



**CITY OF ALPINE**  
**REGULAR CITY COUNCIL MEETING**  
**803 W. Holland Avenue, Alpine, Texas 79830**  
**Tuesday, September 5, 2023 - 5:30 P.M.**

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Notice is hereby given that the City Council of the City of Alpine, Texas, will hold a regular meeting at 5:30 P.M. on September 5, 2023, in City Council Chambers, at 803 West Holland Avenue, in the City of Alpine, Texas for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act (Government Code Sec. 551.043). **PUBLIC NOTICE – THE USE OF CELLULAR PHONES AND ELECTRONIC EQUIPMENT IS PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL EXCEPT FOR PURPOSES EXPLICITLY AUTHORIZED BY STATE LAW (TEXAS GOVERNMENT CODE SEC. 551.023).** This meeting will be conducted in accordance with the official Rules of Decorum for City Council Meetings available at [www.cityofalpine.com/decorum](http://www.cityofalpine.com/decorum). Public Comments are limited to agenda items only. Individuals who wish to address the City Council may do so by completing a Public Comment Card and by placing the completed card on the City Secretary's desk no later than five minutes before the commencement of the meeting. The Public Comment Card may also be completed online at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). A Public Comment Card is not required for speakers who wish to comment on a Public Hearing item. When speakers are acknowledged, please approach the microphone at the podium and state your name and Ward for the record. Public Comments are limited to 3 minutes per person, and a bell will signal the end of each speaker's time. Please conclude speaker comments promptly when the bell rings. State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. **NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED.** The Mayor and/or City Council Members may call a point of order to stop personal attacks. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

## **AGENDA**

1. **Call to Order & Pledge of Allegiance to the Flags.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentations, Recognitions, and Proclamations** – None.
5. **Reports** –

### **City Mayor Report.**

1. Updates – Alpine Historic Association, Alpine Community Projects, Alpine Business Association, Ambassador's Club, Zoning and Planning.
2. Code of Ordinances, Chapter 23, Article III, Section 23-8 a:  
  
"The city council shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement...failure to abide by, or adhere to, these rules shall not nullify or negate any action by the city council. These rules of parliamentary procedure are intended solely as a guideline."  
  
- 3. City Government 101.
- 4. Mayor Video Series.
- 5. Survey of residents and their thoughts on setting the upcoming tax rate.
- 6. Tax rate opinion and my why.

### **City Attorney Report.**

### **City Manager Report.**

### **City Staff Update.**

6. **Public Hearings** –
  1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024.
  2. Public Hearing to obtain citizen views and comments regarding the first reading of Ordinance 2023-09-01, an ordinance levying ad valorem taxes for use and support of the Municipal Government of the City of Alpine, Texas for the 2023-2024 Fiscal Year; Providing for the apportioning of each levy for specific purposes; and providing when taxes shall become due and when the same shall become delinquent if not paid.
  3. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-09-01, a Short term Rental Special Use Permit allowing a short term rental to be established at 906 W. Sul Ross St. The property owner of record is Casa La Vista Rental LLC. The Parcel ID of the subject property is 10445.

4. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-09-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 502 N. 8th St. The property owner of record is Andrew Willis and Holly Ammerman. The Parcel ID of the subject property is 12068.
5. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-09-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 405 S. 8th St. The property owner of record is Alfonso Ramos. The Parcel ID of the subject property is 12267.
7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, board appointments, etc.) **Notice to the Public** – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.
  1. Approval of August 15, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)
  2. Approval of Special Use Permit 2023-09-01, a Short term Rental Special Use Permit allowing a short term rental to be established at 906 W. Sul Ross St. The property owner of record is Casa La Vista Rental LLC. The Parcel ID of the subject property is 10445. (G. Calderon, City Secretary)
  3. Approval of Special Use Permit 2023-09-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 502 N. 8th St. The property owner of record is Andrew Willis and Holly Ammerman. The Parcel ID of the subject property is 12068. (G. Calderon, City Secretary)
  4. Approval of Special Use Permit 2023-09-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 405 S. 8th St. The property owner of record is Alfonso Ramos. The Parcel ID of the subject property is 12267. (G. Calderon, City Secretary)
  5. Approval of the appointment of William Snodgrass to Place 3 (Music Venue) position on the Music Advisory Board. (D. Nance, City Council)
  6. Approval of the appointment of Manuel Martinez to the Place 2 position on the Animal Advisory Board. (C. Rodriguez, City Council)
  7. Approval of hangar lease rental rate increase of \$0.01 per square foot ground lease rate at the Alpine Casparis Municipal Airport. (M. Antrim, City Manager)
8. **Information or Discussion Items** –
  1. Alpine Public Library report by Executive Director Don Wetterauer. (M. Antrim, City Manager)
  2. Family Crisis Center of the Big Bend report by Virginia Sandoval. (M. Antrim, City Manager)
  3. Discuss the plan for the September 23rd Street workshop and the need for individual Council Members to be prepared to discuss objectives for their wards during the workshop. (J. Stokes, City Council)
  4. Discuss parliamentary procedure principles in City Council meetings, discuss the recent presentations at the Texas Municipal League Newly Elected Officials training, and discuss the importance of continuing education. (J. Stokes, City Council)

5. County Liaison Report/update by Judy Stokes. (M. Antrim, City Manager)
6. Discuss proposed changes to Chapter 23 - City Council to the Alpine Code of Ordinances, including updates to the order of business and updates to rules of procedure and decorum for City Council meetings. (M Antrim, City Manager)
9. **Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable.** (Action items limited to 10 per meeting).
  1. Approve the second and final reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024. (M. Antrim, City Manager)
  2. Approve the first reading of Ordinance 2023-09-01, an ordinance levying ad valorem taxes for use and support of the Municipal Government of the City of Alpine, Texas for the 2023-2024 Fiscal Year; Providing for the apportioning of each levy for specific purposes; and providing when taxes shall become due and when the same shall become delinquent if not paid. (M. Antrim, City Manager)
  3. Approve Resolution 2023-09-01, a resolution of the City Council amending approving Appendix A: Utility Fees; Setting the rates and fees for City Utility Services for the Fiscal Year 2023-2024. (M. Antrim, City Manager)
  4. Approve Resolution 2023-09-02, a resolution adopting a policy prohibiting the installation or use of TikTok on city devices or for use of that application for official city related business pursuant to Texas SB 1893. (M. Antrim, City Manager)
  5. Approve the 2023-2024 Alpine Public Library Agreement. (M. Antrim, City Manager)
  6. Approve the 2023-2024 Family Crisis Agreement. (M. Antrim, City Manager)
  7. Approve the Big Bend Concrete contract for concrete and concrete pad services, responsive to the contract awarded to Big Bend Concrete from Request for Proposal 2023-04-01. (M. Antrim, City Manager)

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

**NOTICE:** The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).

**NOTICE:** In compliance with the Americans with Disabilities Act, the City of Alpine will provide reasonable accommodations for persons attending meetings. This facility is wheelchair accessible, and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email [city.secretary@cityofalpine.com](mailto:city.secretary@cityofalpine.com) for further information.

**11. Executive Session** –



### **Consultation with Attorney § 551.071, Texas Government Code**

Pursuant to Texas Government Code Sec. 551.071 (Consultation with Attorney) receive legal advice related to Pending Legal Requests, Potential Claims, and City Council Legal Requests.

1. Pending claims related to the oath of office for elected and appointed officials. (M. Antrim, City Manager)
2. Pending claims related to the Municipal Court Judge, the Municipal Court, City Attorneys and/or City Prosecutors. (M. Antrim, City Manager)
3. Consultation with attorney regarding the adoption, amendment, and enforcement of ordinances. (M. Antrim, City Manager)

### **12. Action – Executive Session –**

1. Action, if any, concerning any of the matters listed in the executive session. (M. Antrim, City Manager)

### **13. Adjourn.**

### **CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on Friday, September 1, 2023, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

  
Geoffrey R. Calderon, City Secretary



## INTRODUCTION OVERVIEW

1. **Call to Order & Pledge of Allegiance to the Flags.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentations, Recognitions, and Proclamations** – None.

## REPORTS OVERVIEW

### 5. Reports –

#### City Mayor Report.

1. Updates – Alpine Historic Association, Alpine Community Projects, Alpine Business Association, Ambassador's Club, Zoning and Planning.
2. Code of Ordinances, Chapter 23, Article III, Section 23-8 a:

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3. City Government 101.
4. Mayor Video Series.
5. Survey of residents and their thoughts on setting the upcoming tax rate.
6. Tax rate opinion and my why.

#### City Attorney Report.

#### City Manager Report.

#### City Staff Update.

## **PUBLIC HEARINGS OVERVIEW**

### **6. Public Hearings –**

1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024.
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## CONSENT AGENDA OVERVIEW

7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, board appointments, etc.) **Notice to the Public** – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.
1. Approval of August 15, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)
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  5. Approval of the appointment of William Snodgrass to Place 3 (Music Venue) position on the Music Advisory Board. (D. Nance, City Council)
  6. Approval of the appointment of Manuel Martinez to the Place 2 position on the Animal Advisory Board. (C. Rodriguez, City Council)
  7. Approval of hangar lease rental rate increase of \$0.01 per square foot ground lease rate at the Alpine Casparis Municipal Airport. (M. Antrim, City Manager)



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
SEPTEMBER 5, 2023**

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**CONSENT AGENDA**

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1. Approval of August 15, 2023 Regular Meeting Minutes (G. Calderon, City Secretary)

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**BACKGROUND**

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NONE.

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**SUPPORTING MATERIALS**

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1. August 15, 2023 Regular Meeting Minutes.

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**STAFF RECOMMENDATION**

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APPROVE.

**City of Alpine**  
**Regular City Council Meeting**  
**Tuesday, August 15, 2023**  
**Minutes**

1. **Call to Order & Pledge of Allegiance** – Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

2. **Determination of a Quorum and Proof of Notice of the Meeting** –

**City Council Members Present:**

Mayor Catherine Eaves  
Councilor Judy Stokes  
Councilor Chris Rodriguez  
Councilor Darin Nance  
Councilor Martin Sandate  
Councilor Rick Stephens

**Not Present:** None.

**City Staff and Stakeholders Present:**

Megan Antrim, City Manager  
Geoffrey R. Calderon, City Secretary  
Marianella Joseph, City Attorney  
Darrell Losoya, Chief of Police  
Andrew Devaney, Building Official  
Abel Hinojos, Airport Supervisor  
Jessica Boorse, Code Enforcement Officer  
Riley Smith, Airport Operator

**Others Present:** Approximately 7 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on August 11, 2023.

3. **Public Comments** – (limited to 3 minutes per person) – None.

4. **Presentations, Recognitions, and Proclamations** –

1. Presentation of Certificate to Ben Struthers for his two years of service to the Parks and Recreation Board. (C. Eaves, Mayor)

*Mayor Eaves presented a certificate of Honor and Recognition to Ben Struthers for his two years of service to the Parks and Recreation Board.*

2. Proclamation for National Aviation Day - August 19. (C. Eaves, Mayor)

*Proclamation for National Aviation Day was accepted by Airport Supervisor, Abel Hinojos, Airport Operator, Riley Smith, and Councilor Rick Stephens.*

3. Building and Code Staff Appreciation Day - September 1. (C. Eaves, Mayor)

*Proclamation for Building and Code Staff Appreciation Day was accepted by Building Official, Andrew Devaney, and Code Enforcement Officer, Jessica Boorse.*

5. **Reports** – Copies of presentations displayed during the meeting are posted on the City website at [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) –

**City Mayor Report.**

Minutes: 08-15-2023

Approved: 09-05-2023

**City Attorney Report.**

**City Manager Report.**

**City Staff Updates.**

**6. Public Hearings –**

**Open (5:41 P.M.)**

1. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 602 N. Cockrell St. The property owner of record is Carter McDonald. The Parcel ID of the subject property is 11000.

**Public Comments:** Carl Fleming, Ward 5.

2. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 405 W Ave E. The property owner of record is David and Laurie Oyer. The Parcel ID of the subject property is 11881.

**Public Comments:** None.

3. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-04, a Short term Rental Special Use Permit allowing a short term rental to be established at 203 W. Lockhart Ave. The property owner of record is Nan Hatty Edwards. The Parcel ID of the subject property is 11992.

**Public Comments:** None.

4. Public Hearing to obtain citizen views and comments regarding the first reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024.

**Public Comments:** None.

**Close (5:48 P.M.)**

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

1. Approval of August 1, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)
2. Approval of the Fiscal Year 2023-2024 City Meeting Calendar. (G. Calderon, City Secretary)

Minutes: 08-15-2023

Approved: 09-05-2023



3. Approval of Special Use Permit 2023-08-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 602 N. Cockrell St. The property owner of record is Carter McDonald. The Parcel ID of the subject property is 11000. (G. Calderon, City Secretary)
4. Approval of Special Use Permit 2023-08-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 405 W Ave E. The property owner of record is David and Laurie Oyer. The Parcel ID of the subject property is 11881. (G. Calderon, City Secretary)
5. Approval of Special Use Permit 2023-08-04, a Short term Rental Special Use Permit allowing a short term rental to be established at 203 W. Lockhart Ave. The property owner of record is Nan Hatty Edwards. The Parcel ID of the subject property is 11992. (G. Calderon, City Secretary)
6. Approval of Bojorquez Law Firm July 2023 Invoice. (M. Antrim, City Manager)

*Item no. 3 & item no. 5 were removed from the normal sequence of the consent agenda for individual consideration by Councilor Stephens.*

**RESOLUTION 2023-08-20:** On a motion by Councilor Stephens and seconded by Councilor Rodriguez to approve items 1, 2, 4, and 6, the City Council unanimously voted to adopt the motion.

**RESOLUTION 2023-08-21:** On a motion by Councilor Stephens and seconded by Councilor Stokes to approve item no. 3, the City Council unanimously voted to adopt the motion.

**RESOLUTION 2023-08-22:** On a motion by Councilor Stephens and seconded by Councilor Rodriguez to approve item no. 5, the City Council unanimously voted to adopt the motion.

**8. Information or Discussion items –**

1. Presentation by Collin Bibb regarding the Big Bend Hotel Portfolio including the Holland Hotel and the Maverick. (C. Eaves, Mayor)
2. Potential policy for City Donations for Nonprofits. (C. Eaves, Mayor)
3. Discussion on Fiscal Year 2023-2024 Property Tax Rate. (M. Antrim, City Manager)
4. Discuss and set dates for the 4 Workshops agreed to at the August 1<sup>st</sup> City Council meeting. (R. Stephens, City Council)

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

1. Approve the first reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024. (M. Antrim, City Manager)

**RESOLUTION 2023-08-23:** On a motion by Councilor Rodriguez and seconded by Councilor Sandate to approve, the City Council unanimously voted to adopt the motion.

2. Approve Resolution 2023-08-18, a resolution approving live music permitting fees in accordance with Chapter 26 - Civic and Cultural Affairs, Article III - Noise to the Alpine Code of Ordinances. (M. Antrim, City Manager)

**RESOLUTION 2023-08-24:** On a motion by Councilor Stokes and seconded by Councilor Nance to approve, the City Council unanimously voted to adopt the motion.

3. Approve Resolution 2023-08-19, a resolution authorizing the Alpine Police Department to participate in the Office of the Governor, Public Safety Office, Homeland Security Grants Program, Local Border Security Program (LBSP) for Fiscal Year 2024. (M. Antrim, City Manager)

**RESOLUTION 2023-08-25:** On a motion by Councilor Stephens and seconded by Councilor Sandate to approve, the City Council unanimously voted to adopt the motion.

**RESOLUTION 2023-08-26:** Councilor Stephens moved to amend the original motion to amend the grant number to 4385502. Councilor Stokes seconded the motion. The City Council unanimously voted to adopt the amendment to the motion. The City Council subsequently voted to adopt the original motion as amended.

