain:

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

Upload a File (Optional)

No file chosen

* * *

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

• **Electronic Signature**

Deborah Derden

• **Date**

06/09/2021

Format: MM/DD/YYYY

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

☒ Option 1

DEBORAH TREADAWAY DERDEN

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

Academic Background

PhD Higher Education Research; Virginia Tech

In Progress

University of Texas at San Antonio;

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

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

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

Employment History

January 2020 to February 2021

Director of Institutional Research; Sul Ross State University

January 2018 to January 2020

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

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

March 2015 to January 2018

Assessment Specialist / Data Analyst; Wake Technical Community College

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

Employment History (cont.)

September 2012 to March 2015

Mathematical Learning Disabilities Specialist; Wake Technical Community College

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

April 2005 to September 2012

Office Manager; Rolemodel Construction, LLC Holly Springs, NC

September 2000 to April 2005

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

January 1992 – April 2000

Office Manager/Designer: Signature Landscaping Apex, NC

January 1990 – December 1991

Glaxo, Inc.; Statistical Consultant Zebulon, NC

Statistical support for product quality control and production using SAS

September 1989 – December 1989

UNC Chapel Hill; Graduate Student

January 1988 – May 1989

Brooks Air Force Base; Statistical Consultant San Antonio, Texas

Statistical support for various research projects using SAS with large database

September 1987 – December 1987

University of Texas at San Antonio; Teaching Associate

Statistics for Social Sciences and Statistics Computer labs

References

Ken McCrery
Dr. John Boone
Andrea Lewton
Jacqueline Popp

kmccrey@vt.edu
jbboone@waketech.edu
andrea.lewton@gmail.com
jrpopp@waketech.edu

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

- c. Lucy Escovedo - Recommended by Planning & Zoning (Unanimous recommendation)



**CITY OF ALPINE
ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE**

Name: Lucy E. Escovedo

Street Address: 1600 E. Ave. I / P.O. Box 403

City, State & Zip: Alpine, TX 79831

Phone Number: 432-294-1558

E-Mail: luhe88@icloud.com

Occupation: _____

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

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

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

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

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

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

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

If yes, in what capacity? When I was on city council, Parks Board + Planning + Zoning
How long? 2014 - 2020

Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine? Yes ☐ No: ☒

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

Signature: Zeddy E. Edwards

Date: 6-7-2021

Lucy E. Escovedo

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

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

Work Experience:

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

Board Experience:

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

Education, Certifications & Trainings:

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

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

City Manager

Department: Admin

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

Compensation Negotiated

Education and Experience:

- Bachelor's Degree in Business, Political Science or related field required.
- Additional experience and education requirements determined by the City Council.

Preferred:

- Master's in Public Administration.
- Three (3) to Five (5) years in Public Administration and/or Municipal Government.
- Bilingual

Licenses and Certificates:

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

General Purpose

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

Typical Duties

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

City Manager

Department: Admin

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

Compensation Negotiated

- Develop and maintain positive working relations with other local governments and state/federal agencies.
- Develop and implement capital improvement and strategic plans for a wide range of municipal activities.
- Research, analyze, and make recommendations for cost effective improvements in City operations.
- Work with department heads to design, evaluate and administer departmental programs and services.
- Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God.
- Assists with city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Application of good knowledge of research methods.
- Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, etc.).
- Knowledge of local government purchasing laws and practices.
- Ability to work with and coordinate between multiple agency and different governmental structures to meet goals and objectives.
- Ability to read, analyze, and interpret reports and documents
- Application of good knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.
- Application of good knowledge of rules and regulations of the Texas Open Records Law.
- Application of good knowledge of rules and regulations of the Texas Open Meeting Law.

City Manager

Department: Admin

Division: All

Supervisor: City Council

Salary: N/A

Status: Contract

Compensation Negotiated

- Principles, practices, methods and techniques of official record maintenance and retention.
- Principles and practices of recording and filing city financial records.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Exposure to irate members of the public.
- Requires flexible time management.
- Regular travel for training.
- Operation of a motor vehicle through City traffic.

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

ACKNOWLEDGEMENT

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

Employee Signature & Date

Employee's Printed Name

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

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

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

\$21.00 - \$32.00 Hourly

Education and Experience: High School Graduate or GED equivalent required. Minimum 2 years administrative secretary experience required.

Preferred: Bachelor's Degree in Business Administration, Public Administration, Public Management, or related field. Five (5) years of progressively responsible administrative secretary experience preferably in the public sector or an equivalent combination of education and experience.

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

General Purpose

City Charter Section 4.03 City Secretary:

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

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

Typical Duties (Local Government Code Sec. 22.073)

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

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

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

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

\$21.00 - \$32.00 Hourly

~~OCCUR.~~

- The secretary shall carefully keep all contracts made by the governing body.
- The secretary shall perform all other duties required by law, ordinance, resolution, or order of the governing body.
- Notify City Manager of upcoming appointments and terms to different committees for agenda items.
- Serves as Municipal Election Administrator, coordinates municipal elections through the County; prepares all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code; and receives and files all campaign financial reports; coordinates the Canvass of Election Results; arranges the swearing-in of newly elected council members and board members; updates city website with current election information.
- ~~Prepare oaths of office and make necessary arrangements for City General Election. Request list of registered voters from County Tax Assessor County Clerk or Elections Administrator.~~
- Keep land deeds of all City owned property and buildings and titles of vehicles of the City of Alpine and update as necessary.
- ~~File accident reports with insurance carrier on all City owned vehicles.~~
- Member of Emergency Management Team required to remain within the City in the event of disaster or Act of God.
- Develop a yearly work improvement plan.
- Assists with city functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

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

City Secretary

Department: Administration

Division: Administration

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

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

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

\$21.00 - \$32.00 Hourly

codes and ordinances.

- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

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

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

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

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

**ENGAGEMENT AGREEMENT FOR INTERIM CITY ATTORNEY
SERVICES FOR THE CITY OF ALPINE**

THE ENGAGEMENT AGREEMENT (THE “Agreement”) is dated this ^{1ST} day of June 2021.

ATTORNEY CONTRACTOR

Rod Ponton
Big Bend Law
123 N. 6th Street
Alpine, Texas 79830

CLIENT

City of Alpine
100 N 13th Street
Alpine, Texas 79830

BACKGROUND

- A. The Client is of the opinion that the Interim Attorney Contractor has the necessary qualifications, experience, and abilities to provide services to the Client
- B. The Interim Attorney Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Interim Attorney Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

SERVICES PROVIDED

- 1. The Client hereby agrees to engage the Interim Attorney Contractor to provide the Client with the following services (the “Services”):
 - a. Provide legal services at the request of the City Council, City Manager, and City Secretary on items pertaining to the City of Alpine
 - b. Act as Prosecutor for the Alpine Municipal Court
- 2. The Services will also include any other tasks which the Parties may agree on. The Interim Attorney Contractor hereby agrees to provide such Services to the Client as provided above as well as in Section 4.04 of the Alpine City Charter which defines the level requirements for the city attorney.

TERMS OF AGREEMENT

3. The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated or Council appoints a City Attorney as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 15 day’s written notice to the other Party.
5. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party to indemnify the non-defaulting Party against reasonable damages.
6. This Agreement may be terminated at any timely mutual agreement of the Parties.
7. Except as otherwise provided in this Agreement, the obligations of the Interim Attorney Contractor will end upon the termination of this Agreement or until Council appoints a City Attorney.

PERFORMANCE

8. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

9. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

10. The Interim Attorney Contractor will charge the Client for the Services at the rate of \$200.00 per hour (the “Compensation”).
11. The Client will be invoiced at the end of every month.
12. Invoices submitted by the Interim Attorney Contractor are due within 30 days of receipt.

