



DEBT SERVICE (INTEREST & SINKING)

PROPOSED 2022-2023

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2020	ACTUAL EXPERIENCE YEAR 2021	ORG BUDGET YEAR 2022	CURRENT BUDGET YEAR 2022	ACTUAL EXPERIENCE AS OF 6-30-2022	PROJECTED YEAR END	PROPOSED YEAR 2023
75-534-0410	CURRENT I & S ADVALOREM	\$143,633.64	\$143,806.73	\$148,758.00	\$148,758.00	\$147,025.05	\$150,025.05	\$149,817
75-534-0420	DELINQUENT I & S	\$4,476.26	\$3,947.35	\$0.00	\$0.00	\$2,780.74	\$3,280.74	
75-534-0502	PENALTY & INTEREST	\$5,231.87	\$4,162.93	\$0.00	\$0.00	\$2,807.17	\$3,307.17	
75-534-0503	INTEREST/MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
75-534-0504	WATER/SEWER DEBT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
75-534-7001	I&S BANK INTEREST	\$735.85	\$50.94	\$0.00	\$0.00	\$221.35	\$295.13	
75-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
75-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	INTEREST & SINKING REVENUE	\$154,077.62	\$151,967.95	\$148,758.00	\$148,758.00	\$152,834.31	\$156,908.09	\$149,817

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2020	ACTUAL EXPERIENCE YEAR 2021	ORG BUDGET YEAR 2022	CURRENT BUDGET YEAR 2022	ACTUAL EXPERIENCE AS OF 6-30-2022	PROJECTED YEAR END	PROPOSED YEAR 2023
75-600-0200	PRINCIPAL - CO SERIES 2011	\$30,800.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$36,400
75-600-0201	INTEREST - CO SERIES 2011	\$19,602.00	\$18,239.76	\$16,819.00	\$16,819.00	\$8,764.56	\$16,818.48	\$15,338
75-600-0300	PRINCIPAL - GO SERIES 2011	\$81,000.00	\$84,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$93,000
75-600-0301	INTEREST - GO SERIES 2011	\$14,380.00	\$11,439.47	\$8,339.00	\$8,339.00	\$4,971.36	\$8,339.06	\$5,079
	INTEREST & SINKING EXPENSES	\$145,782.00	\$147,279.23	\$148,758.00	\$148,758.00	\$137,335.92	\$148,757.54	\$149,817



CAPITAL IMPROVEMENT PLAN

CITY OF ALPINE
2023-2027 FIVE YEAR CAPITAL PLAN

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

GENERAL FUND

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

UTILITIES			
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR FUNDING	AMOUNT
UTILITIES	WASTEWATER TREATMENT PLANT	2023-2027 UTILITY OPERATING FUND/TWDB	\$ 3,858,000.00
UTILITIES	BACKHOE	2023 UTILITY OPERATING FUND	\$ 90,000.00
UTILITIES	INFRASTRUCTURE LOCATION/REPLACEMENT	2023-2027 UTILITY OPERATING FUND	\$ 500,000.00
UTILITIES	GIS SYSTEM	2023-2027 UTILITY OPERATING FUND	\$ 250,000.00
UTILITIES	FACILITY MAINTENANCE	2024-2027 UTILITY OPERATING FUND	\$ 40,000.00
UTILITIES	EASTSIDE SEWER EXTENSION	2023-2027 UTILITY OPERATING FUND	\$ 1,686,392.00
UTILITIES	HOUSEHOLD HAZARDOUS WASTE	2023-2024 UTILITY OPERATING FUND	\$ 25,000.00
UTILITIES	AUTOMATED WELL METERS	2023-2025 UTILITY OPERATING FUND	\$ 90,000.00
UTILITIES	REFURBISH WELLS - MUSQUIEZ	2023-2024 UTILITY OPERATING FUND	\$ 125,000.00
UTILITIES	AUTOMATED METERING SYSTEM	2023-2027 UTILITY OPERATING FUND/ARPA	\$ 1,400,000.00
UTILITIES	MANHOLE ADDITIONS	2023-2027 UTILITY OPERATING FUND	\$ 200,000.00
UTILITIES	SUL ROSS STORAGE TANKS	2025 UTILITY OPERATING FUND	\$ 50,000.00
		Utilities - Total	\$ 8,314,392.00
AIRPORT			
AIRPORT	UPDATE MASTER/LAYOUT PLAN	2023-2027 TxDOT AVIATION/ AIRPORT OPERATING	\$ 150,000
AIRPORT	AWOS REPLACEMENT/RELOCATION	2024-2025 TxDOT AVIATION/AIRPORT OPERATING	\$ 175,000
AIRPORT	TAXIWAY EXPANSION	2023 AIRPORT OPERATING BUDGET	\$ 60,000
AIRPORT	ROTATOR BEACON	2023-2024 TxDOT AVIATION/ AIRPORT OPERATING	\$ 15,000
AIRPORT	RUNWAY 5/23 CRACK SEAL/SEAL COAT	2025-2026 TxDOT AVIATION/AIRPORT OPERATING	\$ 394,500
AIRPORT	KUBOTA	2023-2026 AIRPORT OPERATING BUDGET	\$ 15,000
AIRPORT	COVERED PARKING	2023-2025 AIRPORT OPERATING BUDGET	\$ 20,000
		Airport - Total	\$ 829,500
TOURISM			
HOT - TOURISM	VISITOR CENTER - UPDATE OF WINDOWS & WALLS	2023 HOT FUNDS	\$ 45,000
HOT - TOURISM	VISITOR CENTER - INTERIOR LAYOUT AND FLOORS	2023 HOT FUNDS	\$ 75,000
HOT - TOURISM	VISITOR CENTER - ROOF AND CEILING REPAIR	2023 HOT FUNDS	\$ 50,000
HOT - TOURISM	VISITOR CENTER - PROCH REPAIR AND SIDEWALKS	2024-2026 HOT FUNDS	\$ 45,000
HOT - TOURISM	VISITOR CENTER UPDATES	2024-2025 HOT FUNDS	\$ 45,000
HOT - TOURISM	DOWNTOWN KIOSK	2025 HOT FUNDS	\$ 31,000
		HOT Funds - Total	\$ 291,000

GAS DEPARTMENT

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

COMPLETED/POSTPONED

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING
ADMINISTRATION	ALPINE SCHOOL HOUSE REMODEL	2021-2022	GENERAL FUND - ARPA FUNDS
ALPINE POLICE DEPT	K-9 UNIT	2021-2022	DONATION
ALPINE POLICE DEPT	LICENSE PLATE READER	2021-2022	POSTPONED
ALPINE POLICE DEPT	MOBILE HANDHELD RADIOS	2021-2022	GRANT FUNDING
ALPINE POLICE DEPT	MOBILE DATA TERMINAL	2021-2022	GRANT FUNDING
ALPINE POLICE DEPT	APD - BUILDING MAINTENANCE/REMODEL	2021-2022	GENERAL FUND OPERATING
ANIMAL CONTROL	HVAC SYSTEM	2021-2022	GENERAL FUND OPERATING
PUBLIC WORKS-PARKS	SPLASH PAD	2023-2027	POSTPONED
			General Fund - Total
AIRPORT	DESIGN PHASE OF LIGHTING PROJECT	2021-2022	CARES ACT
AIRPORT	SEAL COAT 1/19	2021-2022	TxDOT AVIATION/FAA/AIRPORT OPERATING
			Airport - Total
HOT - TOURISM	VISITOR CENTER RESTROOMS/PAVILLION REMODEL	2021-2022	HOT FUNDS
HOT - TOURISM	OUTDOOR PORTABLE STAGE	2021-2023	POSTPONED
			HOT Funds - Total
GAS DEPARTMENT	BAY COVERAGE	2021-2023	GAS DEPARTMENT OPERATING
GAS DEPARTMENT	18' TRAILER	2021-2022	GAS DEPARTMENT OPERATING
			Gas Dept - TOTAL

Hazard Mitigation Program

RESPONSIBLE DEPARTMENT

ADMINISTRATION

PROJECT MANAGER

CITY MANAGER

PROJECTED EXPENSE

\$ 100,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operation Budget

FEMA BRIC Program - requires a 25% match

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

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

Outdoor Lighting Ordinance

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

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

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

FUNDING SOURCE
General Fund Operation Budget
Possible grant opportunities

OPERATING BUDGET IMPACT IF COMPLETED
Initial update/replacement costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Violation of City Ordinance

PERFORMANCE MEASURES

CITY WIDE SOFTWARE

RESPONSIBLE DEPARTMENT

ADMINISTRATION

PROJECT MANAGER

CITY OF ALPINE DEPARTMENT HEADS

PROJECTED EXPENSE

\$ 500,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating - Departmental
Utilities
Gas Department
Airport

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Overall - Department Performance

SECURITY EQUIPMENT UPGRADE - REPLACEMENT

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CITY MANAGER &
CHIEF OF POLICE

PROJECTED EXPENSE

\$ 175,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

GENERAL FUND
UTILITIES
AIRPORT
HOT

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

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

CAT CONDOS

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

ANIMAL SERVICES SUPERVISOR

PROJECTED EXPENSE

\$ 10,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

INCINERATOR

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 120,000

PRIORITY LEVEL 3



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

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

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES



CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

Generator

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

JENNIFER STEWART, ACO SUPERVISOR

PROJECTED EXPENSE

\$ 50,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department
USDA Matching Grant - City matching if awarded is 45% of awarded amount

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES

ANIMAL SHELTER REPAIRS & MAINT

RESPONSIBLE DEPARTMENT

ANIMAL CONTROL SERVICES

PROJECT MANAGER

ANIMAL SERVICES SUPERVISOR

PROJECTED EXPENSE

\$ 30,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED


N/A

PERFORMANCE MEASURES



CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

APD TASER's

RESPONSIBLE DEPARTMENT		
ALPINE POLICE DEPARTMENT		
PROJECT MANAGER		
CHIEF OF POLICE		
PROJECTED EXPENSE		
\$ 67,224	PRIORITY LEVEL 1	
PROJECT DESCRIPTION		
Replacement of outdated/non-operational tasers. Total replacement of 18 tasers. Currently not all APD Officers have availability/access to tasers. This project will be completed in phases.		