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

**NOTICE:** The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).

**11. Executive Session –**

**Consultation with Attorney § 551.071, Texas Government Code**

1. Pursuant to Texas Government Code Sec. 551.071 (Consultation with Attorney) receive legal advice related to Pending Legal Requests, Potential Claims, and City Council Legal Requests. (M. Antrim, City Manager)

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

**13. Adjourn. (7:03 P.M.)**

**APPROVED:**

**ATTEST:**

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Catherine Eaves, Mayor

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Geoffrey R. Calderon, City Secretary

Minutes: 08-15-2023

Approved: 09-05-2023

### **CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that notice of this meeting was posted at City Hall, in a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on August 11, 2023, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

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Geoffrey R. Calderon, City Secretary



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

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**CONSENT AGENDA**

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2. Approval of Special Use Permit 2023-09-01, a Short term Rental Special Use Permit allowing a short term rental to be established at 906 W. Sul Ross St. The property owner of record is Casa La Vista Rental LLC. The Parcel ID of the subject property is 10445. (G. Calderon, City Secretary)

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**BACKGROUND**

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- The City sent 15 letters to surrounding property owners providing notice of the scheduled public hearing. None were returned as undeliverable. No feedback was received.

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**SUPPORTING MATERIALS**

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1. Special Use Permit Application.

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**STAFF RECOMMENDATION**

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**APPROVE.**

This document has been redacted, but is still available under the Texas Public Information Act. To submit a Public Information Request please visit:

[www.cityofalpine.com/publicinformation](http://www.cityofalpine.com/publicinformation).



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
SEPTEMBER 5, 2023**

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**CONSENT AGENDA**

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3. Approval of Special Use Permit 2023-09-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 502 N. 8th St. The property owner of record is Andrew Willis and Holly Ammerman. The Parcel ID of the subject property is 12068. (G. Calderon, City Secretary)

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**BACKGROUND**

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- The City sent 13 letters to surrounding property owners providing notice of the scheduled public hearing. None were returned as undeliverable. No feedback was received.

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**SUPPORTING MATERIALS**

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1. Special Use Permit Application.

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**STAFF RECOMMENDATION**

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**APPROVE.**

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**CONSENT AGENDA**

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4. Approval of Special Use Permit 2023-09-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 405 S. 8th St. The property owner of record is Alfonso Ramos. The Parcel ID of the subject property is 12267. (G. Calderon, City Secretary)

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**BACKGROUND**

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- The City sent 17 letters to surrounding property owners providing notice of the scheduled public hearing. None were returned as undeliverable. No feedback was received.

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**SUPPORTING MATERIALS**

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**STAFF RECOMMENDATION**

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**APPROVE.**



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**CONSENT AGENDA**

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5. Approval of the appointment William Snodgrass to Place 3 (Music Venue) position on the Music Advisory Board. (D. Nance, City Council)

---

**BACKGROUND**

---

NONE.

---

**SUPPORTING MATERIALS**

---

1. Boards & Commissions Application/ Questionnaire.

---

**STAFF RECOMMENDATION**

---

APPROVE.



RECEIVED  
City of Alpine, Texas

AUG 21 2023

OFFICE OF THE CITY SECRETARY

BY: [Signature]

### BOARDS, COMMISSIONS, & COMMITTEES QUESTIONNAIRE

Name: WILLIAM SNODGRASS

Street Address: 1990 CABELL DRIVE

City, State & Zip: ALPINE, TX 79830

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Occupation: SMALL BUSINESS OWNER

Are you a resident of Alpine, Texas?: YES

How long have you been a resident of, or been involved with, Alpine?: 7 YEARS

Are you a qualified (registered) voter of Brewster County?: YES

Are you a qualified (registered) voter of the City of Alpine?: YES

The Board, Commission, or Committee ("Board") that you have interest in serving:

MUSIC ADVISORY

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

I AM A LIFELONG TEXAN, BORN AND RAISED IN LUBBOCK, TX.  
I RECEIVED A BACHELOR'S DEGREE AT TEXAS TECH, AND RELOCATED  
TO FORT WORTH, TX WHERE I RESIDED FOR FIVE YEARS. I THEN  
RELOCATED TO AUSTIN, TX WHERE I LIVED FOR SEVENTEEN YEARS.

MY WIFE, LAURA. AND I MOVED TO ALPINE IN 2016. AFTER RETIRING FROM  
A 24 YEAR CAREER IN THE UNITED STATES GOVERNMENT, MY WIFE & I OPENED  
FAR WEST GUITARS IN DOWNTOWN ALPINE IN A DELIBERATE EFFORT TO  
ENHANCE THE CREATIVE MUSICAL CULTURE IN ALPINE. FAR WEST GUITARS  
IS A RETAIL MUSICAL INSTRUMENT STORE AS WELL AS A LIVE  
MUSIC VENUE.

Please state why you wish to serve the City of Alpine as a member of a Board:

I WISH TO SERVE ON ALPINE'S MUSIC ADVISORY BOARD AS I HAVE EXPERIENCED  
HOW IMPACTFUL A ROBUST & CREATIVE MUSICAL CULTURE SIGNIFICANTLY  
AFFECTS THE LOCAL POPULATION AS WELL AS W/ VISITING GUESTS. CULTURAL  
MAINTENANCE & GROWTH SHOULD NEVER BE DISREGARDED OR TAKEN FOR  
GRANTED. THAT SAID, I WOULD VERY MUCH LIKE TO CONTRIBUTE.

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

If yes, in what capacity?: N/A

If Yes, how long did you serve? Please provide date ranges if possible:

N/A

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

If yes, please explain: N/A

As evidenced by my signature below, I certify that the statements contained in this document are  
true and correct to the best of my knowledge.

Signature:  Date: 8-17-2023

Please contact the Office of the City Secretary or your Council Representative with any questions.



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

---

**CONSENT AGENDA**

---

6. Approval of the appointment Manuel Martinez to the Place 2 position on the Animal Advisory Board. (C. Rodriguez, City Council)

---

**BACKGROUND**

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NONE.

---

**SUPPORTING MATERIALS**

---

1. Boards & Commissions Application/ Questionnaire.

---

**STAFF RECOMMENDATION**

---

APPROVE.

# ADMINISTRATION: BOARDS & COMMISSION APPLICATION



**Submitted by:** Manuel Martinez

**Submitted On:** 2023-08-30 20:45:18

**Submission IP:** (199.115.210.9)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** Geo Calderon

**Due Date:** Open

**RECEIVED**  
City of Alpine, Texas

**AUG 30 2023 3:45pm**

**OFFICE OF THE CITY SECRETARY**

**BY:** 



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

### **Qualities that make a great board member:**

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

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

- Clear guidance about expectations for attendance and time contribution
- Clear guidance about rules governing public boards (open meetings and open records requirements)
- Designated staff liaison who regularly reports on meetings to supervisor

### **Board Chairperson:**

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

**\* First Name**

Manuel

**\* Last Name**

Martinez

**\* Street Address**

\* City

Alpine TX

\* State

TX

\* Zip

79830

\* Email Address

\* Phone

\* Occupation

Tech Support at Sul Ross

\* Are you a resident of Alpine, Texas?

☒ Yes

☐ No

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

5

\* Are you a qualified (registered) voter of Brewster County?

☒ Yes

☐ No

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

☒ Yes

☐ No

\* Board, Commission, or Committee ("Board") that you have interest in serving on:

Any (please do let me know what is open, and where I can be used for.

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

I graduated from Sul ross with a general studies degree, I am certified in Mental Health and first aid. I was apart of the lions and Kiwanis club for a little bit, I currently serve as the Grand Knight for the knights of Columbus, and I am a member of the Catholic funeral meal ministry. I volunteer for lots of youth sports as a coach, and I have been working at Sul Ross for 3 years.

Please state why you wish to serve the City of Alpine as a member of a Board:

I wish to serve the City of Alpine as a board member because I believe that our actions speak louder than words and volunteering people will be inspired by us and hopefully, they will do it better.

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

☐ Yes

☒ No

If yes, in what capacity?

How long?

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

☐ Yes

☒ No

If yes, please explain:

Upload a File (Optional)

Choose File

No file chosen

Upload a File (Optional)

Choose File

No file chosen

Upload a File (Optional)

Choose File

No file chosen

Upload a File (Optional)

Choose File

No file chosen

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

\* **Electronic Signature**

Manuel Martinez

\* **Date**

11/30/1999

Format: MM/DD/YYYY

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

☒ **Option 1**





**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

---

**CONSENT AGENDA**

---

7. Approval of hangar lease rental rate increase of \$0.01 per square foot ground lease rate at the Alpine Casparis Municipal Airport. (M. Antrim, City Manager)

---

**BACKGROUND**

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- The City has 42 ground leases at the Alpine Casparis Municipal Airport
  - 15 – annual rate change through the Consumer Price Index
  - 26 – annual increase approved by the City Council
  - 1- CBP lease - set annual rate per lease agreement
- Older lease holders provided the opportunity to switch to current (2014) lease, invoicing them annually based on the Consumer Price Index.
- Under the older leases the City is required to provide notification annually of the intent to raise ground lease rates, as approved by the City Council.
- Notifications are provided (dependent on Council approval of increase) each year in October.
- FY 2023-2024 recommendation is to raise ground lease rates by \$0.01 (\$0.18 to \$0.19) per square foot.

---

**SUPPORTING MATERIALS**

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1. Copy of lease allowing rate increase (not to exceed \$0.40)

---

**STAFF RECOMMENDATION**

---

**APPROVE.**

promptly removed upon completion of construction. In no case shall City have jurisdiction over Lessee's property stored in or upon Leased Premises.

5. Waste. Lessee shall not commit or permit any waste to the Leased Premises and shall not, without prior approval of City, dig any holes, remove any materials, or materially change the surface elevation of the Leased Premises.
6. Premises Condition. Lessee shall maintain the premises and structure in a neat, clean, presentable, safe and visually pleasing condition. Lessee shall make minor repairs and conduct maintenance on the Leased Premises that become necessary by reason of normal wear and tear. As directed by City, Lessee shall make major repairs and conduct major maintenance essential to keep Leased Premises within safe parameters and to be in compliance with City codes. It is the duty of City to notify Lessee of codes affecting Lessee.
7. Inspection. Lessee shall operate the Leased Premises for the use and purposes for which the same is let. Insofar as may be reasonable and practicable, Lessee shall at all times comply with all laws, rules, regulations, ordinances of City or of any other governmental authority having jurisdiction over the Leased Premises and/or Lessee's activity. Lessee shall not knowingly or intentionally permit any unlawful or illegal use of the Leased Premises. City shall have the right to inspect the premises to ensure compliance. However, City must give Lessee reasonable notice of such inspection and invite Lessee (at Lessee's option) to attend such inspection. City shall have the right to direct Lessee to take any and all action to comply with this provision, at the sole expense of Lessee.
8. Interference. Lessee shall not use the Leased Premises or any part thereof or any part of the Airport property in any manner that will interfere or conflict with the use and enjoyment of the airport property by authorized users thereof or other lessees of hangar or apron space.
9. Rent. As consideration for the lease contained herein Lessee agrees to pay to City, in advance, the sum of \$ .10 per square foot, per year of space leased based upon the measurements provided by the taxing appraisal district for the City of Alpine and Brewster County, Texas. City shall bill Lessee annually. Rent is due annually on January 1. If this lease should commence on a date other than January 1 or terminate on a date other than the last day of a calendar year, percentage rental for such fractional part of the calendar year following the commencement date or preceding the termination date shall be paid at the corresponding rental rate. City at its option shall have the right to increase the rental rate per square foot \$.01 per year. The maximum rental rate per square foot shall be \$.40. City shall give Lessee sixty (60) days written notice of its intent to increase the rental rate.
10. Delinquency. Lessee agrees that any unpaid rent is delinquent on January 31, at which time the rental rate per square foot shall be increased twenty-five percent (25%). Lessee shall have until March 1 to pay all delinquent rent. In the event any rental is not received by March 1, it is agreed that Lessee is in breach of Lease Agreement.
11. Cure, Breach and Default. City shall give Lessee thirty (30) days written notice to cure a breach by Lessee of any conditions, covenants or agreements contained herein. Such notice must specifically define the alleged breach and requirements of Lessee to remedy such breach. In the event the alleged breach cannot be cured within (30) days, then Lessee shall be required to immediately institute actions required to cure such breach and continue such actions within a reasonable time. In the event of default which is not cured, City may declare the Lease Agreement forfeited and lease the Leased Premises and any structure thereon to another lessee from month-to-month or until Lessee has cured such default to the satisfaction of City. City may

## INFORMATION OR DISCUSSION OVERVIEW

### 8. Information or Discussion Items –

1. Alpine Public Library report by Executive Director Don Wetterauer. (M. Antrim, City Manager)
2. Family Crisis Center of the Big Bend report by Virginia Sandoval. (M. Antrim, City Manager)
3. Discuss the plan for the September 23rd Street workshop and the need for individual Council Members to be prepared to discuss objectives for their wards during the workshop. (J. Stokes, City Council)
4. Discuss parliamentary procedure principles in City Council meetings, discuss the recent presentations at the Texas Municipal League Newly Elected Officials training, and discuss the importance of continuing education. (J. Stokes, City Council)
5. County Liaison Report/update by Judy Stokes. (M. Antrim, City Manager)
6. Discuss proposed changes to Chapter 23 - City Council to the Alpine Code of Ordinances, including updates to the order of business and updates to rules of procedure and decorum for City Council meetings. (M Antrim, City Manager)



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
SEPTEMBER 5, 2023**

---

**INFORMATION OR DISCUSSION**

---

1. Alpine Public Library report by Executive Director Don Wetterauer. (M. Antrim, City Manager)

---

**BACKGROUND**

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NONE.

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**SUPPORTING MATERIALS**

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1. Library Newsletter

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**STAFF RECOMMENDATION**

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NONE.

A well-stocked, well-staffed library is like a gardener who plants books, knowledge, and dreams and grows readers, learners, and do-ers.

# Between the lines

## Libraries aid us on our hero's journey

Alpine Public Library

September 2023

### What's happening at Alpine Public Library?

The Alpine Public Library is preparing for our fall semester of GED students. Thanks to our excellent tutors, the first group did really well. So far, one student has passed the official GED exam with flying colors. A second student has passed the required practice tests and is ready to take the official test. The third student is almost ready. The fall semester starts September 11 with a new group. We are making the program available in the tri-county area and hope to recruit students from Presidio and Jeff Davis counties as well as Brewster County.

The library received a Texas Reads 2024 grant from the Institute of Museum and Library Services through the Texas State Library and Archives Commission. The purpose of the grant is to help mitigate learning losses, generate enthusiasm for reading, and augment students' social-emotional learning for kids who started school during 2020. Each participating student in grades 4–7 will be given a copy of Kate DiCamillo's *The Tiger Rising* for

book discussions and other program-related activities.

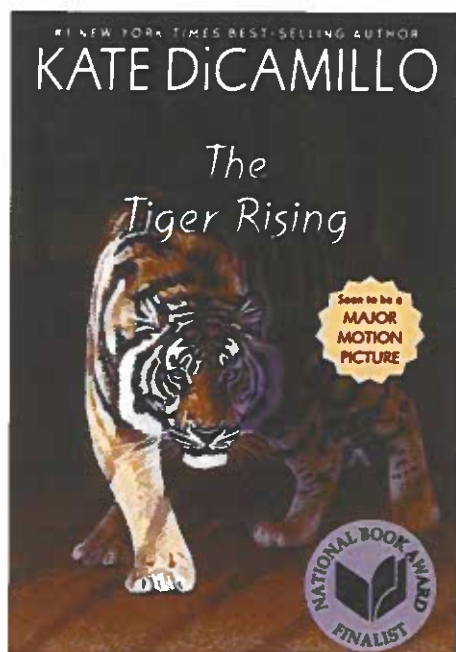
We plan to launch the Big Bend Regional Resource Directory (BBRRD) at a meeting in September. The directory will be an online resource of valuable and reliable information for residents of

and visitors to the Big Bend area. The directory is a work in progress, as we will regularly edit and update it. Read Lee Smith's BBRRD article elsewhere in this issue.