REIMBURSEMENT OF EXPENSES

13. The Interim Attorney Contractor will be reimbursed for reasonable and necessary expenses incurred by the Interim Attorney Contractor in connection with this representation. The Agreement shall constitute authorization for the Interim Attorney Contractor to incur such expenses as

are reasonable and customary in a matter of this type. All such charges shall be itemized in the billing statement at the end of every month.

14. Interim Attorney Contractor reserves the right to require the Client to pay certain expenses directly for out-of-pocket expenditures more than \$1,000 per month.

PRIVACY POLICY

15. Under the Gramm Leach Bliley Act of 1999, attorneys are being required to inform the Client of policies regarding the privacy of Client information. Attorney Contractor is bound by both an ethical duty of confidentiality, and in certain instances by contractual agreements that prevent or limit Attorney Contractor in the use of or dissemination of certain personal information and the enactment of the above-mentioned Act does not lessen or comprise those duties.

CONFIDENTIALITY

16. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of the Confidential Information could reasonably be expected to cause harm to the Client.
17. The Interim Attorney Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of the Agreement.
18. Interim Attorney Contractor agrees to maintain physical, electronic, and procedural safeguards that comply with maintaining confidentiality of Client Information.

RETURN OF PROPERTY

19. Upon termination of this Agreement, the Interim Attorney Contractor shall return to the Client any property, documentation, records, or Confidential Information which is in the possession of the Interim Attorney Contractor. All forms created by the Interim Attorney Contractor for the benefit of the

Client shall belong to the Client without restrictions at the termination of this Agreement.

CAPACITY/INDEPENDENT CONTRACTOR

20. In providing the Services under this Agreement it is expressly agreed that the Interim Attorney Contractor is acting as an independent contractor and not as an employee. The Interim Attorney Contractor and the Client acknowledge that this Agreement does not create a partnership; or joint venture between them and is exclusively a contract of service. The Client is not required to pay, or make any contributions to, and social security, local, state or federal tax, unemployment compensation, worker's compensation, insurance premium, profit-sharing, pension, or any other employee benefit for the Interim Attorney Contractor during the Term. The Interim Attorney Contractor is responsible for paying, and complying with reporting requirements for all local, state, and federal taxes related to payments made to the Interim Attorney Contractor under this Agreement.

AUTONOMY

21. Except as otherwise provided in this Agreement, the Interim Attorney Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Interim Attorney Contractor will work autonomously and not at the direction of the Client. However, the Interim Attorney Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

22. Except as otherwise provided in this agreement, the Interim Attorney Contractor will provide at the Interim Attorney Contractor's own expense, any and all office equipment in the law office of the Interim Attorney Contractor. Interim Attorney Contractor agrees to utilize any equipment provided by the Client for the sole purpose of representing the Client and shall return said equipment, along with any passwords or other relevant information, to the Client upon termination of this Agreement.

NOTICE

23. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a. City of Alpine
100 N. 13th, Alpine, Texas 79830
- b. Big Bend Law
123 N. 6th Street, Alpine, Texas 79830

Or to such other addresses as either Party may from time to time notify the other and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

IDENTIFICATION

24. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, and reasonable legal fees and costs of any kind of amount whatsoever, which result from an arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. The indemnification will survive the termination of this Agreement.

TIME OF THE ESSENCE

25. Time of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

26. The Interim Attorney Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

27. It is agreed that there is no representation, warranty, collateral agreement, or condition affecting this agreement except as expressly provided in this Agreement.

TITLES/HEADINGS

28. Headings are inserted for the convenience of the Parties only and not to be considered with interpreting this Agreement.

29. Words in the singular mean and include the plural and vice versa.

GOVERNING LAW

30. This Agreement will be governed by and construed in accordance with the laws of the State of Texas.

SEVERABILITY

31. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of the Agreement.

WAIVER

32. The waiver by either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as waiver of any subsequent breach of the same or other provisions.

Date signed: July 6, 2021

Big Bend Law

City of Alpine

By: _____

By: _____

Rod Ponton - Interim City Attorney

Andres Ramos -City of Alpine Mayor

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

26 June 2021

Alpine Advisory Board
City of Alpine
Alpine, Texas

City Secretary
City of Alpine
Alpine, Texas

Reference: Construction of Helipad at Municipal Airport

Geo:

The company that has contracted with Customs and Border Protection to build a new helipad at the airport has submitted to the Alpine Advisory Board (AAB) their construction package.

The AAB has recommended that the Council grant the request from CBP for amendment of the existing ground lease, and approve the project for a building permit.

Could you please present this package to the Council for their action? This work is very beneficial to the City and the paperwork process has been ongoing for almost a year now.

Thanks for your help in this matter.



Marbert Moore
Alpine Advisory Board

Resolution

Request to Construct Helipad

Whereas Chapter 14 of the City of Alpine Code of Ordinances specifies in Paragraph 42 that the Alpine Advisory Board is established for the purposes of advising the city in planning, development and operation of the municipal airport, and;

Whereas the sole function of the Alpine Advisory Board is to advise the City Council on matters of the municipal airport, and;

Whereas a tenant request from the Customs and Border Protection Facilities Director was presented to the Board along with the complete construction package including the favorable Federal Aviation Administration Airspace Study Determination, therefore:

Be it hereby resolved that the Alpine Advisory Board does offer advice to and does recommend to the City Council of Alpine that the City accept a change to the Airport Layout Plan to include a Helipad, and that the City approve the applicable construction application as submitted by Customs and Border Protection agency as approved by the Federal Aviation Administration Airspace Study Determination.

This resolution was passed by the Alpine Advisory Board, 4 for, 0 against, and with 0 absent on 26 June 2021.



Marbert Moore
Alpine Advisory Board

MINUTES - ALPINE ADVISORY BOARD MEETING

26 JUNE 2021

Posted: 3:15 PM JUNE 23RD, 2021

Mtg. Date: 26 June 2021

Time: 3:15 pm

Place: Zoom

Alpine Advisory Board Members Present:

Marbert Moore – Chairman

Isabelle Blair – Board Secretary

James Blair – Board member

Cade Woodward

Jimmy Morris – joined 3:26 pm

Others present:

None

Not present:

Megan Antrim – Interim City Manager/Airport Manager

Abel Hinojos – Airport Supervisor

Johnny Galvan – Airport Operations

Items on Agenda:

1. **Call to order** – 3:19 pm Marbert Moore (MM)
2. **Determination of quorum and proof of notice of meeting** – verified by Isabelle Blair (IB)
3. **Discuss and Consider final presentation and review of United States Customs and Border Protection request to build a helipad at the Alpine Casparis Municipal Airport** – Board members reviewed entire 'New Construction Packet' – a representative from the USCBP contractor was available, by phone, for questions. Jimmy Morris joined the meeting by telephone at 3:26 pm. MM re-iterated the value added to the Alpine Casparis Municipal Airport by this worthwhile project. After some discussion, Cade Woodward (CW) motioned the board make a recommendation to City Council via attached resolution. Second by James Blair (JB). MM read the resolution. Motion carried and Resolution passed 4 – 0 with none abstaining.

4. **Board Member Comments** – none
5. **Citizen Comments** – IB asked if a copy of final “As built drawings” could be provided to and filed at City Hall.
6. **Items for next Agenda** – MM stated the agenda would include all items from 15 June AAB meeting which did not occur due to lack of quorum. CW requested “Discuss and Consider request from Aerocare”
7. **Schedule next meeting** – 4 August 2021 at 1:15 by ZOOM
8. **Adjourn** – Motion by CW to adjourn, second by JB. So moved at 3:45pm

6 October 2020

Alpine Advisory Board

Resolution Recommending that the City accept a change to the Alpine Casparis Municipal Airport Layout Plan to include a Helipad and that the City approve the applicable construction application, pending Federal Aviation Administration Airspace Study Determination.