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

FUNDING SOURCE
General Fund Operating - Police Department

OPERATING BUDGET IMPACT IF COMPLETED
Maintenance of equipment

OPERATING BUDGET IMPACT IF NOT COMPLETED
Maintenance of equipment

PERFORMANCE MEASURES

APD - HOLDING CELLS

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ 10,000

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating - Police Department

OPERATING BUDGET IMPACT IF COMPLETED

Increase in personal and maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Magistration process

Alpine Police Dispatch Computers

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ 25,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating - Police Department

Outside grant funding possibilities

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance

PERFORMANCE MEASURES

PUEBLO NUEVO PARK IMPROVEMENTS

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

PROJECT MANAGER

PARKS FOREMAN

PROJECTED EXPENSE

\$425,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Texas Parks and Wildlife Grant

City General Fund Operating Budget - Parks Department

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

KUBOTA MOWER

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - PARKS DEPARTMENT

PROJECT MANAGER

PARKS FOREMAN

PROJECTED EXPENSE

\$ 20,250

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget - Public Works - Park Department

FY 2021-2022 - Pending USDA approval for additional funding

OPERATING BUDGET IMPACT IF COMPLETED


Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

PERFORMANCE MEASURES

TRACTOR MOWER

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

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

FUNDING SOURCE
General Fund Operating - Public Works - Parks Department

Possible grant assistance - USDA

OPERATING BUDGET IMPACT IF COMPLETED
Decrease in maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Increase in maintenance cost

PERFORMANCE MEASURES

10" BLADE MAINTAINER

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREET DEPARTMENT

PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$150,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

DUMP TRUCK

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREETS DEPARTMENT

PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$100,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

PERFORMANCE MEASURES

FLEET MAINTENANCE FACILITY

RESPONSIBLE DEPARTMENT

PUBLIC WORKS - STREETS DEPARTMENT

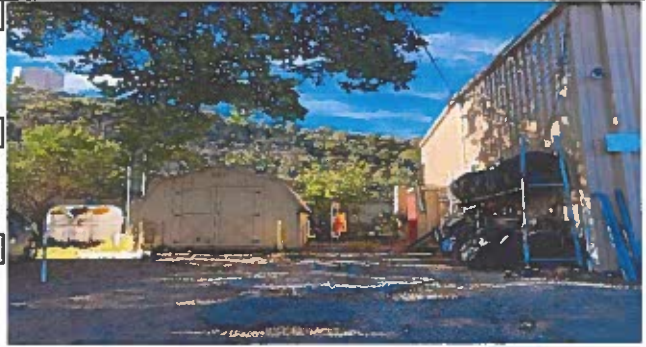
PROJECT MANAGER

PUBLIC WORKS DIRECTOR

PROJECTED EXPENSE

\$60,000.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional utilities and maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

FRONT END LOADER

RESPONSIBLE DEPARTMENT
PUBLIC WORKS - STREET DEPARTMENT
PROJECT MANAGER
PUBLIC WORKS DIRECTORLL
PROJECTED EXPENSE
\$85,000.00
PRIORITY LEVEL 1



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

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

FUNDING SOURCE
General Fund Operating Budget - Streets Department

OPERATING BUDGET IMPACT IF COMPLETED
Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
Continued increase in maintenance costs


PERFORMANCE MEASURES

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

PERFORMANCE MEASURES

Other		\$0.00
Plumbing (except fixtures)		
Plumbing (except fixtures)		\$11,389.00
Plumbing (except fixtures)		\$2,450.00
Plumbing (except fixtures)		\$1,840.00
HVAC		\$5,200.00
Other		\$0.00
Interior finish		
Installation		\$23,876.00
Installation		\$1,936.00
Drywall		\$4,200.00
Interior trim		\$1,700.00
Mirrors		\$0.00
Doors	Included above	\$0.00
Painting		\$2,800.00
Lighting	by owner	\$0.00
Cabinets		\$6,970.00
Countertops		\$2,900.00
Appliances		\$0.00
Flooring		\$2,400.00
Plumbing fixtures	by owner	\$0.00
Fixtures		\$0.00
Other		\$0.00
Landscaping		
Landscaping		\$600.00
Outdoor structures (deck, patio, porches)		\$0.00
Driveway/approach		\$0.00
Clean Up		\$900.00
Other		\$0.00

IN HOUSE - PAVING EQUIPMENT (PACKAGE)

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

PROJECT DESCRIPTION

The purchase of several heavy equipment items to bring paving back into the Public Works Department. City has multiple options on funding of items 1)Purchase all items and decrease outsourced paving and sealcoating for one to two years. 2) Lease all items and budget accordingly 3)Prioritize and purchase one piece of equipment a year or 4) Payment plan. EQUIPMENT INCLUDES:

AP400-07 - ASPHALT PAVER - \$364,850
 938 M - WHEEL LOADER - \$288,630
 CB 4.0-03 - UTILITY COMPACTOR - \$75,050
 CB7 - 02 - ASPHALT COMPACTOR - \$143,665

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

FUNDING SOURCE

General Fund Operating Budget - Streets Department

OPERATING BUDGET IMPACT IF COMPLETED

Decreased maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance costs

PERFORMANCE MEASURES



WASTEWATER TREATMENT PLANT

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 3,858,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs
TCEQ Enforcement

PERFORMANCE MEASURES



FACILITY MAINTENANCE

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 40,000.00

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs


OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance costs

PERFORMANCE MEASURES



EASTSIDE SEWER EXTENSION

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

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

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

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

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

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

Attachment 5 – Opinion of Probable Cost

Item	Description	Unit	Quantity	Unit Cost	Total Cost
Construction Costs					
1	Bonds and Mobilization	LS	1	\$50,000.00	\$50,000.00
2	Proposed Hwy 67 Lift Station	LS	1	\$350,000.00	\$350,000.00
3	Pre-cast Concrete Manhole	EA	17	\$5,000.00	\$85,000.00
4	6" DR21 CL200 PVC Sewer Force Main	LF	2,250	\$30.00	\$67,500.00
5	6" SDR 35 PVC Sewer Line	LF	6,550	\$50.00	\$327,500.00
6	8" SDR 35 PVC Sewer Line	LF	1,650	\$60.00	\$99,000.00
7	14" Bore and Steel Encasement	LF	120	\$200.00	\$24,000.00
8	6" and 8" Slick Bores	LF	2,200	\$100.00	\$220,000.00
9	Force Main Connection	EA	1	\$1,500.00	\$1,500.00
10	Sewer Service Connections	EA	23	\$1,000.00	\$23,000.00
11	Metal Detectable Tape	LF	10,450	\$0.25	\$2,612.50
Construction Sub-Total					\$1,250,112.50
Contingencies (10%)					\$125,011.25
CONSTRUCTION TOTAL					\$1,375,123.75
Non-Construction Costs					
Engineering and Surveying (15%)					Total Cost
					\$206,268.56
Inspection					\$80,000.00
ROW Acquisition					\$25,000.00
ENGINEERING SERVICES TOTAL					\$311,268.56
PROJECT TOTAL					\$1,686,392.31

HOUSEHOLD HAZARDOUS WASTE

RESPONSIBLE DEPARTMENT		
UTILITIES - WATER/WASTEWATER/SANITATION		
PROJECT MANAGER		
ENVIRONMENTAL SERVICES COORDINATOR		
PROJECTED EXPENSE		
\$ 37,000.00	PRIORITY LEVEL	2



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

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


FUNDING SOURCE
Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED
Additional disposal expenses
Current market prices for materials have increased dramatically

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

Musquiz Well Refurbishment

RESPONSIBLE DEPARTMENT	
UTILITIES - WATER/WASTEWATER/SANITATION	
PROJECT MANAGER	
UTILITIES DIRECTOR	
PROJECTED EXPENSE	
\$ 125,000.00	PRIORITY LEVEL 2

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

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

FUNDING SOURCE
Utility operating budget

Will need to re-quote project

OPERATING BUDGET IMPACT IF COMPLETED
Decrease maintenance and demand on current operational wells

OPERATING BUDGET IMPACT IF NOT COMPLETED
Continued maintenance and demand on operational wells

PERFORMANCE MEASURES



AUTOMATED WELL METERS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 90,000.00

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

Typical Smart Water Meter System

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



SMART WATER METERS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 1,400,000.00

PRIORITY LEVEL 2

Automated Meter Infrastructure and Smart Water Metering



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact


PERFORMANCE MEASURES

Typical Smart Water Meter System

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



BACKHOE

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

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

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

FUNDING SOURCE
Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED
Reduced maintenance fees

OPERATING BUDGET IMPACT IF NOT COMPLETED
Increased maintenance fees

PERFORMANCE MEASURES



SUL ROSS STORAGE TANKS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 50,000.00

PRIORITY LEVEL 3

Tank: Sul Ross #1

500,000 gallon capacity.

32' High / 52' Diameter

Overflow Level: 29'



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Possible TCEQ Fines

PERFORMANCE MEASURES

Tank: Sul Ross #2

100,000 gallon capacity.

25' High / 26' Diameter

Overflow Level: 23'



MANHOLES

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 200,000.00

PRIORITY LEVEL 2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

OLD INFRASTRUCTURE LOCATION AND REPLACEMENT

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 500,000.00

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

TWDB - Texas Water Development Board Grant/Funding Opportunities

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued increase in maintenance, supplies, and labor

PERFORMANCE MEASURES

Completed infrastructure plan and maintenance program

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

UTILITY GIS SYSTEM

RESPONSIBLE DEPARTMENT

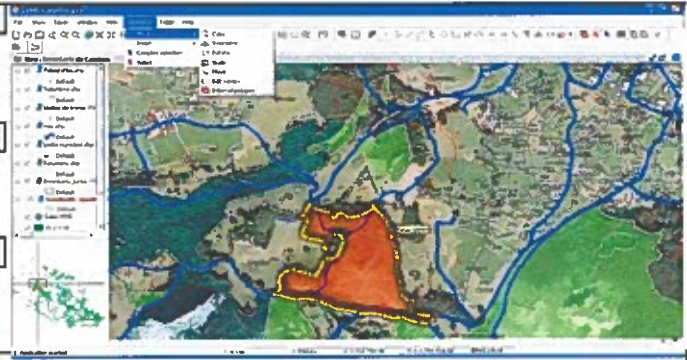
UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

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



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Utility operating budget

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance cost, training, and staffing

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

AIRPORT KUBOTA-TUG UPGRADE

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 15,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Airport Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

AIRPORT MASTER - LAYOUT PLAN UPDATING

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

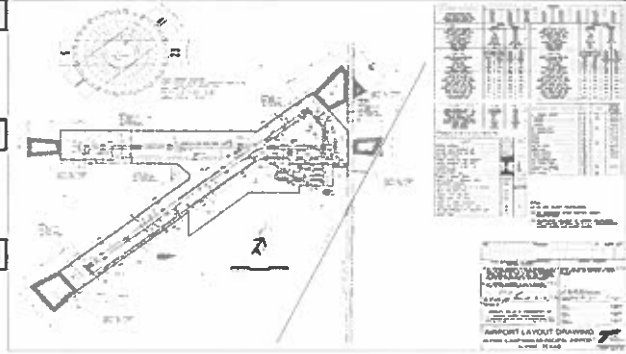
PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 150,000

PRIORITY LEVEL 1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

TxDOT Aviation Grant funding and matching Airport Operating Funds

OPERATING BUDGET IMPACT IF COMPLETED

No impact


OPERATING BUDGET IMPACT IF NOT COMPLETED

Possible decline in further expansion and grant opportunities.