All of us at Alpine Public Library would like to acknowledge the tireless efforts of library volunteer Cindy Sotelo. Cin-

dy has been providing outreach services to homebound library patrons for 10 years. She delivers library books and materials, on request, to library patrons who are physically unable to come to the library. The service is available either on a temporary basis or more long term. Thank you, Cindy. We appreciate all you do to help make the library available to everyone in our community.

—Don Wetterauer, MLS, PhD  
Executive Director



### Board of Directors

#### Officers

Linda Bryant, President  
Isabel Jones, Vice President  
Betsy Evans, Secretary  
Ellen Ruggia, Treasurer

#### Directors

Mary Bennett  
Judy Bowers  
Kathy Donnell  
Marilyn Gruebel  
Ralph Gruebel  
Greg Hennington  
Chris Ruggia  
Martin Sandate

### Friends of the Library

Chris Ruggia, President  
Ellen Ruggia, Vice President  
Lee Smith, Past President  
Kathy Bork, Secretary

### Library Staff

Don Wetterauer, Executive Director  
don@alpinepubliclibrary.org  
Mary Beth Garrett, Children's Librarian  
kids@alpinepubliclibrary.org  
Christine Cavazos, Technical Services Librarian  
tech@alpinepubliclibrary.org  
Sonia Pilonieta, Bookkeeper  
sonia@alpinepubliclibrary.org  
Joseline Cintrón, Circulation Librarian  
joseline@alpinepubliclibrary.org  
Michael Haas, Circulation Librarian  
michael@alpinepubliclibrary.org  
Miah Rodriguez, Circulation Librarian  
miah@alpinepubliclibrary.org  
Gina Richardson, Circulation Librarian  
gina@alpinepubliclibrary.org  
Bianca Barrera, Adult Education Coordinator  
biancab@alpinepubliclibrary.org



## Special Donations

In Memory of:

From:

Vince Lavallu

Ginger Elliot

Rick Keith

Paul Will

Ike Roberts

Judith Parson

Bobbie Vandyke

In Honor of:

From:

Marilyn Terry,  
celebrating her birthday

Doug & Rebecca Elliot

Bill Elliot, celebrating his  
birthday

Liz Rogers

Kathy & Billito Donnell

## Re-Reads

## Gently Used Books

A Project of the Friends of Alpine Public Library

Monday 10 AM-1 PM  
Tuesday-Friday 10 AM-4 PM  
Saturday 10 AM-1 PM

Amazon Storefront

[aplmembers.org/aplrereads](http://aplmembers.org/aplrereads)

## Spanish Classes at APL

Beginner 11 AM to 12 PM  
Tuesday & Wednesday

Advanced 11 AM to 12 PM  
Friday

Sign up at APL or 432-837-2621.

**Thank you,  
Business  
Friends!**

*Alpine Framing  
Alpine Radio  
Big Bend Coffee Roasters  
Cheshire Cat Antiques  
Desert Heart Jewelry*

*Front Street Books  
Hog Eye Cattle Company  
Out West Feed & Supply  
Porter's  
Salon Americana*

*Talley-Reed Insurance  
Twin Peaks Liquors  
Vast Graphics  
Wassermann Wranch  
WR Ranch*



# Travel Talks

# 2023



### September 29

Marilyn and Ralph Gruebel present There Be Banjos Ahead: A Tour of East Texas Wineries

### October 27

Valerie Naylor presents This Land is Your Land: Seeing all of the USA from Coast to Coast and Beyond

7 PM in the AEP Foundation Multipurpose Room

If you have an adventure you'd like to share in 2024, contact Lee Smith at [leepsmith@yahoo.com](mailto:leepsmith@yahoo.com) or Jim Robertson at [jpz1100@yahoo.com](mailto:jpz1100@yahoo.com).

ALPINE PUBLIC LIBRARY  
PROGRAMS FOR YOUR  
CLASSROOM  
2023-2024



### PreK and Kinder "MyPlate"

Nutrition Program

### "Happy Teeth"

Dental Health Program

### Grades 1 and 2

### What's Inside Me?

Human Anatomy Program

### Tinkercad: 3d Printing

### "Happy Teeth"

Dental Health Program

### CUBELETS

Electronic Blocks/Robots

### Grades 3 and 4

### What's Inside Me?

Human Anatomy Program

### Tinkercad: 3d Printing

### "Happy Teeth"

Dental Health Program

### CUBELETS

Electronic Blocks/Robots

### FOR MORE INFORMATION:

MARY BETH GARRETT  
CHILDREN'S LIBRARIAN  
[kids@alpinepubliclibrary.org](mailto:kids@alpinepubliclibrary.org)

837-2621

# FROM COMMUNITY CONVERSATION TO COMMUNITY RESOURCE

Residents and tourists in the Big Bend will soon have ready access to information about health care and social services by tapping into the Big Bend Regional Resource Directory (BBRRD), an online database of organizations and programs serving the tri-county area. Looking for a dentist, a ride to the doctor, a public restroom? Big Bend Regional Resource Directory can help.

BBRRD got its start back in October of 2021, when Alpine Public Library hosted a community conversation on health care in the region. The two dominant issues identified in the forum were the lack of health care resources and the lack of information about existing ones. Participants identified a need for an up-to-date health resource information clearinghouse. In 2022, the Big Bend Regional Hospital District awarded a grant to APL to create a clearinghouse, a searchable web-based information depository that can be accessed anywhere by residents and visitors alike.

APL partnered with the nonprofit San Antonio Community Resource Directory (SACRD) in building BBRRD. The SACRD platform provides a straightforward format for organizations and programs that highlights details like hours, locations, phone numbers, and services offered. It also lists links to additional information on websites and Facebook pages.

Users can search by service category or name and view the results on a map of the area. Information can be saved by sharing using e-mail, text, print, or QR code. For residents and visitors without internet access, area libraries and other agencies will be ready to help with retrieving and printing information about resources. Service providers and users will help keep BBRRD up to date by suggesting edits.

As we have moved from a community conversation to a community resource—the Big Bend Regional Resource Directory—a huge information gap in our geographically remote part of the world will be closed.

—Lee Smith

*BBRRD is funded by a grant from Big Bend Regional Hospital District.*



# GED AT APL

For information, contact Bianca at 432-837-2621.

"WONDERFUL TEACHERS WHO ARE  
RETIRED AND YET FULLY DEVOTED"

## Student Testimonial

Lydia Porcillo

"I am enjoying the H.S.E. program very much. We have wonderful teachers, who are retired and yet fully devoted to teaching this class. I would like to thank the Alpine Public Library for providing this program."



"FRIENDLY AND A JUDGEMENT  
FREE ZONE"

## Student Testimonial

Seirra

"My experience with the GED program has been amazing. The class is friendly and a judgment free zone. I never had to be afraid to ask questions. The instructors are very kind and helpful. The program is a great way to get your GED and I highly recommend it."



"YOU CAN LEARN SO MUCH AND  
MEET AMAZING PEOPLE"

## Student Testimonial

Sarali

"I'm grateful for this program and everything it has taught me! I would recommend anyone to this program because you can learn so much and meet amazing people to guide you through."



# ACHOO! HACK HACK! SNIFF SNIFF!

These are the sounds of the part-time volunteers who process donations to Re-Reads. These are also the sounds of the volunteers who welcome those donations with open arms—and nasal passages and lungs.

We work hard to get your donations on the shelves in Re-Reads or in the library, but our work is often hampered by the condition of a donation. We get boxes with decades of dust glued to the books, with live and dead insects, with mildew, and, once, with human cremains. Some of our volunteers have severe asthma, most have allergies, all have a horror of roaches and spiders (and human cremains).

We spend inordinate amounts of time cleaning books before we can even check whether we can use them. If you would take a few minutes to clean your donation before bringing it to Re-Reads, we would save enough time to process even more books, which would make for a better bookstore. We love our bookstore and we love your generosity, but we love our volunteers, too. A little TLC before bringing in your donations would go a long way toward showing your love.

—Kathy Bork



Find out what's happening  
this month at APL at  
[alpinepubliclibrary.org/calendar/](http://alpinepubliclibrary.org/calendar/)



# OUTSTANDING VOLUNTEER

Ryder Romero is the son of Guillermo Romero and the late Molly Kline. He is nine years old and a fourth grader at Alpine Elementary School. Ryder has been an active participant in library programs since he was six, and he became a volunteer this past June.

Ryder's duties include preparing activities for programs, organizing the MakerSpace, caring for and maintaining Cubelets (robotic blocks), and serving as a tutor for Family Science Night. He is learning how to check in and shelve books in the children's area, and he likes to assist library patrons who need help.

For fun, Ryder likes to play "challenging" video games like Minecraft. He also enjoys riding his bike and caring for the chickens he raises in his backyard. When he grows up, Ryder hopes to be a police officer, or a fire fighter, or a sheriff, or a bone surgeon—maybe all four!

Bursting with energy and always smiling, Ryder is a delight today and a beacon for the future.

—Mary Beth Garrett, Children's Librarian



## kids at APL



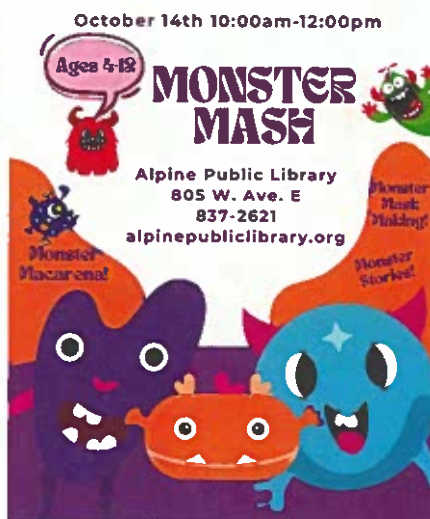
**Teen Board Game Saturdays**

Ages 12-18  
10 a.m. - 1 p.m.  
Game changes weekly


October 14th 10:00am-12:00pm  
Ages 4-12

**MONSTER MASH**

Alpine Public Library  
805 W. Ave. E  
837-2621  
alpinepubliclibrary.org



**PAJAMA STORY TIME!**



September 16, 6:30pm  
Alpine Public Library  
805 W. Ave. E. Alpine TX

Don your pajamas and join us for festive fall fun!

READING SCARECROW ACTIVITIES CRAFTS

## DARK SKY SPEAKER SERIES

APL DARK SKY SERIES PRESENTS:

**NICOLE WILSON**  
OPTO-MECHANICAL TECHNICIAN  
from the MCDONALD OBSERVATORY

Sept. 30th, 6:00pm  
**Alpine Public Library**  
805 W. Ave. E 837-2621

What exactly does an Opto-Mechanical Technician do?  
Come find out with us at the library!

REFRESHMENTS SERVED



The Dark Sky Speaker Series will feature Nicole Wilson, Opto-Mechanical Technician from the McDonald Observatory. Ms. Wilson will share her role in the operation of the 91 hexagonal mirrors that form the reflecting surface of the Hobby-Eberly Telescope, the third largest optical telescope in the world.



# The Stars Were Out, Big and Bright

On Saturday, July 8, Big Bend dance enthusiasts turned out in force to walk the red carpet into the Granada Theatre for Alpine Public Library's Dancing with Big Bend's Stars fundraiser.

Seven teams competed to see which could raise the most money for the library. The team of Nora Hubbard and Matheo Karleen took home two trophies—most money raised the night of the event and the dancers' choice award. The Kiwanis Low Steppers—Jimmy Case, Marilyn Gruebel, and Ralph Gruebel—channeled the Bee Gees with a sparkling rendition of "Stayin' Alive" to win the trophy for the most money raised overall. The remaining teams danced with verve and made a huge contribution to the success of the event: the City of Alpine team, the Alpine Public Library Zumba team, Las Adelitas, Greg and Valynda Henington, and the lone soloist, Rubbie Ortiz Domínguez. Audience response was raucous and supportive. At the end of the evening, the dancers had raised around \$9,000 for library operations.

An event like this would not be possible without the behind-the-scenes work of volunteers. A special thank you to event coordinators, Nash Traylor and Cullen Monaco, and to Heather Yadon, of the Alpine

Visitors' Center, who transformed the already beautiful Granada Theatre into a magical dance venue. Members of the Sul Ross State University baseball and football teams helped set up and break down the event, which our "well-seasoned" volunteers really appreciated. Special thanks to Benjamin García, owner of the Granada Theatre, for use of the space and technical support. Amelie Urbanczyk again served as emcee extraordinaire, and Chris Ruggia DJ'ed like it was 1980, only with better equipment.

Big Bend's businesses step up to help us over and over again; we couldn't operate at the level we do without them. Special thanks to these sponsors: American Legion, Chateau Wright, H Group, Kiwanis, Pinkie's Twin Peaks Liquors, Porter's, Americana Salon, Bread Garden Bakery, Eva's Salon, Jugo, Roux Alpine, Santana's, Skelton's Runway, Talley-Reed Insurance, Kathy and Albert Bork, Stephanie and Jeff Haynes, Sharon Kelner, and Vast Graphics.

So, another fun fundraiser is in the record books, but planning is already under way for the 2024 version. Stay tuned and start practicing!

—Kathy Bork







# DANCING WITH BIG BEND'S STARS



**DANCERS &  
VOLUNTEERS  
STARS ALL!**





Alpine Public Library  
805 West Avenue E  
Alpine, TX 79830

Phone: 432-837-2621  
[www.alpinepubliclibrary.org](http://www.alpinepubliclibrary.org)

---

## Join the Friends of the Alpine Public Library!

Your tax-deductible dues may be paid with check or money order (payable to Friends of the Alpine Public Library), credit/debit card or PayPal. Dues directly support the ongoing operations and programs of the library. You may choose to make an ongoing monthly donation to the Friends on the library's web page at [www.alpinepubliclibrary.org](http://www.alpinepubliclibrary.org). Your personal information will not be shared with any other organization.

Business Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail (saves postage): \_\_\_\_\_

### Membership Type (Annual)

☐ Individual/Family \$35 ☐ Best Friend \$100+  
☐ Business \$100  
☐ Ongoing Monthly Donations \$ \_\_\_\_\_/Month beginning \_\_\_\_\_, ending \_\_\_\_\_

### Payment Options

Please Select Payment Type: ☐ Check ☐ Credit/Debit Card  
Credit/Debit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name of Cardholder (Exactly as it appears on card): \_\_\_\_\_  
Cardholder Billing Address: \_\_\_\_\_

I agree to pay above total amount according to card issuer agreement and I acknowledge all charges to be final unless duplicate payment is made.

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

Please send this form to: Membership FAPL  
805 W. Ave E  
Alpine, Texas 79830

You may also pay with PayPal at [www.alpinepubliclibrary.org](http://www.alpinepubliclibrary.org).



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

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**INFORMATION OR DISCUSSION**

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2. Family Crisis Center of the Big Bend report by Virginia Sandoval. (M. Antrim, City Manager)

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**BACKGROUND**

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NONE.

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**SUPPORTING MATERIALS**

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1. Slide Presentation.

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**STAFF RECOMMENDATION**

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NONE.