Whereas Chapter 14 of the City of Alpine Code of Ordinances specifies in Paragraph 42 that the Alpine Advisory Board is established for the purposes of advising the city in planning, development and operation of the municipal airport, and;

Whereas the sole function of the Alpine Advisory Board is to advise the City Council on matters of the municipal airport, and;

Whereas a tenant request from the Customs and Border Protection Facilities Director was presented to the Board;

Be it hereby resolved that the Alpine Advisory Board does offer advice to and does recommend to the City Council of Alpine that the City accept a change to the Airport Layout Plan to include a Helipad and that the City approve the applicable construction application, pending the Federal Aviation Administration Airspace Study Determination.

This resolution was passed by the Alpine Advisory Board, 3 for, 0 against, and with 1 absent on 6 October 2020.

A handwritten signature in black ink, appearing to read "Marbert Moore". The signature is stylized with a large, looped initial "M" and a trailing flourish.

Chairman of the Board/Marbert Moore



ALPINE-CASPARIS MUNICIPAL AIRPORT

NEW CONSTRUCTION COVER SHEET

- New Construction Checklist
- Application Form
- Airport Rules and Regulations
- Sign-off receiving Airport Rules and Regulations
- Airspace Study - FAA FORM 7460-1 letter
- Airport Existing Hangar Layout Schematic



ALPINE-CASPARIS MUNICIPAL AIRPORT

NEW CONSTRUCTION CHECKLIST

- Complete attached Application Form – one copy to City Hall
 - one copy to Airport Board Chairperson
- Contact Airport Board Chairperson - Marbert Moore mgm.ii@sbcglobal.net
Cell (432) 203-2534 to schedule initial presentation to Airport Board.
- Make initial presentation to the Airport Board to include a site plan, size, proposed use, requested location, basic construction layout, color, requested utilities, etc. After Board discussion, motion to recommend moving forward with or without changes.
- Request an FAA Airspace Study - File FAA form 7460-1 <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>
Expect up to 45 days to receive FAA determination.
Copies of any/all correspondence/determinations filed with and received from the FAA must be included in 'Construction Packet'.
A separate notice to the FAA would be required for any construction equipment, such as temporary cranes, whose working limits would exceed the height and lateral dimensions of your proposal.
- Make final presentation to the Airport Board to request a letter of recommendation – to include site plans and specifications, names of contractors and sub-contractors, Airspace Study determination.
- Present letter of recommendation, along with 'Construction Packet' to Airport Manager. Request a proposed ground lease and date for City Council presentation.
- City Council Presentation - _____ date
- Request City Building Permit within 30 days - _____ date
- Construction started within 120 days of receiving Building Permit - _____ date
- Construction substantially complete within 180 days of Construction Start - _____ date

APPLICATION FORM

ALPINE-CASPARIS MUNICIPAL AIRPORT LEASE APPLICATION/NOTIFICATION**FURNISH COPIES OF THIS COMPLETED APPLICATION TO:****1/ Chairperson of the Airport Advisory Board 2/ Alpine City Hall Attn Airport Manager**

Use this Application Form to request a Land Lease, a Facilities Lease, or as required written notification to the City of Alpine. Complete all blocks with the appropriate information; mark blocks "N/A" when they do not apply to your request. Continue on separate sheets if additional room is required.

1. INITIAL THE LEASE OR LEASES OR PERMIT FOR WHICH YOU ARE APPLYING:

N/A

WRITTEN NOTIFICATION: * All persons (other than transient aircraft operators) using the Alpine-Casparis Municipal Airport for commercial purposes are required to provide written notification to the City. * All persons planning to hold an 'event' (such as a fly-in, field trips, hangar dinner/dances) must provide written notification to the City.

X

LAND LEASE: All persons wishing to construct improvements at the Airport must first enter into a Land Lease for a suitable Parcel. Return this form to the Airport Manager who will initiate the lease approval process, which will include review by the Airport Board, City Attorney and final approval/disapproval by the City Council.

N/A

FACILITY LEASE: All persons wishing to occupy City-owned improvements at the Airport must first enter into a Facility Lease for the desired facility. Return this form to the Airport Manager.

2. APPLICANT INFORMATION

Name: U.S. Customs and Border Protection (CBP)

Address: 3401 North Highway 118
Alpine, TX 79830

Phone: (949) 689 - 2960

Fax: () -

E-mail: gary.l.sparrow@cbp.dhs.gov

Tax ID #

If applying as a business or other legal entity:

President/CEO:

Business Name:

d.b.a.

3. ACTIVITIES AND START DATE PROPOSED: Initial activities proposed to be conducted. For commercial activities, this form will serve as the required written notification. REQUESTED EFFECTIVE DATE 12/31/2020

N/A Customer Services:

- ☐ Food services including catering, restaurants, etc
- ☐ Temporary lodging, such as hotel and motel operations
- ☐ Transportation services, such as rental cars, shuttle buses, and taxis

N/A Airline Operations:

- ☐ Air Carrier or Air Taxi Operations
- ☐ Transportation of cargo and/or mail by aircraft
- ☐ Other scheduled air transportation services or patrol activities

N/A Aircraft Support Services:

- ☐ Aircraft manufacture, maintenance, repair and storage (as defined by the FARs)
- ☐ Aircraft painting and/or washing using chemicals
- ☐ Aircraft major and minor repair and maintenance
- ☐ Manufacture, repair, or reconditioning of either new and/or used aircraft and/or parts
- ☐ Specialized repair services for aircraft appliances or aircraft components
- ☐ Warranty or guarantee service of supply
- ☐ Flammable liquid storage and/or sales
- ☐ Preventive Maintenance for aircraft

- ☐ Sales, leasing, financing, insuring and/or brokerage of aircraft, airframes, engines, and/or other aeronautical items

☐ Storage of aircraft and partsN/AFixed Based OperatorXOn-Demand Flying Services:

- ☐ Aerial photography or survey.
- ☐ Agricultural operations (including "crop dusting")
- ☐ Aircraft Charter operations for any purpose.
- ☐ Aircraft rental to the public
- ☐ Banner towing
- ☐ Corporate Flight Operations
- ☐ Dropping objects from aircraft
- ☐ Fire fighting (water and chemical applications) and "smoke jumping".
- ☐ Pilot instruction conducted independently of an FAR Part 141 certified flight school
- ☐ Pilot Schools conducted in accordance with FAR part 141
- ☐ Parachute jumping
- ☐ Sightseeing flights.

XOther (list) Landing for refueling or maintenanceN/APrivate/non-commercial Hangar/Aircraft storage

The City Council may elect to review any application for approval, modification, or disapproval

G S

(Applicant Initials)

ALPINE - CASPARIS MUNICIPAL AIRPORT LEASE/COMMERCIAL PERMIT APPLICATION

4. Aircraft to be based on the Leasehold (if any) *add address, tel and emergency contact name & tel on last page:

Make and Year	Model	Registration	Registered Owner/s
---------------	-------	--------------	--------------------

N/A

5. Toxic or hazardous chemicals/substances, subject to regulation, permitting, and inspection by the EPA or TX State Environment Department, to be used/stored on the leasehold or other location on the Airport
Fuel as provided by the fixed Base Operator or Airport.

6. Briefly Describe Your Proposed Land or Facility Requirements and Location on the Airport
Construct a helipad for use as refueling or maintenance location if Eurocopter AS350 helicopters that cannot return to home base while on mission flight - without refueling or maintenance needs.