PERFORMANCE MEASURES

Improved development and needs plan for the airport.

AIRPORT COVERED PARKING AREA

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

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


FUNDING SOURCE
Airport Operating Fund

OPERATING BUDGET IMPACT IF COMPLETED
No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES

AIRPORT AWOS UPGRADE AND RELOCATION

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

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

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


OPERATING BUDGET IMPACT IF COMPLETED
N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED
Continued maintenance expenses

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

Update

AIRPORT TAXIWAY EXPANSION

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

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

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

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

FUNDING SOURCE
Airport Operating Budget

Yearly allocation dependent on FAA & TxDOT Aviation required City Matching

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED
N/A

PERFORMANCE MEASURES

Update

Project Modified: FY 2021-2022

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

AIRPORT ROTATOR BEACON

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$ 15,000

PRIORITY LEVEL

1



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Airport Operating Budget

TxDOT Aviation RAMP Grant

OPERATING BUDGET IMPACT IF COMPLETED

No impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased Maintenance, safety concerns

PERFORMANCE MEASURES

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN
2023 - 2027

AIRPORT RUNWAY 5/23 - CRACK SEAL/SEALCOAT

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

\$394,500

PRIORITY LEVEL

1



PROJECT DESCRIPTION

Crack seal/Seal coat runway 05/23

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

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

Sealer/Manpower/Foreign Object Debris (FOD) Removal

OPERATING BUDGET IMPACT IF NOT COMPLETED

Potential liability for airplane engine replacement for ingesting FOD

PERFORMANCE MEASURES

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

DOWNTOWN VISITOR KIOSK

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$ 35,000.00

PRIORITY LEVEL

3



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED


Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

VISITOR CENTER UPDATE

RESPONSIBLE DEPARTMENT		
TOURISM - VISITOR CENTER		
PROJECT MANAGER		
VISITOR CENTER COORDINATOR		
PROJECTED EXPENSE		
\$ 45,000.00	PRIORITY LEVEL	2

PROJECT DESCRIPTION

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

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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenance

PERFORMANCE MEASURES



PORCH REPAIR AND NEW SIDEWALKS

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$45,000.00

PRIORITY LEVEL

2

PROJECT DESCRIPTION

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



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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenace

PERFORMANCE MEASURES

WINDOWS AND WALLS

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$45,000.00

PRIORITY LEVEL

1

PROJECT DESCRIPTION

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



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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenace

PERFORMANCE MEASURES

Interior Layout and Floors

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$ 75,000.00

PRIORITY LEVEL

1

PROJECT DESCRIPTION

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



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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES



ROOF AND CEILING REPAIR

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE

\$50,000.00

PRIORITY LEVEL

1

PROJECT DESCRIPTION

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



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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Reduced maintenance and possible long term damages

OPERATING BUDGET IMPACT IF NOT COMPLETED

Increased maintenence

PERFORMANCE MEASURES



HVAC SYSTEM

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ 35,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

Update/Replace current system.

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

FUNDING SOURCE

Gas Department Operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

GAS DEPT BUILDING UPDATES

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ 50,000

PRIORITY LEVEL

2



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Gas Department operating fund


OPERATING BUDGET IMPACT IF COMPLETED

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES



RECTIFIER

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

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

FUNDING SOURCE
Gas Department operating budget

OPERATING BUDGET IMPACT IF COMPLETED
No impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

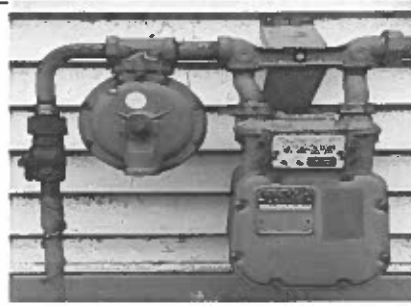
DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE	
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\$204,432

PRIORITY LEVEL

2



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

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

FUNDING SOURCE	
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Gas Department operating budget

OPERATING BUDGET IMPACT IF COMPLETED	
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Less overtime to complete railroad commission mandatory replacement projects.

OPERATING BUDGET IMPACT IF NOT COMPLETED	
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Lost man hours spent reading meters and rereading meters, impacting DIMP projects.

PERFORMANCE MEASURES

[illegible]

NCNHS Product Warning: This game may contain products that are non-combustible, non-flammable, and non-toxic/degradable (NCNHS). You will be required to sign and return an "I/We NCNHS Product Buyer Agreement Form" prior to B&W packaging any order for these products. Please Refer to F&W Terms and Conditions of Sale for more information. You can view this online at www.gwgame.com/terms

ALPINE SCHOOL HOUSE REMODEL

RESPONSIBLE DEPARTMENT

FINANCE DEPARTMENT

PROJECT MANAGER

DIRECTOR OF FINANCE

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

American Rescue Plan Act - infrastructure improvements to include social distancing

OPERATING BUDGET IMPACT IF COMPLETED


Regular maintenance costs
Regular utilities costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued deterioration of city owned property - extensive repairs

PERFORMANCE MEASURES

ANIMAL SHELTER HVAC

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

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

FUNDING SOURCE
General Fund Operating Budget - Animal Control Services Department

OPERATING BUDGET IMPACT IF COMPLETED
N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED
N/A

PERFORMANCE MEASURES

APD K-9 UNIT

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

Additional cost of feed and care of K-9

Staffing

OPERATING BUDGET IMPACT IF NOT COMPLETED

PERFORMANCE MEASURES

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

Alpine Police Station Building Maintenance - Remodel

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ -



PROJECT DESCRIPTION

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

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

General Fund Operating - Police Department

Outside grant funding possibilities

OPERATING BUDGET IMPACT IF COMPLETED

Additional maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance

PERFORMANCE MEASURES

APD -MOBILE HAND HELD UNITS

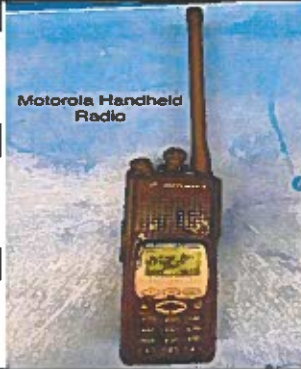
RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

MOBILE DATA TERMINALS

RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE



PROJECT DESCRIPTION

Equip five APD vehicles with mobile data terminals.

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

FUNDING SOURCE

GRANT FUNDED

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

AIRPORT RUNWAY 1/19 SEALCOAT

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

Seal coat runway 1/19

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

City's required match paid in FY 2020/2021 pending completion

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

Sealer/Manpower/Foreign Object Debris (FOD) Removal

OPERATING BUDGET IMPACT IF NOT COMPLETED

Potential liability for airplane engine replacement for ingesting FOD

PERFORMANCE MEASURES

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

Update

AIRPORT RUNWAY LIGHTING PROJECT

RESPONSIBLE DEPARTMENT

ALPINE CASPARIS MUNICIPAL AIRPORT

PROJECT MANAGER

AIRPORT SUPERVISOR

PROJECTED EXPENSE

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



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

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

OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance expense

OPERATING BUDGET IMPACT IF NOT COMPLETED

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

PERFORMANCE MEASURES

Maintain current airport operation 24/7

Update

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

VISITOR CENTER OUTDOOR REMODEL

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
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Council Approved Expenditure
utilizing HOT Fund Balance 6/15/2021

FUNDING SOURCE

HOT Fund - Operating and Fund Balance

OPERATING BUDGET IMPACT IF COMPLETED

Increased maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES



18' TRAILER

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ -



PROJECT DESCRIPTION

Purchase of new trailer

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

FUNDING SOURCE

Gas Department Operating budget

OPERATING BUDGET IMPACT IF COMPLETED

No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

BAY COVERAGE

RESPONSIBLE DEPARTMENT

GAS DEPARTMENT

PROJECT MANAGER

DIRECTOR OF GAS DEPARTMENT

PROJECTED EXPENSE

\$ -



Gas Dept. Need to cover Bay Area. Birds nesting

PROJECT DESCRIPTION

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

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

FUNDING SOURCE

Gas Department Operating Budget

OPERATING BUDGET IMPACT IF COMPLETED

No impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

Maintenance and possible replacement

PERFORMANCE MEASURES



PORTABLE STAGE

RESPONSIBLE DEPARTMENT

TOURISM - VISITOR CENTER

PROJECT MANAGER

VISITOR CENTER COORDINATOR

PROJECTED EXPENSE



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

HOT Funds

OPERATING BUDGET IMPACT IF COMPLETED

Increased liability insurance and maintenance

OPERATING BUDGET IMPACT IF NOT COMPLETED

No impact

PERFORMANCE MEASURES



APD - LICENSE PLATE READER

RESPONSIBLE DEPARTMENT

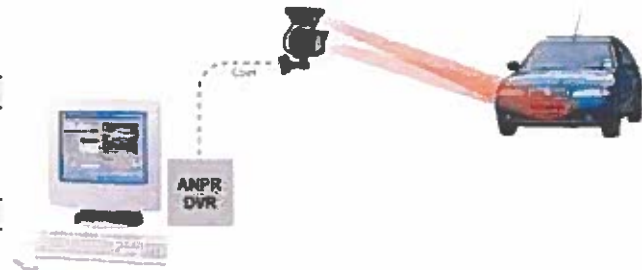
ALPINE POLICE DEPARTMENT

PROJECT MANAGER

CHIEF OF POLICE

PROJECTED EXPENSE

\$ -



PROJECT DESCRIPTION

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

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

FUNDING SOURCE

General Fund Operating - Police Department

Law Enforcement Grant possibilities

OPERATING BUDGET IMPACT IF COMPLETED


No Impact

OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

PERFORMANCE MEASURES

SPLASH PAD

RESPONSIBLE DEPARTMENT			
PUBLIC WORKS - PARKS DEPARTMENT			
PROJECT MANAGER			
PARKS FOREMAN			
PROJECTED EXPENSE			
\$ 300,000	PRIORITY LEVEL	2	
PROJECT DESCRIPTION			
The installation of a splash pad at Kokernot park			