# FCCBB: YEAR IN REVIEW

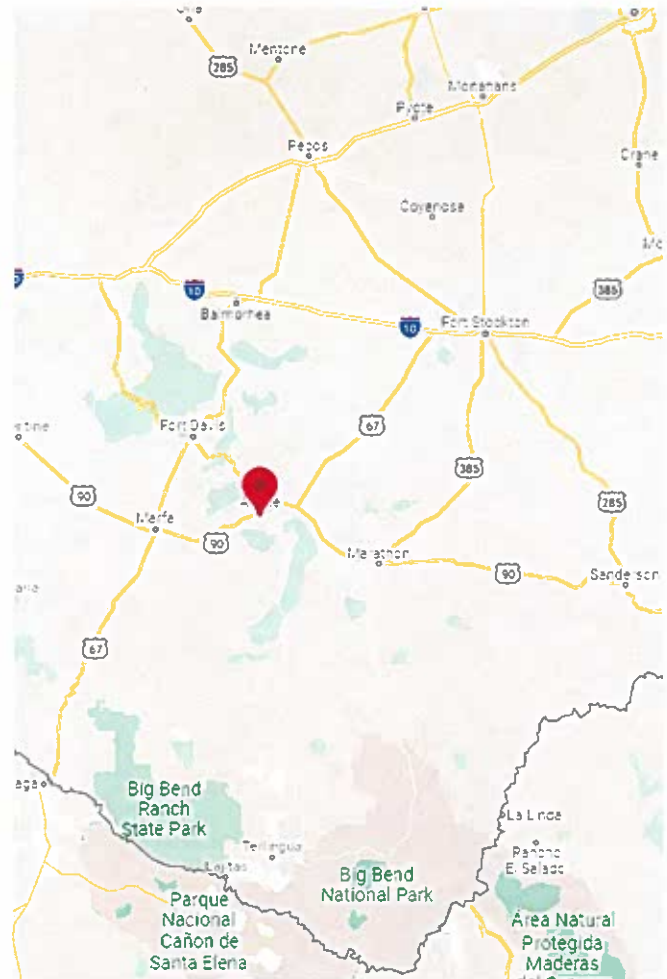
Virginia Sandoval

## About Us

The Family Crisis Center of the Big Bend provides long-term and emergency services to survivors of Domestic Violence, Sexual Assault, Dating Violence, and Violent Crime.

We serve 5 rural counties - Brewster, Presidio, Jeff Davis, Terrell, and Pecos with a staff of 11.

All of our services are free and confidential





# Our Team



(L to R)

**Naomi Hernandez, Sexual Assault Advocate**

**Andrea Tucker, Asst Business Administrator**

**Letty Carrillo, Executive Director**

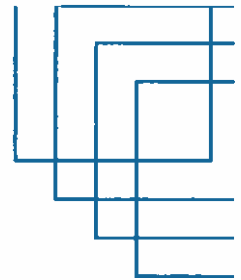
**Tona Vega, Shelter Mgr/Advocate**

**Virginia Sandoval, Advocate/Comm. Educator**

**Gina Wilcox, Program Director/Legal Advocate**



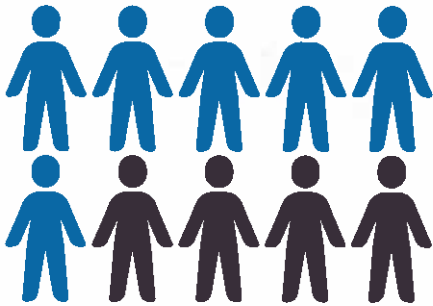
## Services



FROM AUGUST 2022 TO JULY 2023, THE FAMILY CRISIS CENTER OF THE BIG BEND WAS ABLE TO MAKE A POSITIVE IMPACT ON THE COMMUNITY OF ALPINE. MOST NOTABLY IN NUMBER OF CLIENTS SERVED, OUTREACH, EMERGENCY SHELTER, AND FINANCIAL ASSISTANCE.



# CLIENTS SERVED

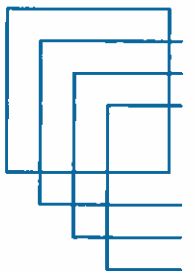


The 4 advocates of the Alpine office were able to provide 8,993 services to 109 clients, including 19 children and 11 seniors, during the period of August 2022 - July 2023. Of those 109 clients, 92 were female, 17 male, and 1 non-conforming gender.

@reallygreatsite



# OTHER SERVICES



- Our Legal Aid, Gina Wilcox, assisted 7 clients with legal intakes for Texas RioGrande Legal Aid (TRLA) assistance for protective orders and family law issues, such as divorce.



- FCCBB volunteers provided over 7000 hours of service to assist the mission of FCCBB.



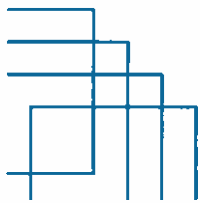




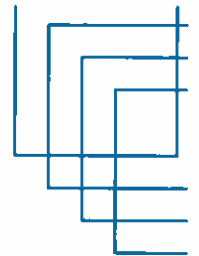
## Outreach



We participated in and/or provided over 159 outreach or training events, including food distributions, SAFE and TexTRAC trainings, SRSU & surrounding communities (outreach and office hours), teacher in-service, and more!



## Emergency Shelter



The Family Crisis Center of the Big Bend has 2 emergency shelters in Alpine and Presidio. During August 2022 - July 2023, 24 Alpine victims of domestic violence and/or sexual assault were provided emergency shelter for a total of 118 nights.



# Financial Assistance

During August 2022 - July 2023, 39 Alpine clients received over \$41,000 in financial assistance in the form of rent and deposit, utilities, transportation, childcare, relocation needs, food baskets, and gift cards.



# Community Education



During August 2022 - July 2023, our Alpine community educators provided **92** presentations (*and 4432 people reached*) regarding FCCBB services, Teen Dating Violence, Domestic Violence Awareness, Sexual Assault Awareness, Bullying, and Stalking to area schools and the communities of Alpine, Marfa, Fort Davis, Marathon, and Sanderson.

# Little Free Pantry

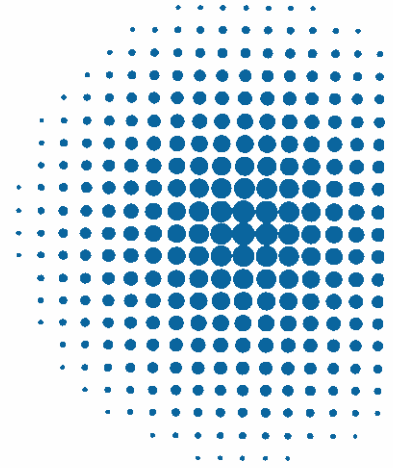
**FCCBB Little Free Food Pantry provides food assistance to clients and the local Alpine community. During the summer of 2022, we saw an increase in the number of clients and community members needing food, especially older adults. In the last few months, we have noticed a decrease in usage which we attribute to the heat as more clients requested food baskets.**



## Building Futures

**FCCBB purchased the Community Center building located at 402 E. Gallego Ave to provide a new office building and shelter for our Alpine location. The increased size and layout will allow advocates to better support clients in their journeys, provide a larger, modern shelter to assist more emergency clients as well as sustain the communities we serve.**





## Contact Us

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Advocates provide on-call rotation to accept calls 24/7. Walk-ins are accepted anytime Monday - Friday, 8am to 5pm.



[www.fccbb.org](http://www.fccbb.org)



432-837-7254 (office)  
800-834-0654 (hotline)

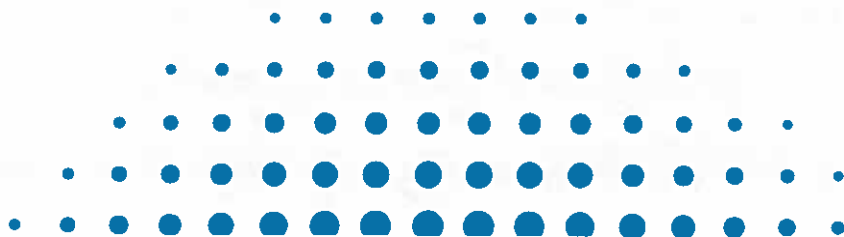


606 N. 5th St  
Alpine, TX 79830



## Thank You

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**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

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**INFORMATION OR DISCUSSION**

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3. Discuss the plan for the September 23rd Street workshop and the need for individual Council Members to be prepared to discuss objectives for their wards during the workshop. (J. Stokes, City Council)

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**BACKGROUND**

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NONE.

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**SUPPORTING MATERIALS**

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NONE.

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**STAFF RECOMMENDATION**

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NONE.



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

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**INFORMATION OR DISCUSSION**

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4. Discuss parliamentary procedure principles in City Council meetings, discuss the recent presentations at the Texas Municipal League Newly Elected Officials training, and discuss the importance of continuing education. (J. Stokes, City Council)

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**BACKGROUND**

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NONE.

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**SUPPORTING MATERIALS**

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NONE.

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**STAFF RECOMMENDATION**

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NONE.





**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
SEPTEMBER 5, 2023**

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**INFORMATION OR DISCUSSION**

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5. County Liaison Report/update by Judy Stokes. (M. Antrim, City Manager)

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**BACKGROUND**

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- On January 4, 2022, the City Council appointed Councilor Judy Stokes as the Brewster County Liaison for the City.
- Councilor Stokes attends all Commissioners Court meetings, and this item is being added to facilitate an update on County Affairs.

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**SUPPORTING MATERIALS**

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- Commissioners Court Report – August 22, 2023.
- Commissioners Court Report – August 29, 2023.

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**STAFF RECOMMENDATION**

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- NONE.

# COMMISSIONER'S COURT REPORT

**DATE:** August 22, 2023 at 9:30 am

**MEMBERS PRESENT:** Judge Greg Henington, Commissioners: J Westerman, S Colando, R Ortega, M Morrow

## SUMMARY:

This meeting started with approval of the Last Minutes. The paid County Holiday schedule was approved (16 days). Update on the new Brewster County website provided by Comm. Colando.

The Court then approved:

Extending the ESD member for another term.

The sale of salvaged items: JP 1 office furniture, AVFD fire trucks.

The purchase of body cameras and taser equipment for the Sheriff's Office.

The Provider Agreement for Genesis eBonds for the Clerk, SO, JP and Treasurer. This would allow all to use same software for the Bonds.

The New Operations Lonestar Grant resolution for use by the SO (\$762,335.16)

The Special Election for Nov 7, 2023.

The Notice of Consolidated Precincts for same election.

Contract with BBT and Road and Bridge for ranch road work

County Burn Ban

Postponed Mass Gathering Permit for CASI Chili Cookout until Sheriff could inspect

All Treasurer reports

All Auditor reports

Tourism to go forward with their plans

Establishing registration fees for STR's (initial and annual thereafter)

Hiring a company to oversee same

Approved the 2020 Audit as presented by Gibson, Ruddock, Patterson, LLC. They are also working on the 2021 Audit.

Next meeting is a Special Meeting scheduled for August 29, 2023



# COMMISSIONER'S COURT REPORT

**DATE:** August 29, 2023 at 9:30 am

**MEMBERS PRESENT:** Judge Greg Henington, Commissioners: J Westerman, S Colando, R Ortega, M Morrow

## SUMMARY:

This was a Special called Meeting which started with Public Hearings on both the Proposed 2024 Brewster County Budget and the Proposed Tax year 2023 Tax Rate. There were no public comments.

The Court then approved:

The adopted FY 2024 Budget with amendments, which were presented by Treasurer Julie Morton.

The increase of \$192,978 to be reflected in the Budget.

The .346412 in the Tax Year 2023 Maintenance and Operations tax rate.

The .020126 in the Tax Year 2023 Interest and Sinking and tax rate.

The 4.19 increased total tax rate of .366547 for Tax Year 2023.

The Tourism to use the Retail Coach for cell phone service.

Increased Jury stipends from \$6 (JP single day), \$20 (Jury Trial single day) with both \$40 (thereafter per day) to \$20 (all single day) and \$58 (thereafter per day for all)

Next meeting is scheduled for September 12, 2023.



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

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**INFORMATION OR DISCUSSION**

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6. Discuss proposed changes to Chapter 23 - City Council to the Alpine Code of Ordinances, including updates to the order of business and updates to rules of procedure and decorum for City Council meetings. (M Antrim, City Manager)

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**BACKGROUND**

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- The City Council updated Chapter 23 – City Council on November 16, 2021. These updates included enhancements to General City Council information, updates to the order of business, and established Article II – Rules of Procedure and Article III – Rules of Decorum.
- Chapter 23 was updated once more on January 18, 2022 and updated additional information regarding information required on the Public Comment for speakers at City Council meetings. It removed the requirement to add an address from the public comment card.
- The City Manager and City Secretary solicited feedback from the Mayor and City Council concerning updates to this Chapter. The City Manager scheduled the update discussion to take place in September of 2023.
- Feedback was collected from all stakeholders and the City Manager reported back to the City Council with an overview on August 22, 2023. The City Secretary compiled a report based on the proposed information and created a proposed agenda to be considered as part of the changes to this chapter based on items that stakeholders wanted addressed.

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**SUPPORTING MATERIALS**

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- Current Ordinance, Chapter 23 – City Council.
- Report by the Office of the City Secretary.
- First proposed updates to Agenda.

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## **STAFF RECOMMENDATION**

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Provide direction on what the Council desires to implement. Once direction is provided staff can begin drafting the changes to the ordinance for official consideration by the City Council.

## **Chapter 23 CITY COUNCIL<sup>1</sup>**

### ***ARTICLE I. IN GENERAL***

#### **Sec. 23-1. Authority.**

Pursuant to article III, section 3.08 of the city Charter, the city council shall determine by ordinance its own rules of procedure and order of business.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

#### **Sec. 23-2. Construction of authority.**

The construction of authority in all matters associated with city council meetings and activities of the city council, including the agenda, shall be:

- (1) The United States Constitution and statutes of the United States of America;
- (2) The Texas Constitution and statutes of the State of Texas;
- (3) The Alpine City Charter; and
- (4) The Code of Ordinances of the City of Alpine, Texas.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

#### **Sec. 23-3. Meetings shall be public.**

The city council shall follow both the letter and the spirit of V.T.C.A., Government Code ch. 551 (the Texas Open Meetings Act). Accordingly, meetings shall be open to the public.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

#### **Sec. 23-4. Types of meetings.**

- (a) *Regular meetings.* Regular city council meetings shall be held on the first and third Tuesday of each month at 5:30 p.m. in city council chambers at 803 W Holland Avenue, or at such other location as circumstances may necessitate. The location of the meeting shall be clearly delineated on the council agenda. Posting proper notice may change the location or time, or part, or all of any meeting. All unfinished meetings shall recess no later than completion of the agenda item pending at 9:00 p.m., unless by motion and majority vote the council decides to continue the meeting; meetings shall be recessed under the following conditions:

- (1) If any of the five councilmembers present cannot attend the next day to reconvene, the meeting must adjourn unless all of the council members who cannot attend the next day give permission to recess.

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<sup>1</sup>Editor's note(s)—Ord. No. 2021-11-01 , § I(Exh. A), adopted November 16, 2021, repealed ch. 23, §§ 23-21, 23-22, and enacted a new ch. 23 as set out herein and later amended. Former ch. 23 pertained to similar subject matter and derived from Ord. No. 2015-7-01, adopted September 1, 2015; Ord. No. 2019-08-01, adopted September 17, 2019; and Ord. No. 2019-12-03, adopted January 7, 2020.

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- (2) If recessed, the meeting shall be reconvened in the same place, at the same time, and on the next day, unless by motion and majority vote the council decides to set a different time and/or place.
- (b) *Workshop meetings.* A workshop is a meeting to discuss or explore matters of interest to the city, review and discuss agenda items, meet with city boards, commissions or committee members, city staff or officers of civic organizations, governing bodies or individuals specifically invited to the session by the mayor, city manager or the council. These meetings are informational and no formal action shall be taken unless the posted agenda indicates otherwise. The mayor may allow any citizen to participate in the discussion at a work session, but only as recognized by the mayor. The mayor may end citizen participation in a work session in order to allow the city council to proceed with discussion.
- (c) *Special meetings or town hall meetings.* Special meetings may be called by the city secretary upon written request of the mayor, or by any three members of the city council. The city secretary shall cause the posting of notice of the meeting as governed by applicable law. Special meetings shall normally be held at 5:30 p.m. in city council chambers located at 803 W Holland Avenue. The mayor or three council members may designate a location for the special meeting other than city council chambers as long as the location is open to the public, proper notice is posted, and the meeting is in compliance with applicable law.
- (d) *Emergency meetings.* In case of emergency or urgent public necessity, pursuant to V.T.C.A., Government Code § 551.045, an emergency meeting may be called by the mayor, city manager or his/her designee, or two members of the city council. The emergency shall be clearly expressed in the notice of the meeting and the notice must be posted at least two hours before the meeting is convened. Notice shall be provided to the media in accordance with V.T.C.A., Government Code § 551.047.
- (e) *Closed meeting or executive session.* The city council may meet in a closed meeting but only under conditions enumerated in V.T.C.A., Government Code ch. 551. An executive session item relating to personnel matters must be conducted in an open meeting upon the request for a public hearing by the officer or employee who is the subject of the deliberation. Details discussed in closed meetings shall be considered confidential and shall not be discussed or disclosed outside of the meeting. The city council shall determine who may or may not attend executive session. No action may be taken by the city council in executive session. Any final action resulting from an executive session must be taken during the open public session.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

## **Sec. 23-5. Types of council action.**

The council adopts standing policy for the city primarily in two forms: (1) ordinances; and (2) resolutions.