7. FOR FACILITY LEASES ONLY: what Lease Terms do You Desire:

One (1) year. Monthly, from the 1st to 31st.

☒ Other. Describe: Tie lease into existing property lease. Ability to lease property for helipad as long as CBP leases hangar space from the airport.

8. FOR LAND LEASES ONLY: Briefly Describe the Proposed Improvements You Plan to Construct:
Construct a 48 foot by 52 foot reinforced concrete helipad with lighted wind sock.

9. REFERENCES

Name

Phone

1.-

2.-

3.-

The City Council may elect to review any application for approval, modification, or disapproval

GS

(Applicant Initials)

ALPINE - CASPARIS MUNICIPAL AIRPORT LEASE/COMMERCIAL PERMIT APPLICATION

10. COMMERCIAL ACTIVITY - NOTIFICATION REQUIREMENTS:

What is Your Proposed Occupancy on the Airport?

 Existing property New construction

Number of persons to be employed (attach names, titles and qualifications of key employees) N/A

List any Positions Which Will Require FAA or EPA Certification or License:

Number	Job Title	License or Certificate Required
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

List the Hours of Proposed Operation for Your Business.

Monday: <u> </u> or 24 HOURS	Friday: <u> </u> or 24 HOURS
Tuesday: <u> </u> or 24 HOURS	Saturday: <u> </u> or 24 HOURS
Wednesday: <u> </u> or 24 HOURS	Sunday: <u> </u> or 24 HOURS
Thursday: <u> </u> or 24 HOURS	Holiday: <u> </u> or 24 HOURS

11. EVENTS - NOTIFICATION REQUIREMENTS:

EVENT NAME:-

Primary Contact: N/A

Cell Phone #:

Event Location:

Date & Times:

Security:

Estimated Attendance:

Alcohol: Y / N

Parking Description/Layout: *

*use continuation sheet as needed

11. Amount and types of Insurance Coverage to be Obtained

(Attach proof of Insurance):

TYPE OF INSURANCE

MINIMUM AMOUNTS

AMOUNT TO BE OBTAINED

General Liability:

Each Incident \$1,000,000

As a Government agency, CBP is self-insured through the Government.

Other:

The City Council may elect to review any application for approval, modification, or disapproval

ALPINE - CASPARIS MUNICIPAL AIRPORT LEASE/COMMERCIAL PERMIT APPLICATION

APPLICANT'S CERTIFICATION: The above application is true and complete to the best of my knowledge.

October 5, 2020

(Date of Application)

Gary Sparrow

(Printed or typed Name of Applicant)

GARY L SPARROW

Digitally signed by GARY L
SPARROW
Date: 2020.10.05 10:06:16 -05'00'

(Signature of Applicant)

Return this form to the Airport Manager for processing, with the following attached:

Proof of insurance.

Any additional information continued from the application, referenced by question number.

If operating an FAA Certified business, a copy of the Certificate/Certificates.

The City Council may elect to review any application for approval, modification, or disapproval

(Applicant Initials)

ALPINE - CASPARIS MUNICIPAL AIRPORT LEASE/COMMERCIAL PERMIT APPLICATION

CONTINUATION SHEET:

Please continue any narrative from the application on this page.

Please reference your continuation by number.

Please attach additional continuation pages as required

The City Council may elect to review any application for approval, modification, or disapproval

(Applicant Initials)

AIRPORT RULES AND REGULATIONS

SIGN-OFF RECEIVING AIRPORT RULES & REGULATIONS



ALPINE-CASPARIS MUNICIPAL AIRPORT

Acknowledgement of Receipt

I have received a copy of Alpine-Casparis Airport Rules and Regulations.

I understand that my signature below indicates that I have read, understand and will abide by the policies in the documents provided to me by the City of Alpine.

Name/Company US Customs and Border Protection

Signature BCS-4 BILL C
SARRATT

Digitally signed by BILL C
SARRATT
Date: 2021.06.08 14:07:29
-0700

Title Project Manager

Date 08JUN2021

AIRSPACE STUDY
FAA FORM 7460-1
CONSTRUCTION OF HELIPAD
ON EXISTING AIRPORT, EXHIBIT
AND FINAL DETERMINATION



Project: Impa 459285325 20

Sponsor: Impact Electric Services, LLC

Details for Case

If you are looking for a Modification of Standards please login to
proposals to the FAA

To submit your

Sponsor (person, company, etc. proposing this action)

Sponsor: www.mindgarden.com

Construction / Alteration Information

Notice Of: Construction

Duration: 20-30 min.

If Temporary : ☐ Yes ☒ No

Work Schedule - Start:

Work Schedule - End:

Operations Staff:

Case Information

ASN: 1000 ASN-8362-1024

Component Type: "fupg2"

Development Type: HELPDESK CONSULTING

Other Desc:

Prior Study:

Date Determined:

Letters: $\frac{1}{2}$ page

Documents

2000

Structure Details

State: _____ Text: _____

1 of 10

Airport 2000

Cry: 4.25%

Latitude: 12 47 30.5 N

Longitude: 122° 42' 44.5" W

Horizontal Datum: NAD83

Site Elevation (SE): 451.3 meters (1480 feet)

Structure Height (AGL): 4517 (49491.92/100)

Describe/Remarks

Modeled at Customs-Murphy Airport, 1811 N. Highway 117,
Abene, Texas. Coordinates: 27°08'N, 101°45'W. 1000 ft. ASL.

Proposed Frequency Bands

Low freq

High Freq

Fring, Univ.

EMP

ERP-Library

Previous

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FINAL DETERMINATION ON
FAA FORM 7460-1 LIMITS OF
CONSTRUCTION & EQUIPMENT



Federal Aviation Administration
10101 Hillwood Parkway
Federal Aviation Administration
Fort Worth, TX 76177

Jesse Carriger

June 14, 2021

TO:

Impact Electric Services, LLC

Attn: Jason Garcia

1495 Tierra del Sol

Las Cruces, NM 88007

impactelectric@msn.com

RE: (See attached Table 1 for referenced case(s))

****FINAL DETERMINATION****

Table 1 - Letter Referenced Case(s)

ASN	Prior ASN	Location	Latitude (NAD83)	Longitude (NAD83)	AGL (Feet)	AMSL (Feet)
2021-ASW-2721-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.20N	103-40-44.65W	30	4544
2021-ASW-2722-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-09.10N	103-40-45.68W	30	4544
2021-ASW-2723-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-10.24N	103-40-46.39W	30	4544
2021-ASW-2724-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-10.57N	103-40-45.69W	30	4544
2021-ASW-2725-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-09.72N	103-40-45.16W	30	4544
2021-ASW-2726-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-11.03N	103-40-41.56W	30	4544
2021-ASW-2727-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-11.04N	103-40-42.24W	30	4544
2021-ASW-2728-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.54N	103-40-43.12W	30	4544
2021-ASW-2729-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.04N	103-40-43.49W	30	4544
2021-ASW-2730-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-12.54N	103-40-44.57W	30	4544
2021-ASW-2731-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-12.28N	103-40-44.40W	30	4544
2021-ASW-2732-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.36N	103-40-45.28W	30	4544
2021-ASW-2733-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.94N	103-40-44.05W	30	4544
2021-ASW-2734-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-13.29N	103-40-43.65W	30	4544
2021-ASW-2735-NRA	2020-ASW-8515-NRA	ALPINE, TX	30-23-12.21N	103-40-44.56W	30	4544

Description: Helicopter Parking Area to be located at Casparis Municipal Airport, 3401 N. Highway 118, Alpine, Texas construction equipment to include a Cement Truck and Backhoe. Additional locations added

for Project Construction Yard (4) Construction Access Route (6) and Area Around Helicopter Parking Area (4) in this order. Study 2020-ASW-8515-NRA attached.