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

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

OPERATING BUDGET IMPACT IF COMPLETED
Additional maintenance and insurance costs

OPERATING BUDGET IMPACT IF NOT COMPLETED
No Impact

PERFORMANCE MEASURES



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
AUGUST 2, 2022

To: Honorable Mayor and City Council
Agenda Item: Action Item 3: Ordinance 2022-08-02, Records Management
Agenda Sponsor: M. Antrim, City Manager
Memo Submitted By: Geoffrey Calderon, City Secretary

SYNOPSIS

Approve the first reading of Ordinance 2022-08-02, an ordinance amending Chapter 2 - Administration; Amending Article V - Records Management to the Alpine Code of Ordinances (M. Antrim, City Manager)

BACKGROUND

- The City has not updated the records management ordinance since 1998. The ordinance is outdated and lists the City Manager as the Records Management Officer (RMO). It is common practice across Cities in Texas that the City Secretary is the designated RMO, and in Alpine, it has been generally accepted, but not explicitly codified that the Secretary is the RMO.
- Sec 203.025, Local Government Code, requires that each new RMO must file an updated designation with the Texas State Library and Archives Commission (TSLAC) 30 days after appointment. We have been unable to file the declaration after the most recent appointment because the RMO designation must match the position that is declared in the policy.
- The City has not been in compliance with the TSLAC for 22 years. Although the Local Government Records Act requires each new RMO to be designated with TSLAC within 30 days, the last person (City Manager Doug Lively) designated in the position left in June 2000. According to TSLAC records, the current RMO for Alpine is still Mr. Lively.
- City Administration is recommending that the ordinance be updated to reflect the recommendation from TSLAC. Once the necessary changes have been made to the ordinance we may begin work towards a Records Management Policy that will be presented to City Council and approved by Resolution.
- Records Management has been a continuous problem area in the City for many years and we are working towards the implementation of a policy that will address the many neglected aspects of the program over the years.

SUPPORTING MATERIALS

1. Ordinance 2022-08-02.
 - a. Exhibit "A" Current ordinance highlighting changes.
 - b. Exhibit "B" Proposed ordinance without changes indicated.
 - c. Exhibit "C" Designation of Local Government Records Officer
2. Recommended ordinance from TSLAC.
3. Last Designation of a Records Management Officer, sent to TSLAC on 11/2/1998.

STAFF RECOMMENDATION

APPROVE: City Staff supports approval of this ordinance.

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon

STATE OF TEXAS
CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2022-08-02

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS
AMENDING CHAPTER 2 – ADMINISTRATION; AMENDING ARTICLE V –
RECORDS MANAGEMENT TO THE ALPINE CODE OF ORDINANCES.**

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the City of Alpine desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; and

WHEREAS, the City most recently updated the records management program with the passage of ordinance 98-7-7 on July 21, 1998, and the general practices are outdated and obsolete; and

WHEREAS, most of the requirements established by ordinance 98-7-7 have not had an acceptable level of compliance over the years, and have prompted an overhaul of the city's records management program; and

WHEREAS, City Administration is recommending the implementation of the ordinance recommended by the Texas State Library and Archives Commission with the Records Management Officer proposing a policy to be approved by City Council Resolution; and

WHEREAS, it is deemed by the City Council to be in the best interest of the City to amend the current records management ordinance to reflect the recommended policy of the Texas State Library and Archives Commission.

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

**SECTION I
FINDINGS OF FACT**

Chapter 2 – Administration; Article V – Records Management is hereby amended to reflect the changes hereto attached as Exhibit "A." The premises attached as Exhibit "A" are found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II
CUMULATIVE CLAUSE**

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

**SECTION III
SEVERABILITY CLAUSE**

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

**SECTION IV
PROPER NOTICE AND MEETING**

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

**SECTION V
EFFECTIVE DATE**

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

PASSED AND ADOPTED THIS 16TH DAY OF AUGUST 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

**INTRODUCTION AND FIRST READING
AUGUST 2, 2022**

**SECOND AND FINAL READING
AUGUST 16, 2022**

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

Rod Ponton, City Attorney

EXHIBIT “A”

EDITOR’S NOTE:

Additions are highlighted in Yellow and Underlined. Omissions appear in Red Strikethrough Text. Previous Editor’s notes and codification references are Italicized in Blue.

ARTICLE V. RECORDS MANAGEMENT¹

Sec. 2-281. Definitions of records of the City of Alpine.

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

~~*Department head* means the officer who by ordinance, order or administrative policy is in charge of an office of the city that creates or receives records.~~

~~*Essential records* means any record of the city necessary to the resumption or continuation of operations of the city in an emergency or disaster, to the re-creation of the legal and financial status of the city, or to the protection and fulfillment of obligations to the people of the state.~~

~~*Permanent records* means any record of the city for which the retention period on a records control schedule is given as permanent.~~

~~*Records control schedule* means a document prepared by or under the authority of the records management officer listing the records maintained by the city, their retention periods, and other records disposition information that the records management program may require.~~

~~*Records liaison officer* means the person designated under section 2-290 of this article.~~

~~*Records management* means the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence, and the management of micrographics and electronic and other records storage systems.~~

~~*Records management committee* is defined in section 2-286 of this article.~~

~~*Records management officer* means the person designated in section 2-285 of this article.~~

~~*Records management plan* means the plan developed under section 2-287 of this article.~~

¹State law reference(s)—Preservation and management of local government records, V.T.C.A., Government Code § 441.151 et seq.; Local Government Records Act, V.T.C.A., Local Government Code § 201.001 et seq.; municipal records management, V.T.C.A., Local Government Code § 203.021 et seq.

Retention period means the minimum time that shall pass after the creation, recording or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

(Ord. No. 98-7-7, § 2, 7-21-1998)

Cross reference(s)—Definitions generally, § 1-2.

State law reference(s)—Definitions pertaining to local government records, V.T.C.A., Local Government Code § 201.003 and V.T.C.A., Government Code § 441.151.

~~Sec. 2-282. Records of the city described; procedures.~~

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the city, or any of its officers or employees, pursuant to law, or in the transaction of public business, is declared to be the records of the city, and shall be created, maintained and disposed of in accordance with the provisions of this article or procedures authorized by it **and in no other manner.**

(Ord. No. 98-7-7, § 1, 7-21-1998)

~~Sec. 2-283.~~ Sec. 2-282. Records declared public property.

All city records as defined in sections ~~2-281 and 2-282~~ of this article are declared to be the property of the city. No city official or employee has, by virtue of his **or her** position, any personal or property right to such records even though he **or she** may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

(Ord. No. 98-7-7, § 3, 7-21-1998)

State law reference(s)—Declaration of local government records as public property, V.T.C.A., Local Government Code § 201.005.

~~Sec. 2-284.~~ Sec. 2-283. Policy.

It is declared to be the policy of the city to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all city records through a comprehensive system ~~or~~ **of** integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act (~~V.T.C.A., Local Government Code § 201.001 et seq.~~) and ~~accepted records management practice.~~

(Ord. No. 98-7-7, § 4, 7-21-1998)

State law reference(s)—Purpose of V.T.C.A., Local Government Records Act, V.T.C.A., Local Government Code § 201.002.

~~Sec. 2-285.~~ Sec. 2-284. Designation of records management officer.

The ~~city manager's office~~ City Secretary, ~~and the successive holders of such office,~~ shall serve as records management officer for the city as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act. ~~As provided by state law, each successive holder of the office shall file his name with the director and librarian of the Texas State Library within 30 days of the initial designation or of taking the office, as applicable.~~

(Ord. No. 98-7-7, § 5, 7-21-1998)

State law reference(s)—Designation of records management officer, V.T.C.A., Local Government Code § 203.025.

~~Sec. 2-286. Establishment of records management committee; duties.~~

~~A records management committee consisting of the city manager's office is hereby established. The committee shall:~~

- ~~(1) Assist the records management officer in the development of policies and procedures governing the records management program;~~
- ~~(2) Review the performance of the program on a regular basis and propose changes and improvements if needed;~~
- ~~(3) Review and approve records control schedules submitted by the records management officer;~~
- ~~(4) Give final approval to the destruction of records in accordance with approved records control schedules; and~~
- ~~(5) Actively support and promote the records management program throughout the city.~~

(Ord. No. 98-7-7, § 6, 7-21-1998)

Sec. 2-285. Records Control Schedules.

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the City, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the City will be in accordance with these schedules and the Local Government Records Act.

~~Sec. 2-287. Records management plan to be developed; approval of plan; authority of plan.~~

- ~~(a) The records management officer and the records management committee shall develop a records management plan for the city for submission to the city council. The plan must~~

contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the city and to properly preserve those records of the city that are of historical value. The plan must be designed to enable the records management officer to carry out his duties prescribed by state law and this article effectively.

- ~~(b) Once approved by the city council, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees or similar entities of the city, and records shall be created, maintained, stored, microfilmed or disposed of in accordance with the records management plan.~~
- ~~(c) State law relating to the duties, other responsibilities or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this article and the records management plan adopted under it, and may not be used by the department head as a basis for refusal to participate in the records management program of the city.~~

(Ord. No. 98-7-7, § 7, 7-21-1998)

State law reference(s)—Custodians of records required to participate in records management program, V.T.C.A., Local Government Code § 203.022(b); records management program to be established, V.T.C.A., Local Government Code § 203.026.

Sec. 2-288. Duties of records management officer.

~~In addition to other duties assigned in this article, the records management officer shall:~~

- ~~(1) Administer the records management program and provide assistance to department heads in its implementation;~~
- ~~(2) Plan, formulate and prescribe records disposition, policies, systems, standards and procedures;~~
- ~~(3) In cooperation with department heads, identify essential records and establish a disaster plan for each city office and department to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense;~~
- ~~(4) Develop procedures to ensure the permanent preservation of the historically valuable records of the city;~~
- ~~(5) Establish standards for filing and storage of equipment and for recordkeeping supplies;~~
- ~~(6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the city;~~
- ~~(7) Provide records management advice and assistance to all city departments by preparation of a manual of procedure and policy and by on-site consultation;~~
- ~~(8) Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management~~

~~program and the city's records control schedules are in compliance with state regulations;~~

- ~~(9) Disseminate to the city council and department heads information concerning state laws and administrative rules to local government records;~~
- ~~(10) Instruct the records liaison officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;~~
- ~~(11) Direct records liaison officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this article;~~
- ~~(12) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the city records, is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;~~
- ~~(13) Maintain records on the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;~~
- ~~(14) Report annually to the city council on the implementation of the records management plan in each department of the city, including summaries of the statistical and fiscal data compiled under subsection (13) of this section; and~~
- ~~(15) Bring to the attention of the city council personnel the policies and procedures of the records management program or the Local Government Records Act.~~

~~(Ord. No. 98-7-7, § 8, 7-21-1998)~~

State law reference(s)—Duties of records management officer, V.T.C.A., Local Government Code § 203.023.