- (1) *Ordinances.* An ordinance adopted by the council is a law of the city that may be enforced through the court system. Copies of proposed ordinances are furnished to members of the council in their agenda packets. Copies of proposed ordinances are made available at city hall and will be furnished to residents upon request to the city secretary.
- a. A proposed ordinance may be amended during a preliminary reading, but any ordinance amended in substance at a final reading (and public hearing), must be again reconsidered at the next regular meeting. The exception to this rule is ordinances authorizing the issue of bonds or other obligations. General ordinances are those ordinances of a permanent or continuing nature that affect the residents of the city at large. The council may legislate by ordinance only. Ordinances are maintained by the city secretary.
- (2) *Resolutions.* Resolutions do not have the force of law. A resolution is adopted to state a policy or to define in writing the intent or action of the council when a law is not necessary. The city hereby adopts a policy by which each council action is assigned a resolution number correlating with the action. Resolutions formally document approval of a council action, may be used to define the council's policy on an issue, or may otherwise be used as dictated by ordinance or state statute. In the absence of a formal, written or typed, and signed document, the resolution and associated action shall be verifiable in

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the minutes of the meeting at which the action was approved by the council. Resolutions are maintained by the city secretary.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

### **Sec. 23-6. Record of meetings.**

- (a) The city secretary shall keep written minutes and video recordings of all city council meetings. Minutes and video recordings of meetings shall be public documents available for inspection by citizens. Minutes are only official upon approval of the city council. Unapproved minutes may be released at the discretion of the city secretary, but shall be clearly marked as "unapproved and unofficial." The official minutes of the city council should not include discussion or everything that was said at the meeting, but at minimum shall include:
  - (1) Action taken by the council.
  - (2) The text of all main motions, as amended.
  - (3) The text of all "points of order" and "appeals," along with the reason given by the mayor or mayor pro tem for the ruling.
  - (4) The results of the vote, as to whether the motion was "adopted," "lost," or "failed."
  - (5) A record of the council member who made the motion, the council member who seconded the motion, any council member who moves to amend a main motion, and how each council member voted on the item.
  - (6) A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council entered in the minutes. If the council consents thereto by a majority vote, such statement shall be entered in the minutes.
  - (7) The council may, by majority vote, request to add or amend minutes as the council deems appropriate.
- (b) Record of the city council agenda packets will be assembled and maintained by the city secretary, and delivered to the city council on the Friday prior to the city council meeting (and a commensurate period for special meetings).
  - (1) A redacted version of the packets, redacting all personnel or legal materials, shall be available on the city website at least 24 hours prior to the scheduled meeting.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

## ***ARTICLE II. RULES OF PROCEDURE***

### **Sec. 23-7. Quorum.**

In accordance with section 3.07(b) of the city Charter, the mayor shall, with three of the councilmembers, constitute a quorum. In the absence of the mayor, any four of the council members shall constitute a quorum. If, because of one or more vacancies, the council comprises less than six members, 60 percent of the membership shall constitute a quorum. At any meeting at which both the mayor and mayor pro tem are absent, the quorum may appoint any councilmember to preside as acting mayor.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

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## Sec. 23-8. Parliamentary procedure.

- (a) *General procedure.* General rules of parliamentary procedure as defined herein, consistent with the city Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the city council. To the extent not inconsistent with these rules, the city council shall utilize Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement. Notwithstanding the above, failure to abide by, or adhere to, these rules shall not nullify or negate any action by the city council. These rules of parliamentary procedure are intended solely as a guideline. The city council may adopt or revoke any specific rules of procedure at any time by resolution or ordinance.
- (b) *Parliamentarian.* The city secretary is designated as the parliamentarian of the city council. He/she shall make recommendations to the presiding officer as appropriate to advise on parliamentary procedure. The parliamentarian may offer advice and recommendations, but the presiding officer makes the final ruling on procedural issues, subject to appeal by a majority vote of the city council.
- (c) *Duties of the presiding officer.* The presiding officer of the council shall be the mayor. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He/she shall state every question coming before the council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the city council, in which event a majority vote of the city council shall govern and conclusively determine such question of order. He/she shall sign all ordinances and resolutions adopted by the council during his/her presence. In the event of the absence of the mayor, the mayor pro tem shall sign ordinances or resolutions as then adopted. The city secretary shall countersign all official documents and signatures of the mayor or mayor pro tem.
  - (1) The mayor or mayor pro tem shall preside with fairness and impart maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The mayor, mayor pro tem, or any council member shall not:
    - a. Restrict orderly speech, in any way, of any council member or city manager presentation of any item.
    - b. Restrict orderly speech, in any way, of any council member or city manager discussion of any item.
    - c. At the written request of any council member or the mayor, the department heads of finance, public works, gas and utilities, along with the chief of police, shall attend meetings until dismissed by a majority vote of the council, or until the meeting is adjourned. The specific topic that the department head must address should be included in the written request.
- (d) *Council deliberations.* The presiding officer has the responsibility to control the discussion and the order of speakers. Council members will generally be called upon in the order of the request to speak, although privilege to speak shall generally begin with the moving party or individual who sponsored the item on the agenda, respectively. A council member may not be recognized to speak subsequently until each council member has had an opportunity to obtain the floor. A council member holding the floor may address a question to another council member and that council member may, should they so choose, respond to the question while the floor is still held by the council member asking the question.
- (e) *Limits to deliberations.* After an agenda item is announced or read by the presiding officer, or the individual who sponsored the item on the agenda, a motion must be on the table and seconded before discussion may take place. The ensuing discussion must be limited to the subject matter or motion currently being considered.
- (f) *Obtaining the floor.* Any member of the council wishing to speak shall first obtain the floor by making a request for the floor to the presiding officer. The presiding officer shall recognize any council member who seeks the floor when appropriately entitled to do so.
- (g) *Motions.* Motions may be made and seconded by any member of the city council, excluding the presiding officer.

- 
- (h) *Procedures for motions.* The following is the general procedure for making motions:
- (1) The item is announced or read aloud by the presiding officer or the individual who sponsored the item on the agenda.
  - (2) A council member may make an affirmative motion on the item before discussion may take place.
  - (3) A council member may second the motion on the item before discussion may take place.
  - (4) Once the motion has been properly made and seconded, the presiding officer shall open the matter for further discussion offering the first opportunity to the moving party, and thereafter, to any council member recognized by the presiding officer.
- (i) *Amendments to motions.* When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject other than the agenda item under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amendments in reverse order of how they were made. If an amendment is approved, the original motion must be approved as amended. Amendments must be seconded.
- (j) *Motion to table.* A motion to table, or a motion to lay on the table, may be made to defer an item until the next meeting. Tabled items will automatically be added to the next city council agenda.
- (k) *Motion to postpone, motion to postpone indefinitely.* A motion to postpone until a specific date may be made if a council member wishes to postpone an item until a specific date. A motion to postpone indefinitely may be made if a council members wishes to postpone an item indefinitely.
- (l) *Points of order.* The city manager, the city secretary, or any council member may call a point of order to facilitate the running of the meeting, but shall not utilize a point of order to limit constructive feedback or debate pertaining to the discussion.
- (m) *Call for the question, previous question, calling for a vote.* Any council member may call for the question to request that discussion be ended and that the item being considered be immediately put to a vote. A second is required, and the motion is not debatable. A call for the question shall not be used to limit constructive feedback or debate pertaining to the discussion.
- (n) *Continuance of discussion or hearings.* Any item being discussed or any public hearing at a city council meeting may, by order, notice, or motion, be continued or tabled to any subsequent meeting.
- (o) *Recess.* The presiding officer may call for a recess of up to 15 minutes at regular intervals at appropriate points in the meeting agenda.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

## **Sec. 23-9. Agenda.**

- (a) The mayor, the city manager, the city secretary, or any member of the city council by written request, may place an item on a city council agenda. All resolutions or ordinances require sponsorship by a council member or the city manager.
- (b) The written request to add an agenda item shall include a clear description of the proposed action by the council (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be easily understandable so that any citizen may be able to understand the substance of the item.
- (c) Agenda requests and backup documentation shall be filed with the city secretary by 5:00 p.m., Wednesday, prior to the Tuesday night city council meeting (and a commensurate period for special meetings). Deviations from the deadlines, or the submission of additional items either past the established deadlines or once the agenda has been posted, should be exceedingly rare and of a clearly significant nature. All communications, ordinances, resolutions, contract documents, or other matters to be submitted to the council shall also be



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delivered to the city secretary on the same schedule. The only agenda items excepted by the above-referenced deadline are: city mayor report, city manager report, and city attorney report.

- (d) Any agenda item requiring financial expenditure by the city must identify the line item of the budget that the expenditure will come from, the financing strategy to be utilized by the city, or the future budget requirements necessary to fulfill the request. The city manager shall be available to assist or advise any council member in gathering the information that they need to make a recommendation.
- (e) The city secretary will coordinate the placement and content of items on the agenda with the city manager, who shall resolve any conflicts with mayor and council members. Agenda items may be removed only by the person(s) who initially placed that item on the agenda.
- (f) Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the city secretary or city manager in a manner timely enough to allow for the city attorney review prior to the submittal deadline above.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

### **Sec. 23-10. Rules for attendance at regular meetings of the city council.**

- (a) Section 3.02(B) of the city Charter provides that a member of city council shall forfeit his or her office if absent from three consecutive regular council meetings without being excused by the council.
- (b) A member of city council who will not be able to attend a regular council meeting shall make a reasonable effort to notify the mayor, the city manager's office, or the city secretary's office prior to the meeting, and shall indicate the reason for his or her inability to attend.
- (c) Section 3.05(B) of the city Charter provides that if any member of the council is absent from a regularly scheduled meeting of the council without being excused by the council, that member shall forfeit 50 percent of his or her monthly compensation for each such absence, not to exceed 100 percent in any one month. If a member is excused from a regularly scheduled meeting, the reason for the absence shall be reported by the mayor or acting mayor at the meeting at which the absence occurs, or at the following regularly scheduled meeting, and recorded in the minutes.
- (d) Absences shall be considered excused if for personal illness, family illness, emergencies, funerals, military service, family events including vacations, weddings, and graduations, business obligations, official city business such as attendance at a conference for municipal officers, or for other good cause as determined by the council. At the next regular meeting following the meeting at which the member was absent, the city council shall consider a vote to determine whether the member's absence is deemed excused or unexcused.
- (e) Absence from a regular meeting shall be considered unexcused if the member fails to convey the reason for his or her absence to the mayor, city manager or city secretary or otherwise fails to give sufficient information to the city council to enable it to determine the reason for the absence.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

### **Sec. 23-11. Voting.**

- (a) Presiding officer may not vote. In accordance with section 3.03 of the city Charter, the mayor, or the mayor pro tem while presiding over the council in the absence of the mayor, shall vote only in the case of a tie except to pass an ordinance when the voting membership of the council is reduced below five owing to one or more absences and/or vacancies and/or abstentions. Neither the mayor nor the mayor pro tem shall have the power of veto.
- (b) Before a vote is taken on any item, the mayor or mayor pro tem shall restate the motion to ensure that the matter being considered is clearly understood prior to being voted on by the city council.

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- (c) When a vote is called, every member present shall vote either "aye" or "nay" or shall abstain. In order to ensure clarity about the position of each councilmember during a vote, the mayor or mayor pro tem shall ask for a positive statement for those in favor of a motion by stating "aye" or raising of their hand, those not in favor of a motion by stating "nay" or raising of their hand, and those who abstain from voting by stating "abstain" or raising of their hand.
  - (d) Silence constitutes affirmative vote. Unless a council member states that he/she is not voting, or that he/she abstains, his/her silence shall be recorded as an affirmative vote.
  - (e) On the request of the city manager, city secretary, or city council member, a roll call vote shall be taken. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.
  - (f) In all matters before the council, including a vote to hire or to terminate a city manager, the mayor may only vote as outlined in subsection (a) of this section.
    - (1) The term "full city council" means the five city council members who may vote.
    - (2) Any matter requiring "a majority vote of the full city council" means such matter requires a vote of three members of the council in favor of said matter.
    - (3) No supermajority of four votes out of five of the city council permitted to vote, in favor of hiring or terminating a city manager, is allowed by the Charter, nor is required.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

## **Sec. 23-12. Order of business.**

- (a) The order of business for city council meetings is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting.
- (b) Informational language on the agenda may be established or amended from time to time by resolution, but any changes of substance shall be amended in this section by ordinance.

### **AGENDA**

- (1) Call to order and Pledge of Allegiance to the Flag.
- (2) Determination of quorum and proof of notice of the meeting.
- (3) Public comments (limited to three minutes per person).
- (4) Presentations, recognitions, and proclamations.
- (5) Reports:
  - City mayor report.
  - City attorney report.
  - City manager report.
  - City staff updates.
- (6) Public hearings.
- (7) Consent Agenda.
- (8) Information or discussion items.
- (9) Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Limited to 10 per meeting).
- (10) Council member comments.

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- (11) Executive session.
  - (12) Action—Executive session.
  - (13) Adjournment.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21; Ord. No. 2022-01-01 , § I(Exh. A), 1-18-22)

**Sec. 23-13, 23-14. Reserved.**

**ARTICLE III. RULES OF DECORUM**

**Sec. 23-15. Decorum.**

- (a) *By council members.* While the council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- (b) *By attendees.* Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the council shall be forthwith, by the presiding officer, subject to loss of speaking privileges unless permission to continue be granted by a majority vote of the council.
  - (1) Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Disruptive verbal and/or non-verbal reactions from the audience during staff presentations to the council and during debate between councilpersons are inappropriate and are not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
  - (2) It is not the intention of the city council to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the city council to allow a member (or members) of the public to insult the honesty and/or integrity of the city council as a body, the proceedings of the city council, or any member or members of the city council, individually or collectively. The mayor and council will endeavor to ensure that meetings are conducted in a courteous manner, and in an atmosphere free of defamation, intimidation, personal affronts, profanity, or threats of violence.
  - (3) Members of the public shall not engage in any of the following in the meeting room during a city council meeting:
    - a. Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
    - b. Defamation, intimidation, personal affronts, profanity, or threats of violence.
    - c. Use of phones, pagers, radios, computers or other electronic equipment.
    - d. Booming, hissing, foot stomping, ripping of paper, parading, signing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
  - (4) Members of the public shall not attempt to provide direction regarding rules of procedure, order of business, or otherwise direct the city council on how to properly conduct a meeting. The mayor and the city council are the formal authority to determine what is, or is not: in order, out of order, or the correct way to conduct business of the city. The mayor, any city council member, the city manager, and the city secretary are the only individuals permitted to call a point of order or make recommendations as to how a meeting will be conducted. Outbursts and shouts to direct the meeting are unacceptable and will not be tolerated.