We do not object with conditions to the construction described in this proposal provided:

You comply with the requirements set forth in FAA Advisory Circular 150/5370-2, "Operational Safety on Airports During Construction."

The following comments were received from the respective lines of business for this project. The comments don't necessarily apply to each point in the project, so please refer to the individual case numbers if you have questions.

Air Traffic Obstruction Evaluation Group:

This Temporary Equipment will exceed the RWY 05/23 Part 77 Transitional surface. This Equipment must be marked/lighted with flags and red obstruction lights in accordance with FAA Advisory Circular 70/7460-1, Obstruction Marking and Lighting, Chapters 3, 4, 5, and 12. Copy of the current AC 70/7460-1 can be viewed and/or downloaded at https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.current/documentNumber/70_7460-1. Temporary vehicular equipment must be marked/lighted in accordance with AC 150/5210-5, Painting, Marking and Lighting of Vehicles Used on an Airport.

Flight Standards:

No Objection to the helicopter parking area with the following provisions:

- 1) The parking area will be designed, developed and marked IAW AC 150/5390-2C Paragraph 214.
- 2) Parking area is not located under an approach/departure surface, IAW AC 150/5390-2C Paragraph 214 a.
- 3) Parking area is limited to one aircraft only
- 4) Any taxi routes will be IAW AC 150/5390-2C Table 2-2 and paragraph 213
- 5) No approach or departure is made to or from the parking area. No Objection to the additional items described in this study: construction equipment, project construction yard, construction access route.

For current Advisory Circulars go to www.oaqaa.faa.gov

A separate notice to the FAA is required for any construction equipment, such as temporary cranes, whose working limits would exceed the height and lateral dimensions of your proposal.

This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

This determination expires on December 14, 2022 unless:

- (a) extended, revised or terminated by the issuing office.
- (b) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of

this determination. In such case, the determination expires on the date prescribed by the FCC for the completion of construction, or the date the FCC denies the application.

NOTE: Request for extension of the effective period of this determination must be obtained at least 15 days prior to expiration date specified in this letter.

If you have any questions concerning this determination contact Frank Snell (817) 222-5698
Frank.Snell@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study
Number 2021-ASW-2735-NRA.

Frank Snell

ADO

Signature Control No: 476990174-484552530

cc:

Bill.Macke@txdot.gov



Federal Aviation Administration
10101 Hillwood Parkway
Federal Aviation Administration
Fort Worth, TX 76177

Jesse Carriger

February 10, 2021

TO:

Impact Electric Services, LLC
Attn: Jason Garcia
1495 Tierra del Sol
Las Cruces, NM 88007
impactelectric@msn.com

CC:

Impact Electric Services, LLC
Attn: Jason Garcia
1495 TIERRA DEL SOL DR
Las Cruces, NM 88007
impactelectric@msn.com

RE: (See attached Table 1 for referenced case(s))
FINAL DETERMINATION

Table 1 - Letter Referenced Case(s)

ASN	Prior ASN	Location	Latitude (NAD83)	Longitude (NAD83)	AGL (Feet)	AMSL (Feet)
2020-ASW-8362-NRA		ALPINE, TX	30-23-13.48N	103-40-44.54W	1	4458
2020-ASW-8513-NRA	2020-ASW-8362-NRA	ALPINE, TX	30-23-13.67N	103-40-44.13W	1	4458
2020-ASW-8514-NRA	2020-ASW-8513-NRA	ALPINE, TX	30-23-13.04N	103-40-44.26W	1	4458
2020-ASW-8515-NRA	2020-ASW-8514-NRA	ALPINE, TX	30-23-13.32N	103-40-43.86W	1	4458

Description: located at Casparis Municipal Airport, 3401 N. Highway 118, Alpine, Texas. Construction of helipad on existing airport.

We do not object to the construction described in this proposal provided:

You comply with the requirements set forth in FAA Advisory Circular 150/5370-2, "Operational Safety on Airports During Construction."

The following comment was received from the respective line of business:

Obstruction Evaluation Group:

Recommend all ingress/egress routes have at the very minimum a clear 8:1 visual approach slope and any Flight Standards provisions must be satisfactorily addressed prior to issuing a determination.

A separate notice to the FAA is required for any construction equipment, such as temporary cranes, whose working limits would exceed the height and lateral dimensions of your proposal.

This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

This determination expires on August 10, 2022 unless:

(a) extended, revised or terminated by the issuing office.

(b) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for the completion of construction, or the date the FCC denies the application.

NOTE: Request for extension of the effective period of this determination must be obtained at least 15 days prior to expiration date specified in this letter.

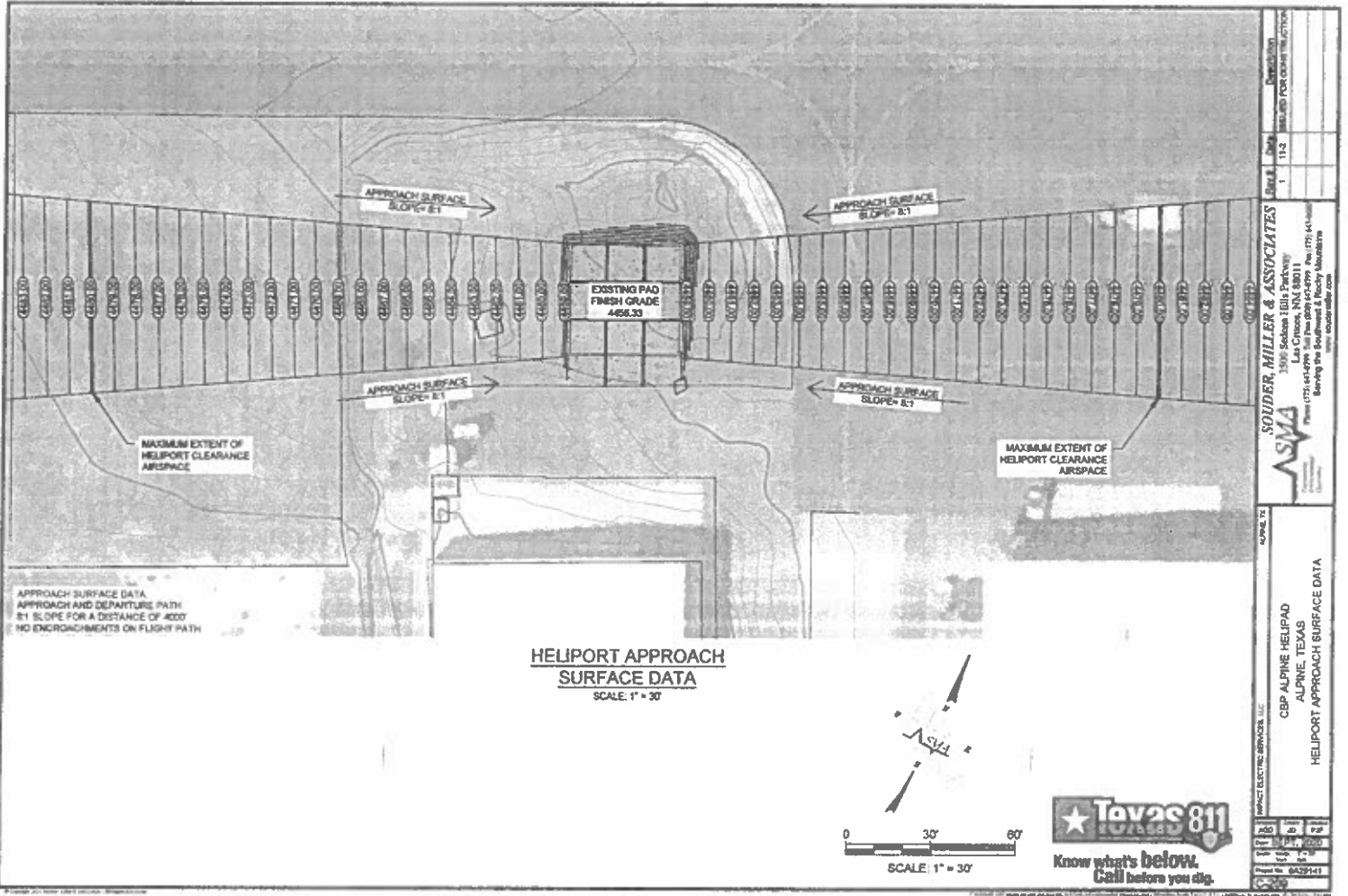
If you have any questions concerning this determination contact Frank Snell (817) 222-5698

Frank.Snell@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2020-ASW-8515-NRA.