~~Sec. 2-289. Duties and responsibilities of department heads.~~

~~In addition to other duties assigned in this article, department heads shall:~~

- ~~(1) Cooperate with the records management officer in carrying out the policies and procedures established in the city for the efficient and economical management of records and in carrying out the requirements of this article.~~
- ~~(2) Adequately document the transaction of government business and the services, programs and duties for which the department head and his staff are responsible; and~~
- ~~(3) Maintain the records in his care and carry out their preservation, microfilming, destruction or other disposition in accordance with the policies and procedures of the records management program of the city and the requirements of this article.~~

~~(Ord. No. 98-7-7, § 9, 7-21-1998)~~

~~Sec. 2-290. Designation of records liaison officers.~~

~~Each department head shall designate a member of his staff to serve as records liaison officer for the implementation of the records management program in the department. If the records management officer determines that in the best interests of the records management program more than one records liaison officer should be designated for a department, the department head shall designate the number of records liaison officers specified by the records management officer. Persons designated as records liaison officers shall be thoroughly familiar with all records created and maintained by the department and shall have full access to all records of the city maintained by the department. In the event of the resignation, retirement, dismissal or removal by action of the department head of a person designated as a records liaison officer, the department head shall promptly designate another person to fill the vacancy. A department head may serve as records liaison officer for his department.~~

~~(Ord. No. 98-7-7, § 10, 7-21-1998)~~

~~Sec. 2-291. Duties and responsibilities of records liaison officers.~~

~~In addition to other duties assigned in this article, records liaison officers shall:~~

- ~~(1) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;~~
- ~~(2) In cooperation with the records management officer, coordinate and implement the policies and procedures of the records management program in their departments; and~~
- ~~(3) Disseminate information to department staff concerning the records management program.~~

~~(Ord. No. 98-7-7, § 11, 7-21-1998)~~

~~Sec. 2-292. Records control schedules to be developed; approval; filing with state.~~

- ~~(a) The records management officer, in cooperation with department heads and records liaison officers, shall prepare records control schedules on a department by department basis, listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of city records as the records management plan may require.~~
- ~~(b) Each record control schedule shall be monitored and amended as needed by the records management officer on a regular basis to ensure that the records control schedule is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the city.~~
- ~~(c) A records control schedule or amended schedule for a department must be approved by the department head, the city council and the city manager before its adoption.~~
- ~~(d) Before its adoption, a records control schedule must be submitted to and accepted for filing, by the director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The records management officer shall submit the records control schedules to the director and librarian.~~

(Ord. No. 98-7-7, § 12, 7-21-1998)

State law reference(s)—Records control schedules, V.T.C.A., Local Government Code § 203.041 et seq.; records retention schedules, V.T.C.A., Government Code § 441.158.

~~Sec. 2-293. Implementation of records control schedules; destruction of records under schedule.~~

- ~~(a) A records control schedule for a department that has been approved and adopted in section 2-292 shall be implemented by department heads and records liaison officers according to the policies and procedures of the records management plan.~~
- ~~(b) A record, whose retention period has expired on a records control schedule, shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit or the department head requests in writing to the records management committee that the record be retained for an additional period.~~
- ~~(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the records management officer from the records management committee.~~

(Ord. No. 98-7-7, § 13, 7-21-1998)

~~Sec. 2-294. Destruction of unscheduled records.~~

~~A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the records management officer has submitted to and received back from the director and librarian an approved destruction authorization request.~~

(Ord. No. 98-7-7, § 14, 7-21-1998)

~~Sec. 2-295. Records center.~~

~~A records center, developed pursuant to the plan required by section 2-287, shall be under the direct control and supervision of the records management officer. Policies and procedures regulating the operations and use of the records center shall be contained in the records management plan developed under section 2-287.~~

(Ord. No. 98-7-7, § 15, 7-21-1998)

~~Sec. 2-296. Micrographics.~~

~~Unless a micrographics program in a department is specifically exempted by order of the city council, all microfilming of records will be centralized and under the direct supervision of the records management officer. The records management plan will establish policies and procedures for the microfilming which shall be done in accordance with standards and procedures for the microfilming of local government records established in Rules of the Texas State Library and Archives Commission. The plan will establish criteria for determining the eligibility of records for microfilming, and protocols for ensuring that a microfilming program that is exempted from the centralized operations shall be subject to periodic review by the records management officer as to cost effectiveness, administrative efficiency and compliance with commission rules.~~

(Ord. No. 98-7-7, § 16, 7-21-1998)

State law reference(s)—Microfilming of records, V.T.C.A., Local Government Code ch. 204.

Secs. ~~2-297~~ 2-286—2-320. Reserved.

EXHIBIT “B”

ARTICLE V. RECORDS MANAGEMENT

Sec. 2-281. Definition of records of the City of Alpine.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the city, or any of its officers or employees, pursuant to law, or in the transaction of public business, is declared to be the records of the city, and shall be created, maintained and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner.

Sec. 2-282. Records declared public property.

All city records as defined in section-2-281 of this article are declared to be the property of the city. No city official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Sec. 2-283. Policy.

It is declared to be the policy of the city to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all city records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act.

Sec. 2-284. Designation of records management officer.

The City Secretary shall serve as records management officer for the city as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

Sec. 2-285. Records Control Schedules.

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the City, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the City will be in accordance with these schedules and the Local Government Records Act.



EXHIBIT "C"

Form SLR 504 – Designation of Local Government Records Management Officer For non-elected offices in Texas

Submitted pursuant to Local Government Code §203.025

Before filling out this form, ensure that the Records Management policy approved by your governing body under Local Government Code, §203.026 has designated your position as the Records Management Officer (RMO). If the position in the policy has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed with this form.

Records Management Officer (RMO) Contact Information:

Name of Local Government: City of Alpine

Position/Title Designated in Policy: City Secretary

Name of Individual Designated as RMO: Geoffrey R. Calderon

Mailing Address: 100 N. 13th St

City: Alpine, Texas Zip Code: 79830

Business email: city.secretary@ci.alpine.tx.us Phone: 432-837-3301, option 1

☒ Please subscribe me to The Texas Record for news and training information. <https://www.tsl.texas.gov/slrmblog/>

RMO Signature: _____ Date: _____

Please mail original, signed form within 30 days of RMO change to:

State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927

Access and download forms, publications and retention schedules
on our website: <https://www.tsl.texas.gov/slrmblog/>

For more assistance: 512-463-7610
slrminfo@tsl.texas.gov

SUGGESTED POLICY MODEL FOR ESTABLISHING A RECORDS MANAGEMENT PROGRAM

The Texas Local Government Records Act of 1989 (Title 6, Subtitle C, Local Government Code) requires that each local government, including any special-purpose district or authority, designate a Records Management Officer and establish a records management program by ordinance, order, or resolution, as appropriate. The ordinance or order must provide methods and procedures to enable the governing body, custodians, and the records management officer to fulfill the duties and responsibilities set out in Sections 203.021, 203.022, and 203.023 concerning the management and preservation of records.

The following sample ordinance, designed for local governments, may be edited and adopted to satisfy this requirement of the Act. It establishes the authority and assigns the responsibility for carrying out the records management program required by state law and creates the administrative framework through which the purposes of the program are to be achieved.

A copy of the order or ordinance, as adopted, must be filed with the Director and Librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of its adoption.

Instructions for completion and filing of the forms:

1. **Enter the name of the local government** in the title field of the policy template. To auto-populate "Name of Government" throughout the remainder of the document, Press CTRL + A to select all text, then press F9 to update all fields. Preparing to print the document will also update all fields.
2. **In Section 4, enter the position or title** of the individual to be designated as the Records Management Officer.
3. **Revise document as needed** to include additional procedures specific to your local government.
4. **Include evidence of governing body approval**, such as meeting minutes, with the submission of the policy for filing.
5. **Mail to:**
State and Local Records Management
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927
6. **For further assistance**, call 512-463-7610.

[NAME OF LOCAL GOVERNMENT]
RECORDS MANAGEMENT POLICY

The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the **[NAME OF LOCAL GOVERNMENT]** desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; now therefore:

SECTION 1. DEFINITION OF RECORDS OF THE [NAME OF LOCAL GOVERNMENT]. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the **[NAME OF LOCAL GOVERNMENT]** or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the **[NAME OF LOCAL GOVERNMENT]** and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are declared to be the property of the **[NAME OF LOCAL GOVERNMENT]**. No official or employee of the **[NAME OF LOCAL GOVERNMENT]** has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is declared to be the policy of the **[NAME OF LOCAL GOVERNMENT]** to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the **[NAME OF LOCAL GOVERNMENT]**.

SECTION 4. RECORDS MANAGEMENT OFFICER. The **[POSITION OR TITLE OF INDIVIDUAL]** will serve as Records Management Officer for the **[NAME OF LOCAL GOVERNMENT]** as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in **[NAME OF LOCAL GOVERNMENT]**, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the **[NAME OF LOCAL GOVERNMENT]** will be in accordance with these schedules and the Local Government Records Act.



Texas State Library and Archives Commission

State and Local Records Management Division

P. O. Box 12927, Austin, TX 78711-2927 Telephone: (512) 452-9242

Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

(Submitted pursuant to § 203.041(a)(2), Local Government Code)

City of Alpine

Name of Government

309 W. Sul Ross Ave.

Address

Alpine, Tx 79830

City and Zip

915-837-3301

Telephone

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under § 205.003(a), Local Government Code, will be followed for records subject to the rules. I understand that:

- (1) the validity of this declaration is contingent on its acceptance for filing by the commission;
- (2) if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- (3) the records control schedules adopted by this declaration may be amended by filing for approval a Supplemental Records Control Schedule (SLR Form 509) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- (4) if a Supplemental Records Control Schedule is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below);
- (5) the commission will supply us with subsequent editions of any schedules issued by the commission (as checked below) and supplemental forms for declaring compliance with amended requirements; and
- (6) should we file locally developed records control schedules under § 203.041(a)(1), Local Government Code, retention periods on any approved locally developed schedule shall prevail over those in any schedule adopted by this declaration in the event of any conflict.