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- (5) No offensive, vulgar, or distracting placards, banners, signs, or apparel shall be permitted to be erected or displayed by persons in attendance in city council chambers or in any other room in which the city council is holding a meeting. Exhibits, displays, and visual aids used in connection with presentations to the city council are permitted.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

### **Sec. 23-16. Enforcement of decorum.**

- (a) Disturbances, transgressions of the rules or disorderly conduct in the council chamber may cause the transgressor to be removed from the meeting. The presiding officer of the meeting, shall exercise control over persons who disrupt the meeting in the following ascending order of action:
  - (1) Call the person to order, advising that person of the infraction.
  - (2) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
  - (3) Order the person to leave the meeting. If the offending person is a member of council, the presiding officer shall call for a vote on the expulsion of that member from the meeting, and such vote requires a majority for adoption.
  - (4) A police officer may remove an individual or individuals for disrupting a meeting as authorized by V.T.C.A., Penal Code § 42.05.
- (b) The chief of police, or such member or members of the police department as he may designate, shall be sergeant-at-arms of the council meetings. He/she shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting. Upon instructions of the presiding officer unless otherwise directed by a majority vote of the council, it shall be the duty of the designated sergeant(s)-at-arms to remove any person who violates the order and decorum of the meeting.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

### **Sec. 23-17. Audience participation.**

At meetings of the city council, the business of the city is conducted between the members of the city council and by those members of the staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited and encouraged to attend all meetings of the city council, excluding executive sessions, and to ensure that meetings of the city council are conducted in a way that allows the business of the city to be effectively conducted, the public's participation therein is to be governed by the following:

- (1) Audience participation is limited to the role of observers except for during the public comment portion or public hearing portion of the meeting.
- (2) Members of the public in attendance at any regular, special, emergency, and/or workshop meeting of the city council shall conduct themselves with proper respect and decorum in speaking to and/or addressing the city council, in participating in public discussions before the city council, and in all actions in the presence of the city council. Members of the public speaking during comment periods or invited to speak shall remain behind the podium while speaking. Attendees must be physically present at a meeting to address the city council. Comments by proxy are not allowed.
- (3) City council members shall not have discussions during the public comment and public hearing portions of the agenda, nor take any action thereon other than to refer the item to city staff for research and possible future action.
- (4) It is the intention of the city council to provide open access to the resident and affected persons of the city to address the city council and express themselves on issues under consideration by the city council.

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In accordance with such, members of the public in attendance at city council meetings must be respectful of individuals making public comments before, during, and after such comments are made.

- (5) Persons may present printed material to be included in the council agenda packets one week prior to a meeting. Persons may present printed material to the city secretary to distribute to the council during a meeting, subject to the same deadline.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21)

## **Sec. 23-18. Addressing the city council.**

- (a) *Public comments.* Before each meeting of city council the city secretary shall make citizen comment forms available, on which any city taxpayer or resident may sign his/her name, ward (district) and indicate the agenda item on which he/she wishes to speak. Members of the public that live outside of the city limits may make comments at the discretion of the presiding officer if time permits. Only public comments regarding agenda items will be allowed. Individuals must be physically present to address the city council. Comments by proxy are not allowed.
  - (1) Individuals may address the council by oral communication by completing all requested information on the citizen comment form and placing it at the city secretary's desk on the dais, not later than five minutes before commencement of the meeting.
  - (2) Each person addressing the council shall step up to the podium, shall give his/her name and ward (district) for the record, and, unless further time is granted by the council, shall limit his/her address to three minutes. Unused public comment time may not be "designated" or "yielded" to other attendees. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked to a councilperson except through the presiding officer. Any such question shall be referred by city council to the city manager, for further handling.
  - (3) Persons wishing to address the council on more than one agenda item or topic in a single meeting must speak on all such agenda items or topics during their three-minute presentation. Additional time is not given for additional items (however, emailing, writing, calling, or visiting with council members outside of meetings is, of course, unlimited). This requirement does not restrict anyone from also speaking at any public hearing (see additional information below).
- (b) *Public hearings.* Public hearings provide municipal residents and affected parties an opportunity to be heard, typically on certain land use items, final ordinance readings, the annual adoption of the municipal budget, and the annual adoption of the tax rate.
  - (1) There is not a form or sign up requirement for public hearings at city council meetings. Only comments regarding a public hearing agenda item may be made during the public hearing portion of the meeting. Each person that wishes to address the council during the public hearing portion of the meeting must be in attendance physically and shall raise their hand to notify the presiding officer that they would like to speak. Once acknowledged by the presiding officer, the person shall step up to the podium and shall give his/her name and ward (district) for the record. Unless further time is granted by the presiding officer, the person addressing the council shall limit his/her address to three minutes. Individuals must be physically present to address the city council. Comments by proxy are not allowed. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the council, without the explicit permission of the presiding officer. No question shall be asked to a councilperson except through the presiding officer. Any such question shall be referred by city council to the city manager for further handling.

(Ord. No. 2021-11-01 , § I(Exh. A), 11-16-21; Ord. No. 2022-01-01 , § I(Exh. A), 1-18-22)



## CHAPTER 23 - CITY COUNCIL REPORT OFFICE OF THE CITY SECRETARY

### **I. PURPOSE OF REPORT.**

The City Council has discussed proposed changes to Chapter 23 - City Council in recent months and the City Manager and City Secretary have discussed the topics to address some of the issues that have arisen. This document serves to streamline some of the issues and proposed changes. The document was compiled by the City Secretary and includes recommendations by the Office of the City Secretary (OCS).

### **II. DEFINITIONS ON TYPES OF MEETINGS.**

OCS recommendation: Town Halls and Special Meetings are currently grouped together. These should be separated and defined more accurately.

### **III. COUNCIL ACTION.**

Currently the ordinance provides that Council Actions are comprised of Ordinances and Resolutions. State law references that municipalities may pass items by official action such as order, resolution, or ordinance. Orders may involve elections, natural disasters, and other actions.

OCS recommendation: Add orders to acceptable actions.

### **IV. REPORTS.**

Some individuals who provide reports, such as the Mayor and City Manager, have expressed interest in possibly making the report section an oral report to the Council where no discussion or action may take place. This method would allow each individual in the relevant section to not list agenda items, but only orally present to the City Council. This would eliminate the need for listing report items, but would require that no discussion or action take place to be acceptable under the Texas Open Meetings Act. The current method requires that each person reporting list agenda items on the agenda.

Because the items are listed on the agenda, the Council may have discussion regarding the items. This change would provide more flexibility to the reporters and allow them to be able to speak to items that come up after the agenda deadline, up to and including the day of the meeting.

OCS recommendation: None.

**V. REPORT PRESENTATIONS.**

The City has received feedback from at least one resident that presentations made for the Reports section (Mayor, Manager, Attorney, Staff) should be included in City Council packets to increase transparency.

OCS recommendation: No preference, but the requirement should be clearly delineated in the ordinance for transparency reasons, and to be able to explain the Council policy should similar feedback be received.

**VI. WHO MAY ADD ITEMS TO AN AGENDA?**

Our current ordinance allows the Mayor, any City Council member, the City Manager, and the City Secretary to add items to an agenda. All resolutions and ordinances must be sponsored by a City Council member or the City Manager.

OCS recommendation: Allow the City Secretary to sponsor ordinances and resolutions on the agenda. In many cities this is common practice, especially when considering elections, resolutions for records management policies, ordinances, and any other issues that impact the Office of the City Secretary.

**VII. AGENDA DEADLINE.**

OCS recommendation 1: Packet deadline Tuesday, 5:00 P.M. 7 days prior to the meeting. All report items and backup documentation due on the same deadline to provide for efficient redaction and planning of items to be included in the packet. Increase in redactions, with recent feedback, will create the need for additional time to process packets, redact information, and correct typographical errors.

OCS recommendation 2: Packet deadline Wednesday, 5:00 P.M. 6 days prior to the meeting. All report items and backup documentation due on the same deadline to provide for efficient redaction and planning of items to be included in the packet.

There has been discussion regarding the agenda deadline, so I reached out to a few colleagues by phone and via the Texas Municipal Clerks Association community to gain some insight on standard agenda deadlines in other cities.

**TOWN OF ANTHONY, TEXAS (POP 3,665)** Response from TMCA community from Valerie Armendariz City Secretary.

- ***What is your agenda deadline? (6 DAYS)*** 6 days prior (Tuesday) at the end of business day prior to the Monday night meeting. In order for the proposed agenda item to be deemed ready for placement on the agenda for the council meeting, the required form must be submitted in full, contain all supporting documents attached thereto, and must be reviewed and signed by all proper parties.
- ***Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?*** No.
- ***Can the City Secretary add resolutions or ordinances to the agenda?*** Yes.

**CITY OF FLORESVILLE, TEXAS (POP 8,045)**

- ***What is your agenda deadline? (7 DAYS)*** 7 days prior at noon prior to the Thursday meeting.
- ***Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?*** Limited exceptions for important items on a case-by-case basis.
- ***Can the City Secretary add resolutions or ordinances to the agenda?*** Yes.

**PECOS, TEXAS (POP 12,673):** Spoke with Deputy City Secretary, Wendy, 6/6/23

- ***What is your agenda deadline? (6 DAYS)*** Friday 5:00pm before the Thursday meeting.
- ***Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?*** No exceptions.
- ***Can the City Secretary add resolutions or ordinances to the agenda?*** Yes.

**HUMBLE, TEXAS (POP 16,000)**

- ***What is your agenda deadline? (7 DAYS)*** 7 days prior at noon.
- ***Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?*** None, deadline applies to everyone involved in the packet process.

**LA PORTE, TEXAS (POP 36,000)**

- ***What is your agenda deadline?*** 5:00p.m. Thursday, two weeks prior to the Monday night City Council meeting (10 days in advance).



- *Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?* Deviations from the deadlines, or the submission of additional items either past the established deadlines or once the agenda has been posted, should be exceedingly rare and of a clearly significant nature.
- *Can the City Secretary add resolutions or ordinances to the agenda?* Yes.

**WYLIE, TEXAS (POP 59,394) (6 DAYS)** Response from TMCA community from Stephanie Storm, City Secretary.

- *What is your agenda deadline?* 8:00a.m. Wednesday, prior to the Tuesday night meeting. Totals 11 days ahead of the Tuesday night meeting.
- *Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?* Only exception is critical or time-sensitive items.

**ALLEN, TEXAS (POP 106,874)** Response from TMCA community from Shelley George City Secretary.

- *What is your agenda deadline?* (11 Days) 5:00p.m. Friday, one week before they post the agenda. Totals 11 days ahead of the Tuesday night meeting.
- *Are there any exceptions to this rule? Exceptions for different portions of the agenda (like reports) or for certain people such as the City Manager?* Did not answer that portion of the post.

City Secretary feedback:

#### **ISSUES THAT SHORTENING THE DEADLINE CAUSE/ REDACTIONS.**

A. As seen in one of the recent council packets, my office overlooked a sensitive document that should have been redacted from the packet. I consider this my error, because ultimately I am the individual responsible for redactions. The packet was also sent to the Council, the City Manager, multiple staff members, and no one caught the issue. We are currently considering what type of redactions should be implemented based on feedback that we have received, and I note that any method of redactions will result in significant staff time and/or cost associated with these updates. I have considered the following options regarding redactions in packets:

1. **Option 1:** Voluntarily redacting email addresses, phone numbers, and other information for Short Term Rental Permits, Conditional Use Permits, Board Applications, and other documents.

2. **Option 2:** Completely redacting Short Term Rental Permits, Conditional Use Permits, Board Applications from the copy posted on the City website. I note that these items will still be available under the Public Information Act and might increase the amount of Public Information Requests received.
  3. **Option 3:** Reconsidering our practice of posting the City Council Packet online. I do not like the idea of stopping this practice because I aim to increase transparency in City operations, but posting the packet is not required by state law. We currently require this practice by ordinance. I would like to point out that many other cities that post packets to their websites have multiple staff members to assist with the different operations in the Office of the City Secretary, and in my office we have myself and one staff member who administers the duties of our office which include researching and responding to an increasing number of of Public Information Requests, creation of the packet documents, working with presenters and other staff members to obtain documents for the packet and for presentation at City Council meetings, engrossing and enrolling the official documents of the City, enhancing and improving the Records Management system with a critical project of establishing a City Records Center away from City Hall, etc.
- B. I would like to bring attention to the fact that the extensive redactions would result in our office having to keep two council packets - one unredacted copy provided to the City Council and one redacted copy posted on the City website. Even if we redact the information electronically we will require staff time to redact the packet and we will be required to manipulate the electronic file and have two copies.
- C. Further, the packet process is a process that occurs almost every other week in my office. Shortening the deadline will make it increasingly difficult for our office staff to take time off. I would like to have the opportunity to be able to attend doctors appointments and other responsibilities on a Thursday or Friday from time to time, being that most specialists are a minimum of two hours away. Vacations and time off are important in a well rounded work-life balance, and I believe that shortening the agenda deadline will significantly impact our ability to take time off and cause undue hardship.
- D. I believe that every agenda item, cover page, and backup documentation should be due by the Wednesday (6 days) prior to the City Council meeting by 5:00 p.m. There should be no exceptions to this rule, including reports, because the rule provides for a more efficient process by which all stakeholders can efficiently

plan to adhere to. In fact, I recommend that the agenda deadline be moved backward one day to Tuesday (7 days prior) to provide more time to effectively redact the packet. The deadline has been the same for more than a decade, and being that our office will be required to implement more stringent redaction policies, shortening the deadline is not desirable for us at this time.

- E. At one point I received a comment that I should not hinder the business of the City from being completed, and that strict deadlines will cause this. I disagree that shortening the deadline will hinder the City's business from being completed and I contend that failure to plan efficiently is what will hinder the progress of the City.

#### **VIII. REDACTIONS.**

*OCS recommendation:* As stated in the previous section, redactions should be considered and clearly delineated by policy. The process by which the City will compile and redact packets should be clearly stated and memorialized in the ordinance. If not set by ordinance, a reference that the policy may be set by City Council resolution.

#### **IX. PARLIAMENTARY PROCEDURE.**

*OCS recommendation:* The effect of a motion to postpone (indefinitely) should be memorialized so that a motion to postpone as a subsequent motion or amendment to the original motion would effectively kill the main motion. This would result in us not having to go back and dispose of the original motion if a motion to postpone is made after another pending motion.

#### **X. VOTING.**

*OCS recommendation:* Clearly define majority, supermajority, and rules surrounding abstentions and how the abstentions will be recorded. Abstentions that are not due to conflicts of interest, and are not governed by Chapter 171 Texas Local Government Code, should be clearly explained in the ordinance. Many cities have ordinance or charter provisions that regulate how these abstentions are handled. For example, City of Murphy requires that abstentions that are not due to conflict of interest will be recorded as a negative vote.

#### **XI. CONFLICT OF INTEREST.**

*OCS recommendation:* Include a reference to state law surrounding conflicts of interest and implement a policy or guidelines to compliment state law. City officials must adhere

to Chapter 171, Texas Local Government Code regarding conflicts of interest. Under Chapter 171, a local official may file the required conflict affidavit to avoid the appearance of impropriety in certain situations where a conflict may not exist. Many cities have ethics policy provisions that require a member to abstain from voting if even the appearance of impropriety may exist.

**XII. ORDER OF BUSINESS & CITY COUNCIL AGENDAS.****A. PROPOSED CHANGES TO AGENDA.**

The City Secretary and the City Manager have drafted a proposed revision to City Council Agendas for the Council to consider. Other cities were researched and we were able to generate some ideas to address concerns that have arisen over time.

**B. INFORMATIONAL COVER PAGE.**

The informational cover page is not read and creates an additional page of information. The proposed updated agenda would address information at the individual meeting section and eliminate the need for the informational cover page.

**C. INVOCATION.**

Some Council Members have requested that the Invocation be added back on to the agenda. This would allow members of the community to begin the meeting with a prayer or invocation. Some questions to consider are:

- If the invocation is added to the agenda will the City allow any religious group to provide the invocation?
- Would there be a policy implemented that would ensure the City remains fair when choosing who to allow to provide the invocation?
- Would a moment of silence be an option that Council would like to pursue?
- Would not allowing certain groups to provide the invocation cause liability issues for the City, as has been the case in other cities?