Frank Snell

ADO

Signature Control No: 461299224-469019366



AIRSPACE STUDY
FAA FORM 7460-1
AIRPORT LAYOUT PLAN, EXHIBIT
AND FINAL DETERMINATION



Federal Aviation
Administration

<< OE/AAA

Notice of Proposed Construction or Alteration - On Airport

Project: Impa-469727798-21

Sponsor: Impact Electric Services, LLC

Details for Case

[Show Project Summary](#)

[Add New Case On Airport - Desk Reference Guide V_2018.2.0](#)

If you are filing for a Modification of Standards please login to <https://airports-jis.faa.gov> to submit your proposal to the FAA.

Required fields indicated with an asterisk*

Sponsor (person, company, etc. proposing this action)

Sponsor: Impact Electric Services, LLC

Construction / Alteration Information

Notice Of: Construction

Duration: Permanent

if Temporary : Months: Days:

Work Schedule - Start:

Work Schedule - End:

Operations Staff: [View Operations Staff](#)

Case Information

ASN: 2021-ASW-1323-NRA

Component Type: PLANNING

Development Type: PLANNING - Airport Layout Plan

Other Desc:

Prior Study:

Date Determined: 06/02/2021

Letters: 06/02/2021 ANJ746

Documents: 02/18/2021 ALPINE ALD with H.

Project Documents:
None

Structure Details

State: Texas

Loc ID: E38(LAP)

Airport: ALPINE-CASPARIS MUNI

City: ALPINE

Latitude: 30° 23' 13.2" N

Longitude: 103° 40' 44.65" W

Horizontal Datum: NAD83

Site Elevation (SE): 4514 (nearest foot)

Structure Height (AGL): 3 (nearest foot)

Describe/Remarks

Helicopter parking area to be located at Casparis Municipal Airport, 3401 N. Highway 118, Alpine, Texas.

Proposed Frequency Bands

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
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Previous [Back to Search Result](#) **Next**

NOTE: THE EXISTING AERIAL MAPPING USED FOR THE CREATION OF THIS DESIGN IS BASED ON RECORD DATA PROVIDED BY OTHERS, NOT BASED ON FIELD GROUND SURVEY AND ARE PROVIDED AS A COURTESY TO THE CONTRACTOR. THE ENGINEERS AND OWNER BEAR NO RESPONSIBILITY FOR ANY INCORRECT INFORMATION OR LOCATIONS OF EXISTING ITEMS SHOWN ON THE AERIAL MAPPING. THE CONTRACTOR SHALL VERIFY INFORMATION AND LOCATIONS OF OBJECTS CRITICAL TO THE WORK PRIOR TO COMMENCING WORK.
MAXIMUM SITE ELEVATION (AGL): 4488.90'
DESIGN HELICOPTER: AS-350

Rev #	Date	Description
1	11-2	ISSUED FOR CONSTRUCTION

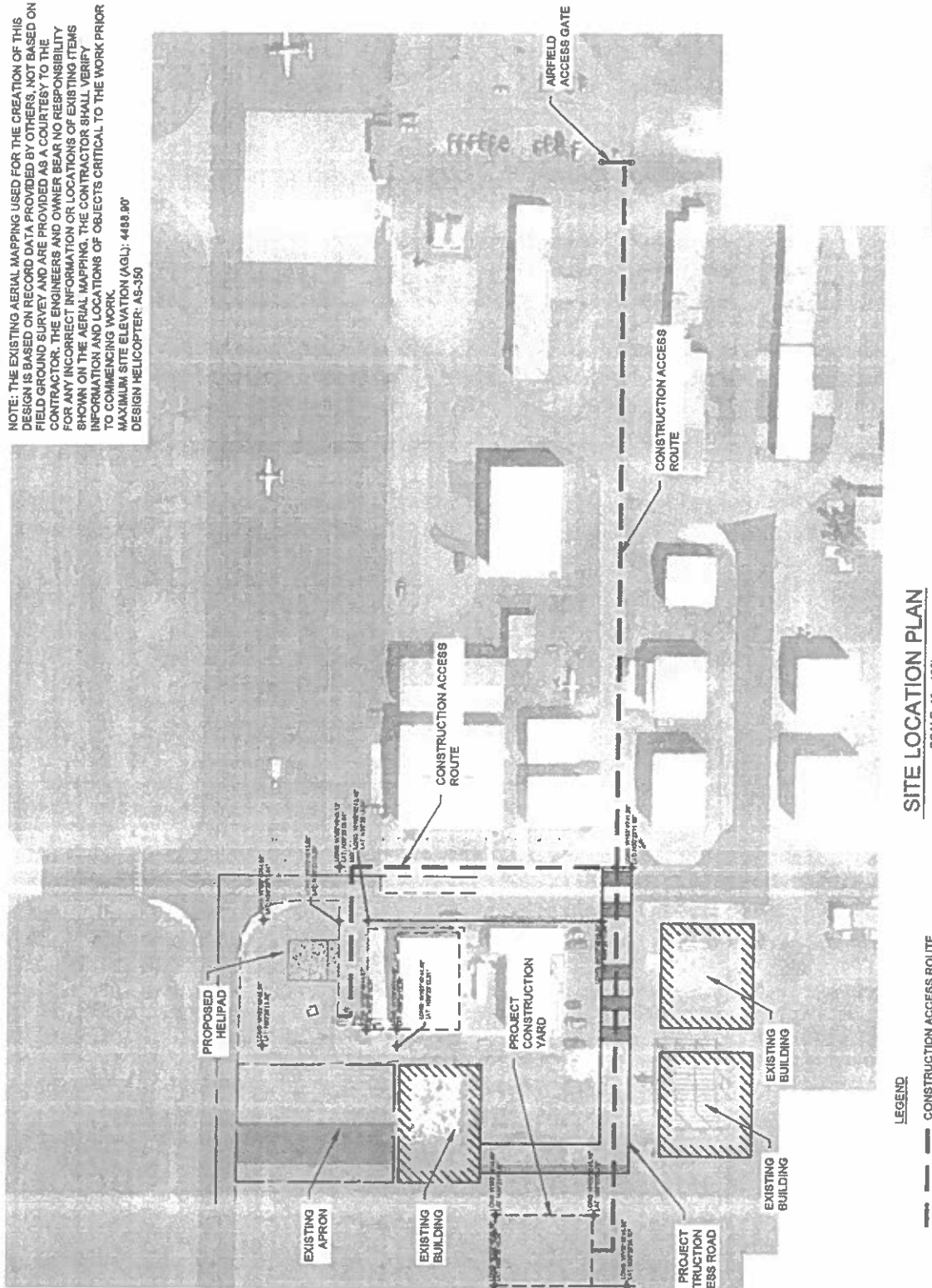
ASMA
Serving the Southwest & Rocky Mountains
3500 Sedona Hills Parkway
Las Cruces, NM 88011
Phone (575) 647-0799 Toll Free (800) 647-0799 Fax (575) 647-0430
www.asmaonline.com

SOUDER, MILLER & ASSOCIATES

ALBUQUERQUE, NM
CBP ALPINE HELIPAD
ALPINE, TEXAS
SITE LOCATION PLAN

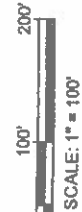
PROJECT: CBP ALPINE HELIPAD
DATE: SEPT. 2020
SCALE: 1" = 100'

PROJECT NO: 94028141
C-200



SITE LOCATION PLAN
SCALE: 1" = 100'

LEGEND
--- CONSTRUCTION ACCESS ROUTE



Texas811
Know what's below.
Call before you dig.