Check those schedules issued by the commission with which your records control schedules, adopted by this declaration, comply:

- | | |
|---|---|
| <input type="checkbox"/> Schedule CC (Records of County Clerks) | <input checked="" type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts) |
| <input type="checkbox"/> Schedule DC (Records of District Clerks) | <input checked="" type="checkbox"/> Schedule PS (Records of Public Safety Agencies) |
| <input checked="" type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input checked="" type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments) | <input type="checkbox"/> Schedule SD (Records of Public School Districts) |
| <input checked="" type="checkbox"/> Schedule HR (Records of Public Health Agencies) | <input checked="" type="checkbox"/> Schedule TX (Records of Property Taxation) |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges) | <input checked="" type="checkbox"/> Schedule UT (Records of Utility Services) |

Texas State Library and Archives Commission Use Only

Accepted for filing: Bobby Hill

Date: **NOV 10 1998**

SLR508 (8-95)

Name (printed or typed): DOUG LIVERY

Signature: Doug Livery

Date: 11-2-98



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
AUGUST 2, 2022

To: Honorable Mayor and City Council

Agenda Item: Action Item 4: Resolution 2022-08-01, Hotel Occupancy Tax Grant Funding

Agenda Sponsor: M. Antrim, City Manager

Memo Submitted By: Geoffrey Calderon, City Secretary

SYNOPSIS

Approve Resolution 2022-08-01, a resolution approving the recommended Hotel Occupancy Tax Grant Awards from the Hotel Occupancy Tax Committee for the Fiscal Year 2022-2023 (M. Antrim, City Manager)

BACKGROUND

- The City received 19 applications for Hotel Occupancy Tax (HOT) Grant funding by the 5:00 P.M. deadline on July 1, 2022. One application was not timely received and was submitted past 5:00 P.M.
- The HOT Committee met on July 14, 2022, to consider applications for HOT Grant Funding. The Committee packet, including the 19 applications for funding, may be viewed at www.cityofalpine.com.
- The HOT Committee recommended funding for all 19 applications at various levels.
- The HOT Committee did not consider funding for the late application, but City administration has included it in the proposed resolution. The funding may be approved at the Council's discretion.

SUPPORTING MATERIALS

1. Resolution 2022-08-01
 - a. Exhibit "A" – HOT Fund Grant Recommendations from HOT Committee, also including a request from the Center for Big Bend Studies that was not timely submitted.

STAFF RECOMMENDATION

APPROVE: City Staff supports approval of this ordinance.

Tourism Director

Chris Ruggia

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon

THE STATE OF TEXAS

COUNTY OF BREWSTER

CITY OF ALPINE

RESOLUTION 2022-08-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING THE RECOMMENDED HOTEL OCCUPANCY TAX GRANT AWARDS FROM THE HOTEL OCCUPANCY TAX COMMITTEE FOR THE FISCAL YEAR 2022-2023.

WHEREAS, the City Council of the City of Alpine seeks to promote tourism and development throughout the limits of the city through the efficient use of Hotel Occupancy Tax; and

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

WHEREAS, the Hotel Occupancy Tax (HOT) Committee was established by the City Council on February 18, 2020, to make recommendations for annual awards of HOT Grants; and

WHEREAS, the HOT Committee has met and has made the official recommendation for the appropriation of Hotel Occupancy Tax grant funding for the Fiscal Year 2022-2023, which the City Council deems appropriate to accept.

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

SECTION 1. The official recommendation of the Hotel Occupancy Tax Committee is hereto attached as "Exhibit A."

SECTION 2. The City Council hereby approves of "Exhibit A" and awards Hotel Occupancy Tax grants to applicants as outlined therein.

SECTION 3. This resolution takes effect immediately upon its passage.

PASSED AND APPROVED THIS THE 2ND DAY OF AUGUST 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

Catherine Eaves, Mayor

ATTEST:

Geoffrey R. Calderon, City Secretary

EXHIBIT “A”

Recommendation from the City of Alpine Hotel Occupancy Tax (HOT) Committee to the Alpine City Council for the appropriation of HOT funds for the 2022-2023 Fiscal Year.

The Hotel Occupancy Tax Committee met on July 14, 2022, to review all HOT grant applications that were received within the posted application window. The applicants and their proposals were considered according to the following criteria.

- Impact on overnight hotel stays
- Professionalism of application, soundness of business and promotional plan
- Capacity to host successful program or event
- Diversity of revenues (not relying solely on HOT funds for operations)
- Encouraging new events or activities
- Innovative programs

The Committee is enthusiastic about the proposed events and their contributions to the City and its community – especially their ability to encourage overnight visitation to Alpine – and recommends funding the following grants in the amounts listed below for a total of \$400,000.

1. Alpine Downtown Association – Harvest Moon
Grant Total: \$3,000 (\$2,000 Advertising, \$1,000 Arts)
2. Alpine Historical Association – Alpine Ghost Tours
Grant Total: \$9,000 (\$5,000 Advertising, \$4,000 Historical)
3. Alpine Historical Association – Hispanic Heritage Tour
Grant Total: \$9,000 (\$3,000 Advertising, \$6,000 Historical)
4. Alpine’s Gallery Night, Inc. – ArtWalk
Grant Total: \$39,000 (\$29,000 Advertising, \$10,000 Arts)
5. Alpine’s Gallery Night, Inc. – Spirits of the West Wine & Cheese Festival
Grant Total: \$34,000 (\$24,000 Advertising, \$10,000 Arts)
6. Big Bend Bluegrass Association. – Big Bend Bluegrass Festival
Grant Total: \$18,200 (\$200 Civic Center Use, \$8,000 Advertising, \$10,000 Arts)
7. Big Bend Community Baseball & Softball, Inc. – Alpine Cowboys Baseball
Grant Total: \$24,000 (\$14,000 Advertising, \$10,000 Sporting Events)
8. Big Bend Film Commission
Grant Total: \$24,000 (\$24,000 Advertising)
9. Dayami Fernandez – Latino Pride Festival
Grant Total: \$14,950 (\$4,950 Advertising, \$10,000 Arts)
10. Family Crisis Center of the Big Bend, Inc. – FCCBB Cowboy Dance
Grant Total: \$2,000 (\$1,000 Advertising, \$1,000 Arts)

11. Kiwanis of Alpine – July 4th Celebration
Grant Total: \$3,000 (\$1,500 Advertising, \$1,500 Arts)
12. Lone Star Cowboy Poetry Gathering
Grant Total: \$48,750 (\$300 Civic Center Use, \$31,250 Advertising, \$15,000 Arts, \$2,200 Transportation)
13. Mary Anne Lujan – Cinco De Mayo, Fiesta 1888, Harvest Festival, Christmas on Murphy
Grant Total: \$41,000 (\$25,500 Advertising, \$15,000 Arts, \$600 Historical)
14. Museum of the Big Bend – Historical
Grant Total: \$25,000 (Historical)
15. Museum of the Big Bend – Museum of the Big Bend
Grant Total: \$25,000 (Advertising)
16. Museum of the Big Bend – Trappings of Texas
Grant Total: \$25,000 (Advertising)
17. Sul Ross State University Rodeo
Grant Total: \$15,000 (Sporting Events)
18. Theatre of the Big Bend – Theatre of the big Bend
Grant Total: \$20,000 (Advertising)
19. Viva Big Bend (music festival)
Grant Total: \$20,000 (\$9,400 Advertising, \$10,000 Arts, \$600 Transportation)

APPLICATION RECEIVED PAST THE DEADLINE

The Center for Big Bend Studies HOT Grant Application was submitted past the deadline and was not considered by the Hotel Occupancy Tax Committee. **At the City Council's discretion, the funding request may be approved with the applications that were timely submitted.**

20. Center for Big Bend Studies – 28th and 29th Annual Conference
Grant Total: \$2,500 (\$1,550 Advertising, \$950 Historical)

The projected grant funds available in the 2022-2023 budget, including the late application, are not sufficient to support the funding requests in the amount that the HOT Committee recommends. Therefore, the Committee requests that the Alpine City Council make an additional appropriation from the existing HOT Fund Balance. The Committee recommends a total of \$132,398 in Fund Balance support.

The HOT Committee realizes that the HOT Fund Balance is a finite resource, however, the Committee is confident that the amounts recommended can easily be covered by the existing Fund Balance while leaving an ample contingency fund, and that the value of the events justifies the expense.



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
AUGUST 2, 2022

To: Honorable Mayor and City Council
Agenda Item: Action Item 5: Conditional Use Permit
Agenda Sponsor: M. Antrim, City Manager
Memo Submitted By: Geoffrey Calderon, City Secretary

SYNOPSIS

Approve a Conditional Use Permit application allowing applicants, Stephen & Elizabeth Wood, to establish a mixed-use occupancy residential and commercial business with a detached commercial kitchen on-premise. The property is located at 209 N 13th St. Record property owners are Stephen & Elizabeth Wood. The Planning & Zoning Commission has recommended approval of this Conditional Use Permit (M. Antrim, City Manager)

BACKGROUND

- A Conditional Use Permit Application has been received from Stephen & Elizabeth Wood to conform with City code for their proposed business operation.
- A similar establishment and operation was approved in the same area (within 2 City blocks) by Conditional Use Permit. The property in question borders a commercial zone, so the property could potentially rezone if needed – but the Conditional Use Permit will satisfy the code requirements.

SUPPORTING MATERIALS

1. Conditional Use Permit Application.

STAFF RECOMMENDATION

APPROVE: City Staff supports approval of this Conditional Use Permit.