**D. PUBLIC HEARINGS.**

When the City publicizes public hearings, we advise the public that the hearings will take place at 5:30 P.M. The current public hearing section typically takes place much later

than 5:30 P.M. We recommend moving this section to the beginning of the meeting to allow the public to make their comments and leave if desired.

**XIII. COMMUNITY INTEREST ITEMS.**

The Texas Open Meetings Act authorizes a quorum of the governing body of a municipality or county to receive reports about items of community interest during a meeting without having given notice of the subject of the report if no action is taken. Section 551.0415 defines an “item of community interest” to include:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

**XIV. CHANGES TO THE POSTED AGENDA AND ORDER OF BUSINESS.**

Changes to the order of business is an idea that we received from Burleson, Texas. This section streamlines changes to the posted agenda and allows the opportunity to move “Time-Sensitive” items to be considered in a specific section. The time-sensitive items occur frequently when we have presenters or stakeholders who live out of town, have additional appointments that they need to attend to after a meeting, or otherwise need to present earlier than the scheduled section. This would also streamline changes to the consent agenda, withdrawing an item from consideration on the agenda, and moving an item to the consent agenda if the Council agrees by majority vote.

**XV. TIME LIMITS FOR REPORTS AND PRESENTATIONS.**

The Mayor has implemented a test phase with time limits in certain sections of the City Council meetings. The Council should provide direction on what, if any, time limits should be implemented and in what sections.

**XVI. EXECUTIVE REPORTS.**

We recommend that the reports section be moved to the end of the meeting to allow for residents to be able to attend for official council actions and then leave if desired.

**XVII. PRESENTATIONS.**

We recommend that staff presentations and other stakeholder presentations take place in a separate section than the “executive” reports.

**XVIII. CONCLUSION.**

Once the City Council provides direction on these issues, and any other proposed items that may arise during the discussion, City Staff may begin working towards drafting a proposed ordinance.



**CITY OF ALPINE**  
***Regular City Council Meeting Agenda***  
**Tuesday, Any Date, 2023 – 5:30 P.M.**

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*City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830*

**1. CALL TO ORDER.**

- A. Pledge of Allegiance to the United States Flag.
- B. Pledge of Allegiance to the Texas Flag.
- C. Determination of a Quorum and Proof of Notice of the Meeting.

**2. PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). Attendees must be physically present in order to address the City Council. Public Comments are limited to 3 minutes per person. The City Secretary will announce the 1-minute mark and a bell will ring when the 3 minute timeframe has been reached.

Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

**3. PUBLIC PRESENTATIONS.**

**A. Presentations & Recognitions.**

- I. Presentation of Certificate to John Smith for his two years of service to the Parks and Recreation Board. (C. Eaves, Mayor)

**B. Proclamations.**

- I. Proclamation for National Aviation Day - August 19. (C. Eaves, Mayor)
- II. Building and Code Staff Appreciation Day - September 1. (C. Eaves, Mayor)

**C. Community Interest Items.**

This is a standing item on the agenda of every regular meeting of the City Council. An “item of community interest” includes the following:

- Expression of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- Honorary recognitions of city officials, employees, or other citizens;
- Reminders about upcoming events sponsored by the City or other entity that is scheduled to be attended by a city official or city employee; and
- Announcements involving imminent public health and safety threats to the city.

**4. PUBLIC HEARINGS.**



- A. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-02, a Short term Rental Special Use Permit allowing a short term rental to be established at 123 Main Street. The property owner of record is John Smith. The Parcel ID of the subject property is 55555.
- B. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-03, a Short term Rental Special Use Permit allowing a short term rental to be established at 123 Main Street. The property owner of record is Jane Smith. The Parcel ID of the subject property is 55555.
- C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2023-08-04, a Short term Rental Special Use Permit allowing a short term rental to be established at Main Street. The property owner of record is Jake Smith. The Parcel ID of the subject property is 55555.
- D. Public Hearing to obtain citizen views and comments regarding the first reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024.

#### **5. CHANGES TO POSTED AGENDA.**

**NOTICE:** The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.
- B. **Items to be withdrawn from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor, any City Council member, or city staff. Items removed from the consent agenda will be considered in the consent agenda section directly after approval of the items not requiring separate discussion.
- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.
- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may request that time-sensitive items be considered during that section.

#### **6. TIME-SENSITIVE ITEMS.**

#### **7. CONSENT AGENDA.**

The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless previously

requested by a Council Member, in which event the item or items withdrawn will be considered individually after the items not requiring separate discussion have been acted upon.

- A. Approval of January 1, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. Approval of the Fiscal Year 2023-2024 City Meeting Calendar. (G. Calderon, City Secretary)
- C. Approval of Special Use Permit 2023-08-02, a Short Term Rental Special Use Permit allowing a short term rental to be established at 123 Main Street. The property owner of record is John Smith. The Parcel ID of the subject property is 55555. (G. Calderon, City Secretary)
- D. Approval of Special Use Permit 2023-08-03, a Short Term Rental Special Use Permit allowing a short term rental to be established at 123 Main Street. The property owner of record is Jane Smith. The Parcel ID of the subject property is 55555. (G. Calderon, City Secretary)
- E. Approval of Special Use Permit 2023-08-04, a Short Term Rental Special Use Permit allowing a short term rental to be established at 123 Main Street. The property owner of record is Jake Smith. The Parcel ID of the subject property is 55555. (G. Calderon, City Secretary)

## **8. REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. The City Secretary will make an announcement when 1 minute is remaining, and a bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a 2/3 majority vote of the City Council.

- A. Alpine Police Department Report by Chief of Police, Darrell Losoya. (M. Antrim, City Manager)
- B. Presentation by John Smith regarding the Community Service organization. (C. Eaves, Mayor).
- C. Community Service Organization report by Executive Director John Smith. (M. Antrim, City Manager)

## **9. INFORMATION OR DISCUSSION ITEMS.**

- A. Potential policy for City Donations for Nonprofits. (C. Eaves, Mayor)
- B. Discussion on Fiscal Year 2023-2024 Property Tax Rate. (M. Antrim, City Manager)
- C. Discuss and set dates for the 4 Workshops agreed to at the August 1<sup>st</sup> City Council meeting. (R. Stephens, City Council)

## **10. ACTION ITEMS. (Limited to 10 per meeting).**

- 1. Approve the first reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024. (M. Antrim, City Manager)

2. Approve Resolution 2023-08-18, a resolution approving live music permitting fees in accordance with Chapter 26 - Civic and Cultural Affairs, Article III - Noise to the Alpine Code of Ordinances. (M. Antrim, City Manager)
3. Approve Resolution 2023-08-19, a resolution authorizing the Alpine Police Department to participate in the Office of the Governor, Public Safety Office, Homeland Security Grants Program, Local Border Security Program (LBSP) for Fiscal Year 2024. (M. Antrim, City Manager)

#### **11. EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each.

##### **A. City Mayor Report.**

- I. City Government 101.
- II. Planning & Zoning Update.

##### **B. City Attorney Report.**

- I. Legal Updates.

##### **C. City Manager Report.**

- I. Water Conservation.

#### **12. CITY COUNCIL MEMBER COMMENTS.** (No discussion or action may take place)

**NOTICE:** The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).

#### **13. EXECUTIVE SESSION.**

##### **Consultation with Attorney § 551.071, Texas Government Code**

- A. Pursuant to Texas Government Code Sec. 551.071 (Consultation with Attorney) receive legal advice related to Pending Legal Requests, Potential Claims, and City Council Legal Requests. (M. Antrim, City Manager)

#### **14. ACTION AFTER EXECUTIVE SESSION.**

#### **15. ADJOURN.**

**NOTICE:** In compliance with the Americans with Disabilities Act, the City of Alpine will provide reasonable accommodations for persons attending meetings. This facility is wheelchair accessible, and accessible parking space is available. Requests for accommodations or interpretive services must

be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email [city.secretary@cityofalpine.com](mailto:city.secretary@cityofalpine.com) for further information.

### CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on Friday, Any date, 2023, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

  
Geoffrey R. Calderon, City Secretary



## ACTION ITEMS OVERVIEW

9. **Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable.** (Action items limited to 10 per meeting).
1. Approve the second and final reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the City of Alpine, Texas for the Fiscal Year 2023-2024. (M. Antrim, City Manager)
  2. Approve the first reading of Ordinance 2023-09-01, an ordinance levying ad valorem taxes for use and support of the Municipal Government of the City of Alpine, Texas for the 2023-2024 Fiscal Year; Providing for the apportioning of each levy for specific purposes; and providing when taxes shall become due and when the same shall become delinquent if not paid. (M. Antrim, City Manager)
  3. Approve Resolution 2023-09-01, a resolution of the City Council amending approving Appendix A: Utility Fees; Setting the rates and fees for City Utility Services for the Fiscal Year 2023-2024. (M. Antrim, City Manager)
  4. Approve Resolution 2023-09-02, a resolution adopting a policy prohibiting the installation or use of TikTok on city devices or for use of that application for official city related business pursuant to Texas SB 1893. (M. Antrim, City Manager)
  5. Approve the 2023-2024 Alpine Public Library Agreement. (M. Antrim, City Manager)
  6. Approve the 2023-2024 Family Crisis Agreement. (M. Antrim, City Manager)
  7. Approve the Big Bend Concrete contract for concrete and concrete pad services, responsive to the contract awarded to Big Bend Concrete from Request for Proposal 2023-04-01. (M. Antrim, City Manager)



## CITY COUNCIL MEETING AGENDA ITEM COVER MEMO

September 5, 2023

To: Honorable Mayor and City Council  
Agenda Item: Action Item 1- Ordinance 2023-08-01 FY 2023-2024 Budget  
Agenda Submitted by: M. Antrim, City Manager

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### SYNOPSIS

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1. Approve the second and final reading of Ordinance 2023-08-01, an ordinance making appropriations for the support of the City of Alpine, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2023; Appropriating money to a sinking fund to pay interest and principal on the City's indebtedness; Adopting the annual budget of the city of Alpine, Texas for the Fiscal Year 2023-2024. (M. Antrim, City Manager)

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### BACKGROUND

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- Proposed Tax Rate - \$0.466326
- Multiple budget workshops were held to gather residents and council recommendations and thoughts.
- The attached budget is balanced and uses minimal reserves/fund balance/net positions.
- Capital improvements and assets are addressed and include:
  - Software
  - Continued Street Maintenance/Paving
  - Wastewater Treatment Plant Improvements
  - Airport Layout Plan
  - Gas Utility – AMR
- Employee compensation consists of a 5% increase for cost of living and the availability for an additional 5% for merit.
- Overall revenues and expenditures increased from the prior year by 9.98%.

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### SUPPORTING MATERIALS

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1. Ordinance 2023-08-01 – FY 2023-2024 Proposed Budget

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### STAFF RECOMMENDATION

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**Recommendation: APPROVE**

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2023-08-01**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF ALPINE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; APPROPRIATING MONEY TO A SINKING FUND TO PAY INTEREST AND PRINCIPAL ON THE CITY'S INDEBTEDNESS; ADOPTING THE ANNUAL BUDGET OF THE CITY OF ALPINE, TEXAS FOR THE FISCAL YEAR 2023-2024.**

**WHEREAS**, the budget, appended hereto as Exhibit "A," for the fiscal year beginning October 1, 2023, and ending September 30, 2024, was duly presented to the City Council by the City Manager on July 18, 2023, August 1, 2023, and August 15, 2023; and

**WHEREAS**, public hearings were held by the City Council, and public notice of said hearings was caused to be given by the City Council on August 15, 2023, and on September 5, 2023; and

**WHEREAS**, said notices were published in the Alpine Avalanche, the official newspaper of the City of Alpine, and the said public hearings were held according to said notice at an open public meeting.

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

**SECTION 1.** That the appropriations for the fiscal year beginning October 1, 2023, and ending September 30, 2024, for the support of the general government of the City of Alpine, Texas be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2023-2024 budget, a copy of which is appended hereto, as Exhibit "A."

**SECTION 2.** That the budget, as shown in words and figures in Exhibit "A," is hereby approved in all respects and adopted as the City's Budget for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024.

**SECTION 3.** That there is hereby appropriated the amount shown in said budget necessary to provide for a sinking fund to provide for the payment of the principal and interest and the retirement of the bonded debt requirements of the Fiscal Year 2023-2024 of the City of Alpine, Texas.

**SECTION 4.** This budget will raise more total property tax revenues than last year's budget by \$546,548 which 26.81% increase from last year's budget. The property tax revenue to be raised from new property is \$13,161. The amounts are based on the City's



proposed fiscal year 2024 property tax rate of \$.466326 cents per \$100 of assessed valuation.

**SECTION 5.** That this ordinance shall take effect and be in force on October 1, 2023.

**PASSED AND APPROVED THIS THE 5<sup>th</sup> DAY OF SEPTEMBER, 2023 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**SECOND AND FINAL READING**

AUGUST 15, 2023

SEPTEMBER 5, 2023

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Catherine Eaves, Mayor

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

"Exhibit A"

# CITY OF ALPINE

This budget will raise more total property tax revenues than last year's budget by \$546,548, which is a 26.81% increase from last year's budget tax revenues. The property tax revenue to be raised from new property is \$13,161. The amounts are based on the City's proposed fiscal year 2024 property tax rate of \$0.466326 cents per \$100 of assessed valuation.

Proposed  
FY 2023  
2024  
Budget



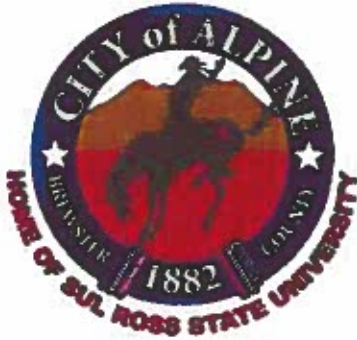
## City of Alpine Fiscal Year 2023 – 2024 Proposed Budget

This budget will raise more total property tax revenues than last year's budget by \$546,548, which is a 26.81% increase from last year's budget revenues. The property tax revenue to be raised from new property is \$13,161. The amounts are based on the City's proposed fiscal year 2024 property tax rate of \$0.466326 cents per \$100 of assessed valuation.

### Property Tax Rate Comparison: Per \$100 Valuation

	<u>FY2022 - 2023</u>	<u>FY2023-2024</u>
Proposed Tax Rate:	0.466326/\$100	0.466326/\$100
No New Revenue Tax Rate:	0.457882/\$100	0.366647/\$100
Voter Approval Tax Rate:	0.533307/\$100	0.505648/\$100
De Minimis Rate	0.573865/\$100	0.458176/\$100
Debt Rate:	0.035701/\$100	0.027794/\$100

Total debt obligation for City of Alpine FY2023-2024 Budget secured by property taxes:  
\$147,909.00.



## MAYOR & CITY COUNCIL

FY 2023 - 2024

VOTE (FOR/AGAINST)

CATHERINE EAVES  
Mayor  
Term 2022 - 2024

JUDY STOKES  
Councilmember Ward 1  
Term 2023 - 2025

CHRIS RODRIGUEZ  
Councilmember Ward 2  
Term 2022 - 2024

DARIN NANCE  
Councilmember Ward 3  
Term 2023 - 2025

MARTIN SANDATE  
Councilmember Ward 4  
Term 2022 - 2024

RICK STEPHENS  
Mayor Pro-Term  
Councilmember Ward 5  
Term 2023 - 2025

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July 18, 2023

Honorable Mayor and Councilmembers,

The annual budget contains the funding necessary to continue the expected delivery of the services, programs, and capital improvements for our community. As such, the budget is one of the most important decisions that the City Council makes every year as it determines projects to be funded, services to be provided to citizens and visitors, and the related costs.