Federal Aviation Administration
10101 Hillwood Parkway
Federal Aviation Administration
Fort Worth, TX 76177

Jesse Carriger

June 02, 2021

TO:

Impact Electric Services, LLC
Attn: Jason Garcia
1495 Tierra del Sol
Las Cruces, NM 88007
impactelectric@msn.com

CC:

Impact Electric Services, LLC
Attn: Jason Garcia
1495 TIERRA DEL SOL DR
Las Cruces, NM 88007
impactelectric@msn.com

RE: (See attached Table 1 for referenced case(s))
ALP 7460 No Objection Letter
FINAL DETERMINATION

Table 1 - Letter Referenced Case(s)

ASN	Prior ASN	Location	Latitude (NAD83)	Longitude (NAD83)	AGL (Feet)	AMSL (Feet)
2021- ASW-1323-NRA		ALPINE, TX	30-23-13.20N	103-40-44.65W	3	4517

Description: Helicopter parking area to be located at Casparis Municipal Airport, 3401 N. Highway 118, Alpine, Texas.

The proposed change to your currently approved Airport Layout Plan (ALP) submitted, 2021-02-18 00:00:00.0 has been reviewed under the authority of Part 77 and under the requirements of the Terms and Conditions of Accepting Airport Improvement Program Grants dated September 1, 1999. This review has considered the safety and utility of aircraft operations and planned navigational aids as related to this proposal.

If these conditions are met, we have no objection to this proposal.

The following comments were received from the respective divisions for this project.

Air Traffic Obstruction Evaluation Group:

ALP reviewed as a planning document and this evaluation does not include any obstacle evaluations. Any changes to the runway physical end latitude/longitude coordinates or elevations must be uploaded into this iOEAAA runway/data base, to ensure the FAR Part 77 and TP calculations are run on the most recent data. All proposed construction projects (terminal buildings, taxiways, etc), and associated equipment must be filed separately as individual studies for impact on the National Airspace System.

Flight Standards:

No Objection with provisions: 1)The parking area will be designed, developed and marked IAW AC 150/5390-2C Paragraph 214. 2)Parking area is not located under an approach/departure surface, IAQ AC 150/5390-2C Paragraph 214 a. 3)Parking area is limited to one aircraft only 4)Any taxi routes will be IAW AC 150/5390-2C Table 2-2 5)No approach or departure is made to or from the parking area.

It should be noted that this study did not consider the height of construction equipment. This information needs to be coordinated with this office via an "Airspace Study Checklist" before construction begins.

This study did not evaluate the plans for operational safety during construction. Those plans should be submitted to this office for coordination and review prior to construction.

This determination does not include any environmental analysis or environmental approval for this proposal. All local and state requirements and/or permits must be obtained prior to construction of this proposal.

This determination does not include approval of any lease, does not release any surplus or grant agreement acquired airport property, nor does it relieve the airport owner or the proponent of compliance with Part 155, or any other law, ordinance, or regulation of federal, state, or local government body or organization. Furthermore, the design and location of any stormwater retention/detention facilities on or near the airport must comply with FAA Advisory Circular 150/5200-33 "Hazardous Wildlife Attractants on or Near Airports", and must be approved on the ALP prior to construction.

We look forward to working with you in the continued development of your airport. If you have any questions, please contact me at (817) 222-5698, Frank.Snell@faa.gov.

Frank Snell

ADO

Signature Control No: 469727799-483468277

cc:

Bill.Macke@txdot.gov

AIRSPACE STUDY
FAA FORM 7460-1
LIMITS OF CONSTRUCTION &
EQUIPMENT AND EXHIBIT



Federal Aviation
Administration

<< OE/AAA

Notice of Proposed Construction or Alteration - On Airport

Project: Impa-476970250-21

Sponsor: Impact Electric Services, LLC

Details for Case

[Show Project Summary](#)

[Add New Case On Airport - \(Task Reference Guide v_201620\)](#)

If you are filing for a Modification of Standards please login to <https://airports.faa.gov> to submit your proposal to the FAA.

Required fields indicated with an asterisk *

Sponsor (person, company, etc. proposing this action)

Sponsor: Impact Electric Services, LLC

Construction / Alteration Information

Notice Of: Construction
Duration: Temporary
if Temporary : Months: 3 Days: 24
Work Schedule - Start: 06/09/2021
Work Schedule - End: 09/30/2021
Operations Staff: 21

Case Information

ASN: 2021-ASW-2721-NRA
Component Type: OTHER
Development Type: OTHER - Miscellaneous
Other Desc: Backhoe & Cement Truck
Prior Study: 2020-ASW-8515-NRA
Date Determined:
Letters: None
Documents: 04/07/2021 Construction Log

Project Documents:
None

Structure Details

State: Texas
Loc ID: E38(LAP)
Airport: ALPINE-CASPARIS MUNI
City: ALPINE
Latitude: 30° 23' 13.2" N
Longitude: 103° 40' 44.65" W
Horizontal Datum: NAD83
Site Elevation (SE): 4514 (nearest foot)
Structure Height (AGL): 30 (nearest foot)