City Manager

Megan Antrim

City Secretary

Geoffrey Calderon

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

FOR STAFF USE ONLY

PERMIT # 22-006228

TOTAL FEE: \$350.00

DATE: 06/06/22**CONDITIONAL/SPECIAL USE PERMIT (Form A)****PART 1. APPLICANT INFORMATION**

Name of applicant/agent/company/contact:

STEPHEN & ELIZABETH WOOD: SKY ISLAND CULINARY LLC
CONTACT: STEPHEN WOOD

Street address of applicant/agent:

209 NORTH 13TH STREET

City/State/Zip Code of applicant / agent:

ALPINE, TEXAS 79830

Telephone number of applicant/agents:

432.294.2222

Fax number of applicant/agents:

432.837.0460

Email address of applicant/agent:

STEPHENWOOD1980@GMAIL.COM

Mobile phone of applicant/agent:

432.294.2222**PART 2. PROPERTY INFORMATION**

Street address of public property:

209 NORTH 13TH STREET ALPINE, TEXAS 79830

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

Lot:

3

Block:

J

Addition:

GILLIS

Size of subject property

Square footage:

Acres:

.47

Present zoning classification:

RESIDENTIAL

Proposed use of the property:

RESIDENTIAL / COMMERCIAL

Zoning ordinance provision requiring a conditional use:

PART 3. PROPERTY OWNER INFORMATION

Name of current property owner:

STEPHEN & ELIZABETH WOOD

Street address of property owner:

209 NORTH 13TH STREET

City/State/Zip code of property owner:

ALPINE, TEXAS 79830

Telephone number of property owner:

432.294.2222

Fax number of property owner:

432.837.0460**PAID**pd. ck #
1788

<input checked="" type="checkbox"/>	<p>Submit a letter describing the proposed conditional use and note the request on the site plan document</p> <p>In the same letter:</p> <ol style="list-style-type: none"> 1. describe or show on the site plan, and conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations (example: buffer yards, distance between users) 2. Describe whether the proposed conditional use will, or will not cause substantial harm to the value, use, or enjoyment of the other property in the neighborhood. 3. Describe how the proposed conditional use will add to the value, use or enjoyment of other property in the neighborhood. 4. Application of site plan approval (Section 20, see attached Form "B") <p>The site plan submission shall meet the requirements of Section 20.04 Site Plan Requirements.</p>
<input checked="" type="checkbox"/>	<p>All conditional use and conditional use applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff.</p> <p>Based on the size of the agenda, your application may be scheduled at a later date.</p> <p>All public hearings will be opened, and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.</p> <p>Any changes to a site plan (no matter how minor or major) approved with a conditional use permit can only be approved by city council the public hearing process.</p> <p>I have read and understood all requirements as set forth by the application for conditional use or conditional use permit and acknowledge that all requirements of this application have been met at the time of submittal.</p>

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

STEPHEN PAUL WOOD

Print Applicants Name

Stephen P Wood

Applicant Signature

The State of TEXAS

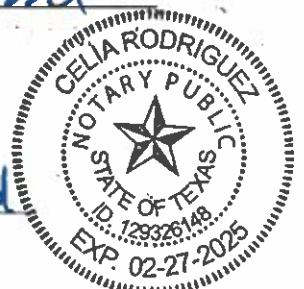
County Of BREWSTER

Before ME Celia Rodriguez

(notary)

on this day personally appeared Stephen Wood

(applicant)



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

(Seal) Given under my hand and seal of office this JUNE day of 2002 A.D.

Stephen Wood

Print Property Owners Name

Celia Rodriguez

Notary in And for State of Texas

Property Owners Signature

The State Of TEXAS

County Of BREWSTER

Before Me Celia Rodriguez

(Notary)

on this day personally appeared Stephen Wood

(Applicant)

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

(Seal) Given under my hand and seal of office this 6th day of JUNE A.D. 2002

Notary in And for State of Texas.



☐ All site plans must conform to the approved concept plan. Any changes to a site plan, approved with a conditional use can only be approved by city council through the public hearing process.

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

STEPHEN PAUL WOOD

Print Applicants Name

Stephen P Wood

Applicants Signature

The State Of TEXAS

County Of BREWSTER

Before Me Celia Rodriguez

(Notary)

on this day personally appeared STEPHEN PAUL WOOD

(Applicant)

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

(Seal) Given under my hand and seal of the office this 6th day of JUNE, A.D. 2022

Celia Rodriguez

Notary in And for State of Texas



STEPHEN PAUL WOOD

Print Property Owners Name

Stephen P Wood

Property Owners Signature

The State Of TEXAS

County Of BREWSTER

Before Me _____

(Notary)

on this day personally appeared STEPHEN PAUL WOOD

(Property owner)

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

(Seal) Given under my hand and seal of the office this _____ day of JUNE, A.D. 2022

Celia Rodriguez

Notary in And for State of Texas



ACKNOWLEDGEMENT

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

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

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

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

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

Owner/Agent Print	<i>Stephen Wood</i>	Date: <i>6/6/22</i>
Owner/Agent Signature	<i>Steph P Wood</i>	Date: <i>6/6/22</i>

ILLUMINATION PLAN

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

Applications will not be accepted without this requirement.

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

Owner/Agent Print	<i>Steph P Wood</i>	Date: <i>6/6/22</i>
Applicant Signature	<i>Stephen Wood</i>	Date: <i>6/6/22</i>



To Whom It May Concern:

Our names are Stephen and Elizabeth Wood and we are contacting you regarding the Conditional/Special Use Permit for the Sky Island Culinary LLC Commercial Kitchen.

We believe the Conditional Use of our building will not cause substantial harm to the value, use, or enjoyment of the other property in the neighborhood, as we will produce food for retail and/or off-site consumption, avoiding potential commercial eyesores and ensuring delivery traffic is kept at an absolute minimum.

We are also supremely confident that this Conditional Use will add to the value of neighborhood property not only through our contribution to local commerce and city-wide economic development, but also through the utilization of our valuable tax dollars. Through the creation of this small, locally owned business, we strive to improve the quality of life for those in our neighborhood, the City of Alpine, and the entirety of the Big Bend.

We humbly and graciously thank you for your time, effort, and consideration.

Yours in Service,

STEPHEN WOOD
OPERATING OWNER

ELIZABETH ASHLEY WOOD
OPERATING OWNER

COMING SOON



(432) 294-2222



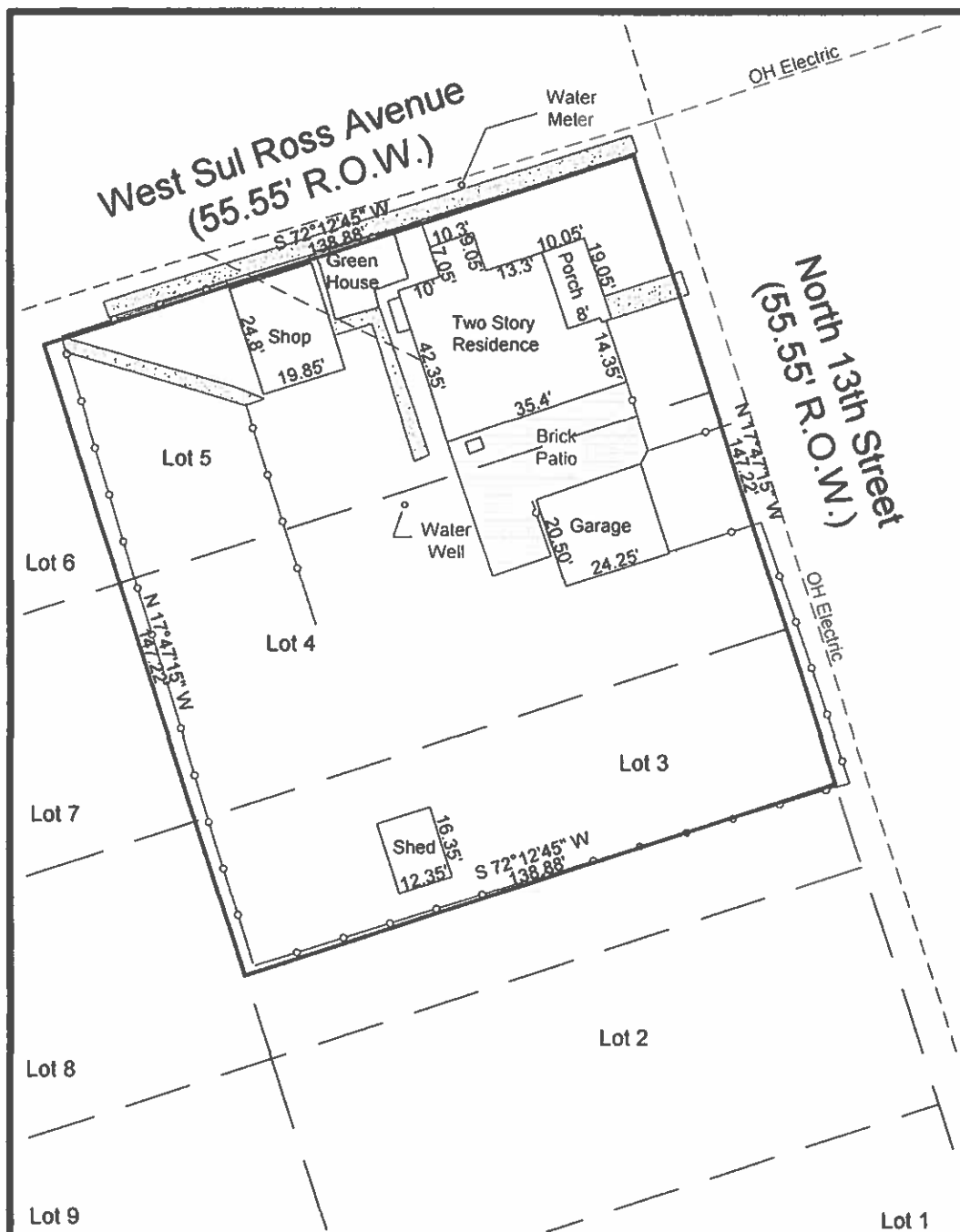
SkyIslandCulinary@gmail



Sky Island Culinary



@SkyIslandCulinary



SUDDUTH SURVEYING

136 W. TWOHIG SUITE C SAN ANGELO, TX 76903 (325) 277-0817

LEGAL DESCRIPTION:

Being, all of Lot Five (5), all of Lot Four (4), and the North 36.12 Feet of Lot Three (3) of, Block J, GILLIS ADDITION, Town of Alpine, Brewster County, Texas, per map or plat, Envelope 114, Plat Records of Brewster County, Texas.

Property locally known as 209 N 13th Street, Alpine, Texas.

Surveyor's Notes:

Bearings & distances based on record data, NAD 83, TX Central

Additional Information:

This property has access to and from a dedicated roadway.

COPYRIGHT 2021

THIS SURVEY IS PROTECTED BY ALL APPLICABLE STATE AND FEDERAL COPYRIGHT LAWS. THIS SURVEY VOID WITHOUT ORIGINAL SIGNATURE AND IMPRESSION SEAL.

Certification:

Surveyed on the ground under my supervision according to the Minimum Standards of the Professional Land Surveying Practices Act and General Rules of Procedures and Practices set forth by the Texas Board of Professional Engineers and Land Surveyors.

Grady Glyn Sudduth
Registered Professional Land Surveyor No. 5309

County: Brewster

Client's File No.:
202111767

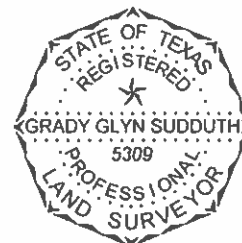
Surveyed for the specific transaction for Stephen Wood at Elyson Abstract Company and is not intended to be used for any other purpose.

File Name: thirteenth209

Drawn By: CLC

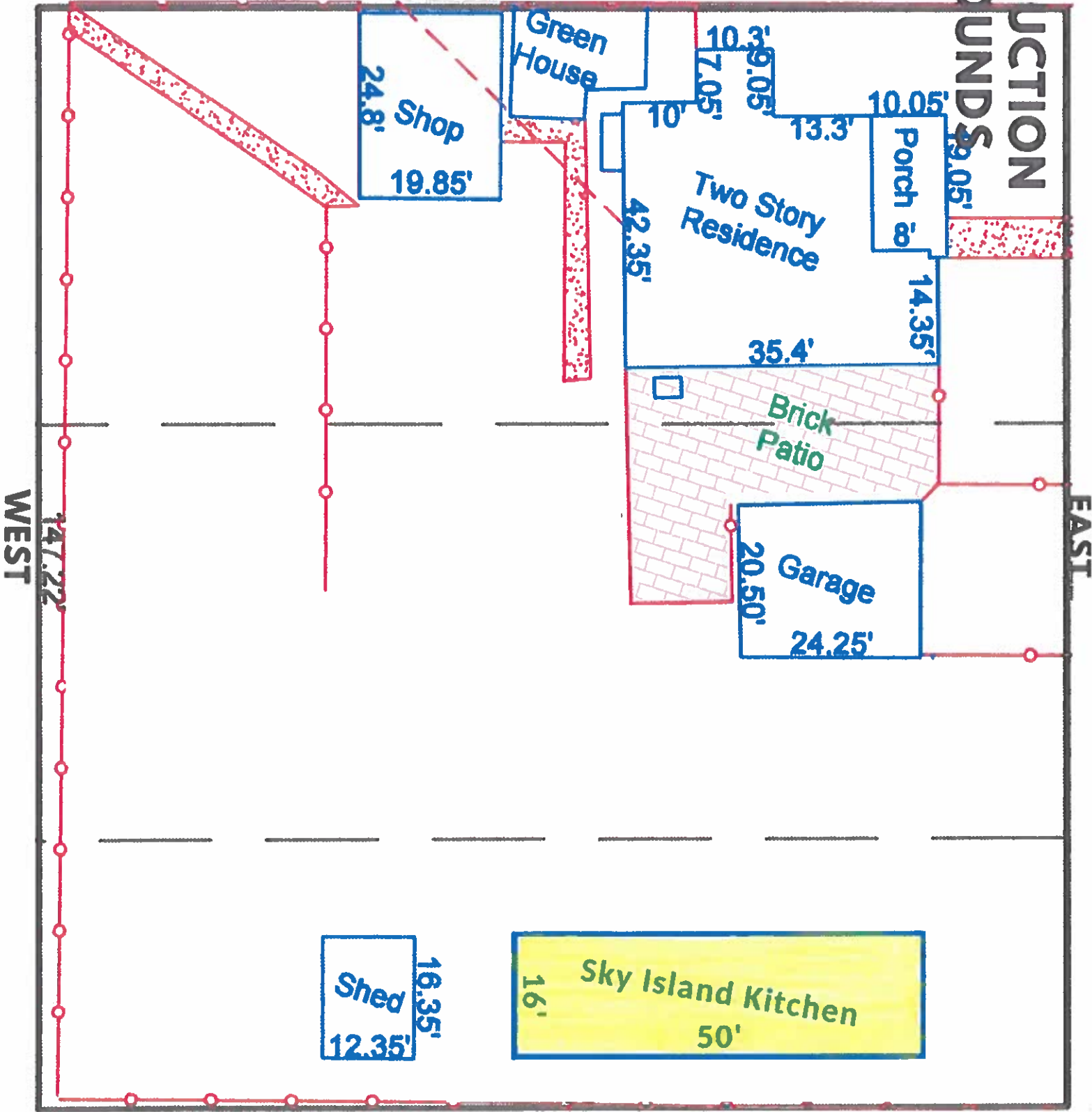
Date: 12/08/2021

SCALE: 1" = 30'



NORTH

PRODUCTION
GROUNDS



WEST

EAST

SOUTH



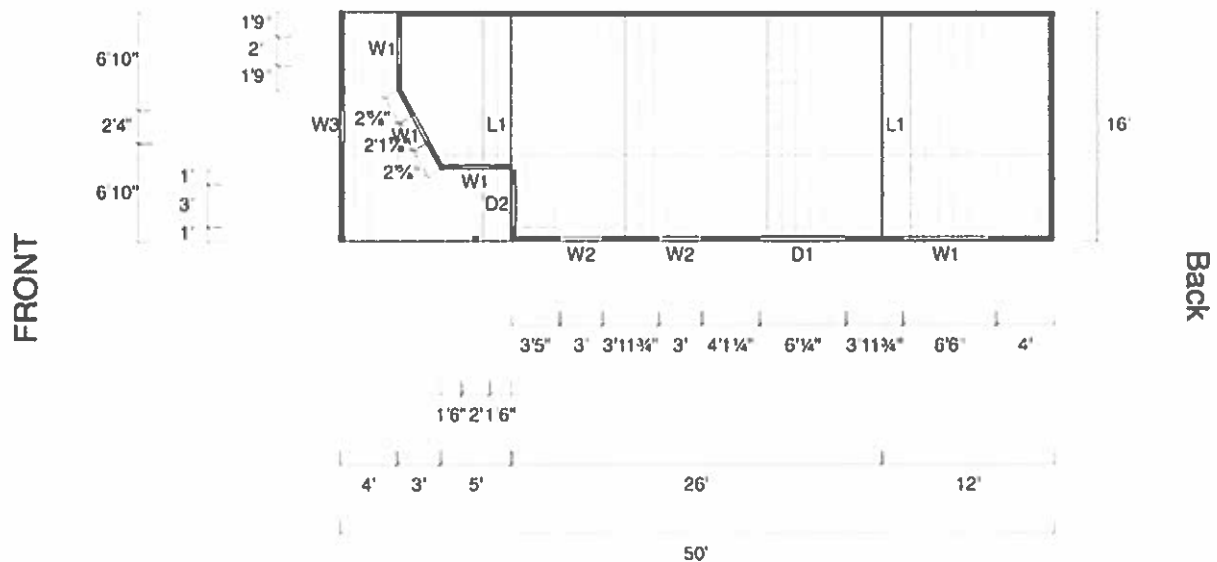
Deluxe Lofted Barn Cabin

16 x 50

#1653595660384135



Left



Right

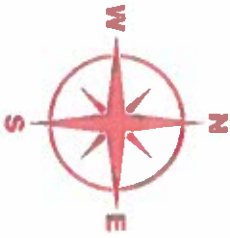
= 1ft

Customer Signature:

Date:

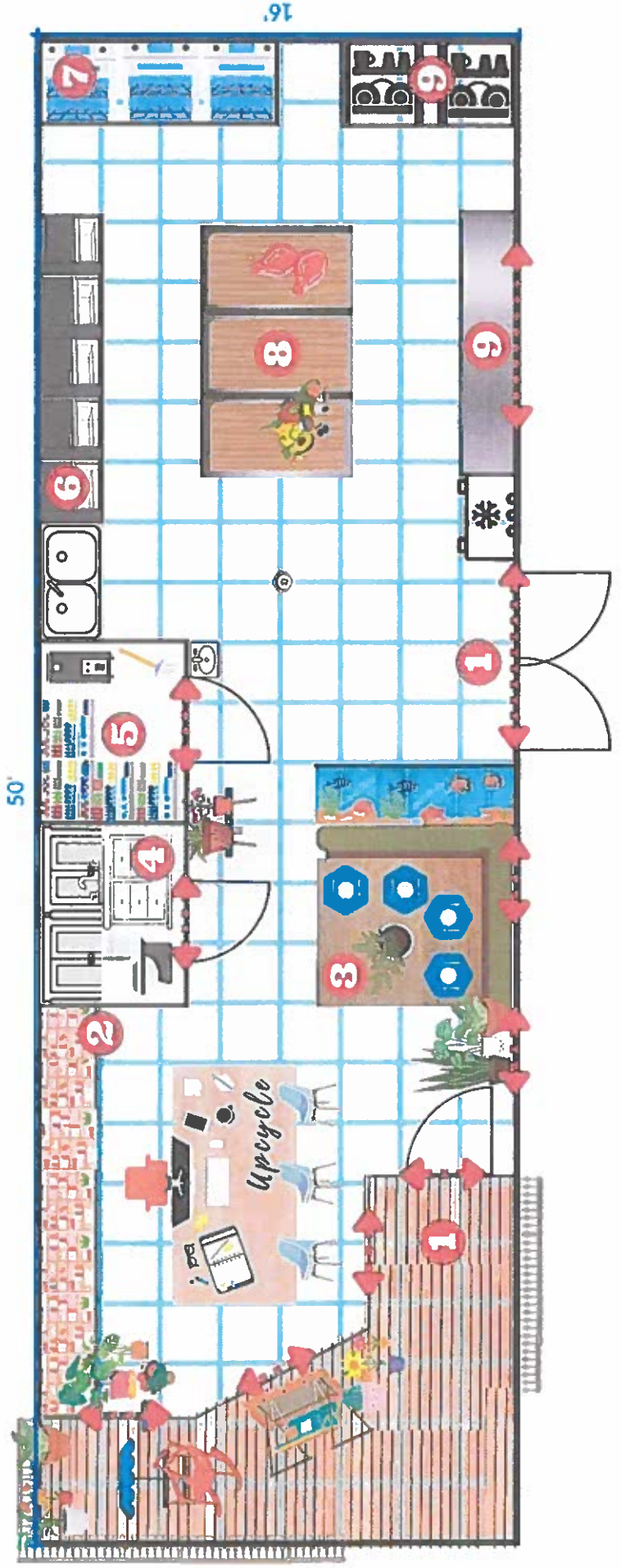
SYMBOL LEGEND

W1 2' x 3' Thermal Pane Window	W2 3' x 5' Thermal Pane Window	D1 Double Pre-Hung 9-Lite French
D2 36" Pre-Hung 9-Lite (Inswing)	W3 Faux Loft Window	L1 Loft: 12' Front & 12' Back (Included)
Closed Wall		



Kitchen

- 1 Business Entrances
- 2 Cookbook Library + Office Suite
- 3 Multipurpose Area
- 4 Restroom
- 5 Mop Closet + Chemical Storage
- 6 Cold Line Storage
- 7 Hot Line
- 8 Portable Workspaces + Pot Rack
- 9 Dry Storage + Dish Storage



CONCLUSION OVERVIEW

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

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

11. **Executive Session** – None.

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

13. **Adjourn.**