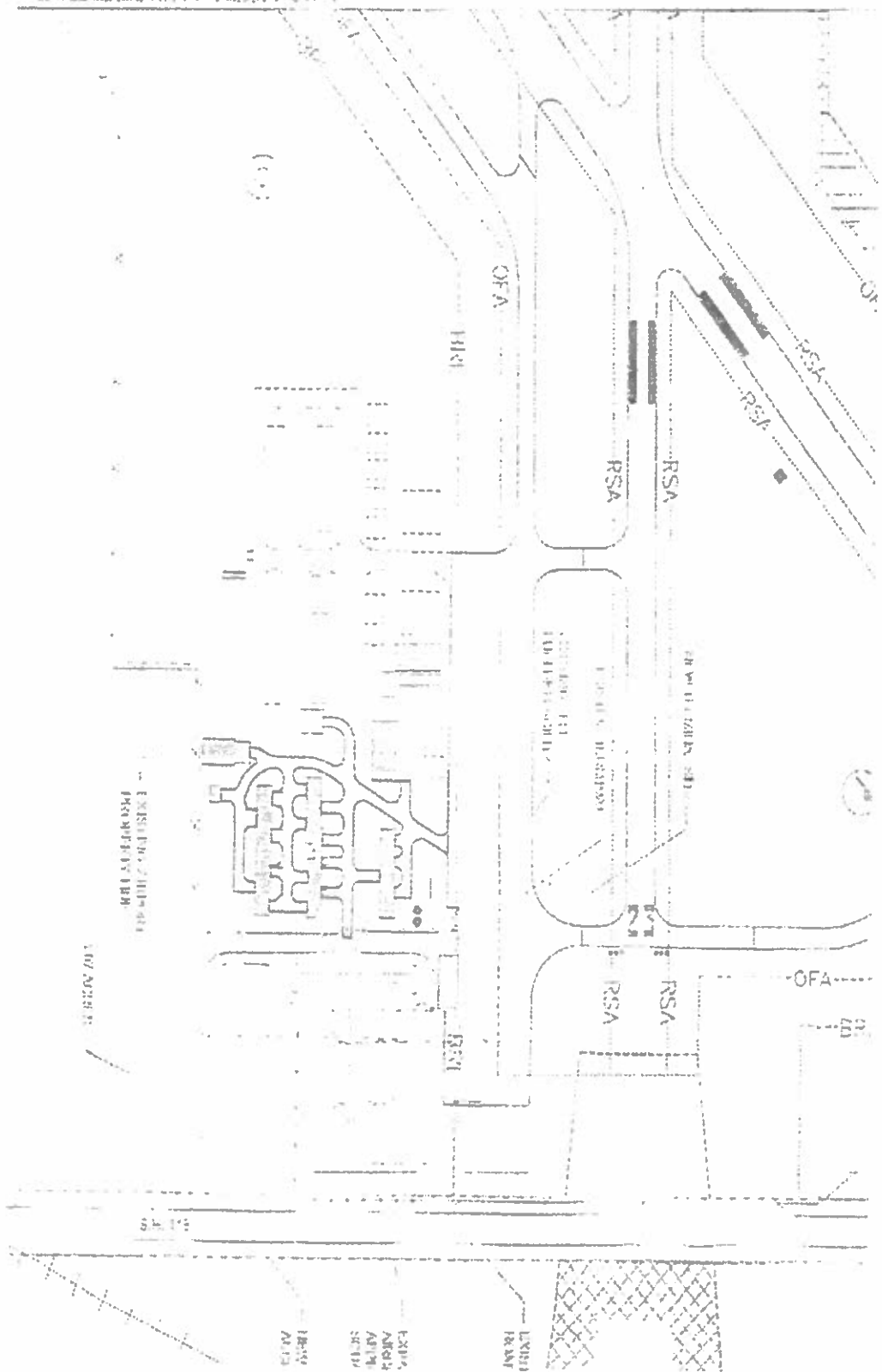
Proposed Frequency Bands

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
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Describe/Remarks

Helicopter Parking Area to be located at Casparis Municipal Airport, 3401 N. Highway 118, Alpine, Texas construction equipment to include a Cement Truck and Backhoe. Additional

ENVIRONMENTAL



23

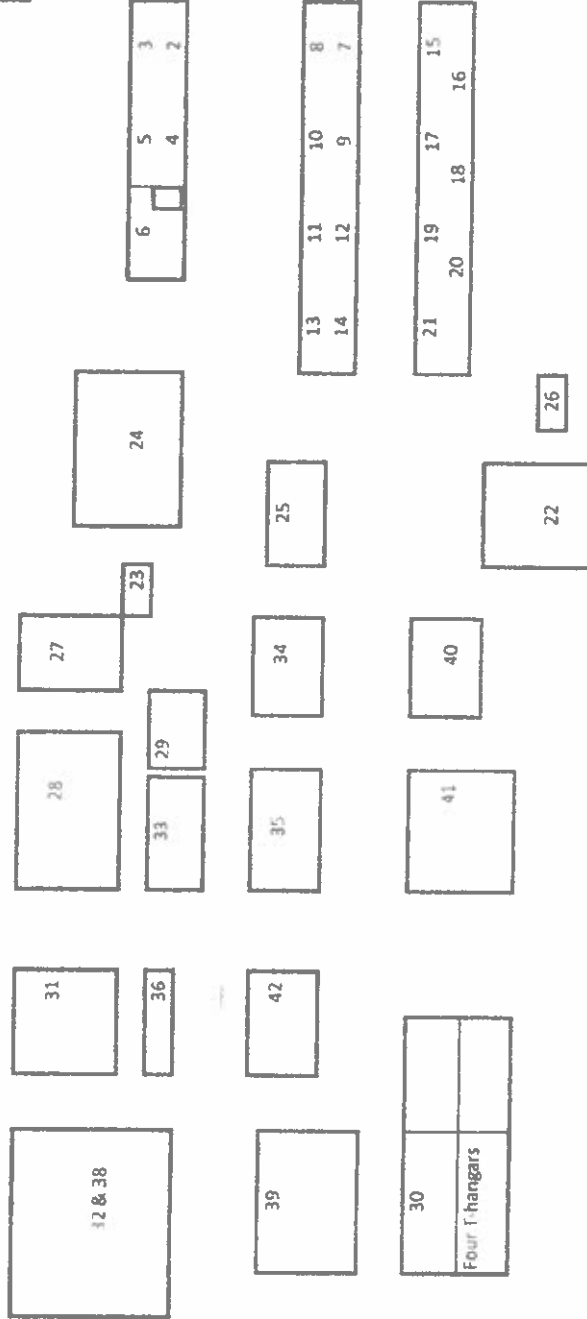
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E

A

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TERMINAL



CBP ALPINE HELIPAD

3401 N. HIGHWAY 118

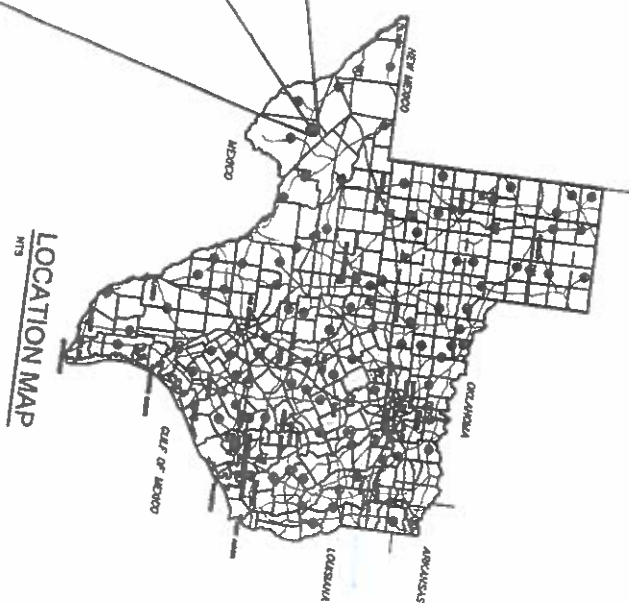
ALPINE, TEXAS

IMPACT ELECTRIC SERVICES, LLC

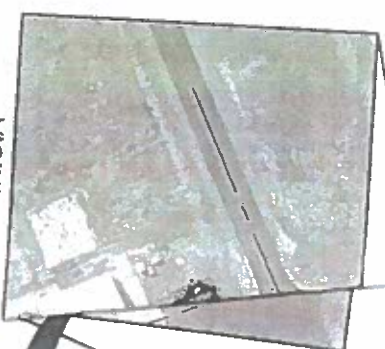
PRIME CONTRACT # 70B01C20C00000059

OMB CONTROL # 9000-0014

ISSUED FOR CONSTRUCTION



LOCATION MAP
NTS



VICINITY MAP
NTS

SHEET INDEX

COVER SHEET	C-100
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HELIPAD JOINT PLAN	C-204
HELIPAD STRIPING PLAN	C-205
EROSION CONTROL PLAN	C-206
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IMPACT ELECTRIC SERVICES, LLC

ALPINE, TX

CBP ALPINE HELIPAD

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

11. Executive Session -

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

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

12. Action – Executive Session -

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

13. Adjournment.