The Budget is designed to:

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

FY 2023 - 2024 budget integrates the priorities you have set as the community's elected officials and includes the funding needed to achieve the Council's goals and objectives. Starting in October 2022, Strategic Planning Workshops were held to gather the public's input on the needs and future of our City. The top two priorities from the ten (10) meetings were utility infrastructure and employees. As part of the budget process, Council determined to focus on those top priorities.

The ability to provide services has been sustained by proactive financial planning practices. The FY 2024 Budget that is now presented to the Council recognizes the priorities of the community and the need to plan for future growth.

The City Budget is divided into several major funds, which reflect the varied activities and services provided by the City of Alpine to our citizens. Major Funds include the General Fund, which supports general governmental services, the Debt Service (Interest & Sinking) Fund to repay long-term debt, Hotel Occupancy Tax (HOT) Fund utilized for tourism and multiple Enterprise funds; Water-Wastewater-Sanitation, Airport, and Gas. Enterprise funds are self-supporting from their own source rates, fees, and charges.



## GENERAL FUND

The General Fund is used to account for the revenues and expenditures necessary to carry out basic governmental activities of the City, such as general government, public safety, public works, recreation, building services, and animal control. This fund accounts for all transactions not accounted for in another fund.

The two major General Fund revenue sources are property tax revenue and sales tax revenue.

### PROPERTY TAX

To fund this budget, it is proposed that the city property tax rate be set at \$0.466326 per hundred-dollar valuation. This is the same rate that was adopted from last year's tax rate. The tax rate for Maintenance & Operations will effectively increase by 0.79% and will increase taxes for Maintenance & Operations on a \$100,000 home at approximately \$7.90.

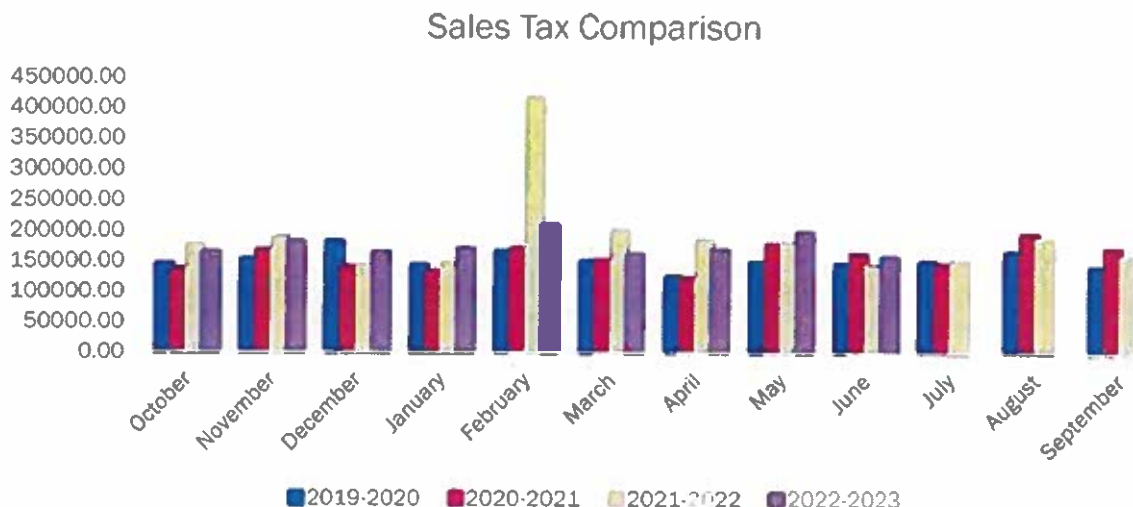
The City increased the tax rate for FY 2022-2023 by two percent (2%). The prior three years the City adopted the No New Revenue Rate (effective tax rate). No New Revenue Tax Rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The increase in property values for the same properties which were on the tax rolls this current year is 26.81%. New values, or properties added during the year, make up .50 % of the total 26.81% increase. Market values for homes in Alpine increased considerably this past year. The 2023 certified taxable value, per the Brewster County Appraisal District reflect total values of \$554,320,718, of which 56,499,056 is under protest. 2022 certified taxable values were \$437,117,603.

Councils' priority is to evaluate the property tax rate annually to best support the priorities and objectives for each fiscal year.

### SALES TAX

The City collects one and a half cent in City sales tax.



Sales tax revenue is budgeted at \$2,150,000, which is an increase from the current budget of \$2,000,000. Sales tax has steadily increased over the past several years and is budgeted accordingly.

The City continues to look for other possible sources of funding, to include any and all grant opportunities, to provide for the growing needs of the community.

### **HOTEL OCCUPANCY TAX FUND (HOT)**

This fund accounts for revenue derived from the City hotel occupancy tax. The City of Alpine's hotel occupancy tax rate is set at seven (7%). Hotel Occupancy Tax funds must be used to meet two criteria set by the State of Texas. First, every expenditure must directly enhance and promote tourism and the convention and hotel industry. Second, every expenditure of the hotel occupancy tax must clearly fit into one of the nine statutorily provided categories for expenditures of local hotel occupancy tax revenues. Such revenues are used for tourism advertising, promotion of the arts, historical restoration, sporting events, transportation, and signage. The City of Alpine is required to spend fifty-one percent (51%) or more of hotel occupancy tax revenues on advertising.

### **ENTERPRISE FUNDS (UTILITIES AND AIRPORT)**

Enterprise funds are used to account for the City's water, wastewater, sanitation, gas and airport operations. These funds are financed and operated in a manner similar to private business enterprises. Utility and Airport Fees should be sufficient to cover annual operating and current capital costs while providing income for future capital needs.

Alpine City Council sets the rates and fees annually by resolution during the budget process. For the fiscal year 2023-2024 no increase is being recommended as part of the budget process.

### **DEBT SERVICE (INTEREST & SINKING) FUND**

The Debt Service Fund accounts for the payment of long-term principal and interest debt payments. The City issues debt to fund the cost of construction of streets, paving and related projects, improvements to City buildings, and construction and rehabilitation of the City water and sewer systems.

For fiscal year 2023 – 2024, \$0.027794 per hundred-dollar valuation is the City's debt service portion of the City's total \$0.466326 property tax rate. The debt rate is used to pay the principal and interest on the City's outstanding debt during the fiscal year. The unencumbered portion is paid for by the Water and Wastewater Enterprise Fund.

Annual Debt service requirements to maturity are as follows:

**Governmental Activities**

	Year Ending September 30,	Principal	Interest
<u>Certificates of Obligation - 2011 Series</u>	2024	\$ 36,400	\$ 13,798
56% - Debt Fund	2025	\$ 39,200	\$ 12,199
44% - Enterprise - Water	2026	\$ 39,200	\$ 10,541
	2027	\$ 42,000	\$ 8,824
	2028	\$ 44,800	\$ 6,988
	2029	\$ 44,800	\$ 5,093
	2030	\$ 47,600	\$ 3,139
	2031	\$ 50,400	\$ 1,066
		<u>\$ 344,400</u>	<u>\$ 61,648</u>

	Year Ending September 30,	Principal	Interest
<u>General Obligation Refunding Bonds - 2011 Series</u>	2024	\$ 96,000	\$ 1,711
60 % - Debt Fund			
40% - Enterprise Water		<u>\$ 96,000</u>	<u>\$ 1,711</u>

**Business-Type Activities (Enterprise)**

	Year Ending September 30,	Principal	Interest
<u>Certificates of Obligation - 2011 Series</u>	2024	\$ 28,600	\$ 10,841
56% - Debt Fund	2025	\$ 30,800	\$ 9,585
44% - Enterprise - Water	2026	\$ 30,800	\$ 8,282
	2027	\$ 33,000	\$ 6,933
	2028	\$ 35,200	\$ 5,491
	2029	\$ 35,200	\$ 4,002
	2030	\$ 37,400	\$ 2,466
	2031	\$ 39,600	\$ 838
		<u>\$ 270,600</u>	<u>\$ 48,438</u>

	Year Ending September 30,	Principal	Interest
<u>General Obligation Refunding Bonds - 2011 Series</u>	2024	\$ 64,000	\$ 1,140
60 % - Debt Fund		<u>\$ 64,000</u>	<u>\$ 1,140</u>
40% - Enterprise Water			

	Year Ending September 30,	Principal	Interest
<u>Certificate of Obligation - 2005 Series</u>	2024	\$ 138,000	\$ -
	2025	\$ 138,000	\$ -
	2026	\$ 138,000	\$ -
	2027	\$ 138,000	\$ -
	2028	\$ 138,000	\$ -
	2029	\$ 138,000	\$ -
	2030	\$ 138,000	\$ -
	2031	\$ 138,000	\$ -
	2032	\$ 138,000	\$ -
	2033	\$ 138,000	\$ -
	2034	\$ 138,000	\$ -
	2035	\$ 138,000	\$ -
	2036	\$ 138,000	\$ -
		<u>\$ 1,794,000</u>	<u>\$ -</u>

Total debt obligation for City of Alpine for fiscal year 2023-2024 is \$390,491. Of that amount, \$147,909 is secured by property taxes and \$242,582 is from the Water/Wastewater/Sanitation Enterprise Fund. The City will be making the final payment for the 2011 General Obligation Refunding Bond during the 2023-2024 Fiscal Year, continuing to reduce the level of debt the city manages.

## Budgetary Highlights FY 2023 - 2024

### OVERVIEW – CITY AS A WHOLE

- EMPLOYEES**

- Compensation:** The proposed FY 2024 Budget includes a five percent (5%) cost of living increase for all employees. An overall increase across the City of \$552,147. An additional five percent (5%) is also included for each employee to allow for merit raises and/or promotions. An additional increase of \$209,918 City wide. Total increase of \$762,064 in salaries, overtime, longevity pay, and differential/certification pay for all departments and funds. The City also provides longevity pay for employees who have been with the City for more than three (3) months as of November 30 and are full time. In addition, several departments offer pay opportunities through pay differentials for certifications.
- Staffing:** 98.5 positions are being budgeted for FY 2023-2024. Several positions previously budgeted for are being removed, including positions in the Public Works-Street Department and Utilities – Water Department. An evaluation of positions determined the need to reduce some departments' number of open positions. Below is a breakdown the budgeted positions by department:

DEPARTMENT	FY 2022-2023	FY 2023-2024	REASON FOR CHANGE
ADMINISTRATION	5.5	5	Grant Writer remained in Finance Department
MUNICIPAL COURT	1	1	
POLICE	19.5	20.5	Administrative Assistant - New Position
BUILDING SERVICES	2.5	3	Environmental Services Coordinator to return to full time positioning opening up the Code Enforcement Position
HUMAN RESOURCES	1	1	
FINANCE	5	5.5	Grant Writer (.5)
ANIMAL CONTROL	5.5	5.5	
PARKS & RECREATION	6	6	
STREETS	14	10.5	Prior year new positions removed - unable to fill. One full time position reduced to part-time
UTILITY BILLING	2	2	
WATER	15	13	Reduced - Current Fiscal Year request multiple new positions - unable to fill
WASTEWATER	3	3	
ENVIRONMENTAL SERVICES	2.5	3	Environmental Service Coordinator full time
HOT	1.5	1.5	
AIRPORT	2	2	
GAS	10	10	
CITY COUNCIL	6	6	
<b>CITY TOTAL</b>	<b>102</b>	<b>98.5</b>	

- **Recruiting:** The City of Alpine is not alone in the search for employees and continues to have difficulty filling open positions. Over the next year the City will continue to focus on improving recruiting methods within the City. This includes continued streamlining of the application process, utilizing additional job boards, and social media, third party hiring groups, and continued updating of the City website.
- **Health Benefits:** The City will see a five percent (5%) increase in health costs citywide.
- **LIABILITY, PROPERTY COVERAGE, AND WORKMAN'S COMP:** Alpine utilizes the Texas Municipal League (TML) to assist with the required and necessary insurance coverages for liability, property, auto, cyber liability, security breach, and workman's comp. FY 2023-2024 includes increases in rates for Law Enforcement Liability (10% increase), Automobile Liability (10% increase) and Automobile Physical Damage (5% increase). Workman's compensation is determined by the classification and wages the City provides employees. This year's there is no percentage increase but it is expected to increase with the increase in employee wages. The City does receive an experience modifier (cost reduction), as well as a fund discount.
- **GRANTS:** During FY 2023, the City actively pursued over 15 different grants for economic development, infrastructure improvements, law enforcement, parks, heavy equipment, and emergency management. The City will continue to search for and apply for all grants that will best address the City's priorities and needs. In addition, the City is focused on all funding sources to address the needs of the Waste Water Treatment Plant.
  - **American Rescue Plan Act Funding (ARPA):** \$1,304,309 was designated to be disbursed to Alpine as part of the ARPA. These funds are restricted by the Federal government to be used based on guidelines set by the Act. The main focus of these funds will be used to invest in water and sewer infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure. The first tranche of fundings was dedicated by Council for improvements to the Wastewater Treatment Plant. Funds received need to be obligated no later than December 2024 and expended by December 2026.
  - **Combination Funding:** As part of the strategic plan, one of the action items is to continue working towards a combination of funding sources to fund repairs to the wastewater treatment plant. This includes working with the Texas Water Development Board (TWDB), United States Department of Agriculture (USDA), FEMA, and possible debt options.
- **CITY FLEET:** In 2017, the City of Alpine initiated a fleet program through Enterprise Fleet and replaced multiple city owned vehicles. The program is designed for the City to lease new model trucks, cars, and SUVs and maintain a reliable fleet for day to day operations, in addition to building equity towards the replacement of future vehicles. The first set of leased vehicles were provided to the Utilities Department in late 2018 and leased for sixty (60) months. Each year following, the City has added to its fleet. In FY 2021-2022 several of the original leased vehicles were extended an additional year due to the delay in availability of newer vehicles. For FY 2023-2024 six (6) of the leased vehicles will be replaced with new comparable models. One (1) additional vehicle (Police Interceptor) is being added to the police department fleet and the Administration vehicle is being transferred to the Building Services Department.

- **CAPITAL ASSETS:** For fiscal year 2023-2024, the following items are being considered within the budget:
  - Software – Finance and Utility Billing - \$100,000 has been budgeted from the general fund balance to assist with acquiring new software for the finance and utility billing departments.
  - Employee Compensation/Structure Review - \$50,000 is included in this year's budget to contract with a third party to assist with developing an employee job classifications, descriptions, and compensation review. Funds are being allocated from the general fund balance.
  - Tasers – Alpine Police Department -- The department is in need to upgrade and replace the departments taser inventory to ensure equipment is accurately working. Current inventory is over five years old and not all operational. Vendors offer multiple year contracts to allow for optimal budgeting and continued maintenance. For FY 2024, \$4,500 is being budgeted to initiate replacement and maintenance program.
  - Animal Shelter Repairs/Maintenance – Animal Control - \$20,000 is included in the maintenance department budget to assist with the repairs and to the dog runs. This includes cleaning, prepping, and painting the area.
  - Employee Lounge Area – Public Works – Street - \$24,962 is included in the maintenance department budget to allow for improvements to the Public Works Department employee lounge area. Currently it is an open space within the maintenance building. This would provide a separate meeting space for employees.
  - Wastewater Treatment Plant – Clarifiers & Drying Beds – In 2022, City Council acknowledged the need to make necessary improvements/repairs to the Wastewater Treatment Plant. \$1,150,000 is included in FY 2024 Budget to continue addressing improvements and repairs to the plan. The funds being allocated are part of the American Rescue Plan Act Funds received in 2021 & 2022.
  - GIS System – Water & Wastewater - \$25,000 is been budgeted to initiate and if necessary, contract assistance, to implement a geographical information system to assist with the mandated Lead and Copper Rule issued by the Environmental Protection Agency.
  - Airport Layout Plan – Texas Department of Transportation Aviation Division grant assistance programs offer Cities the ability to apply for funds for various airport improvements. The City has several requests pending, including the update of the layout plan, which will allow for further expansion and ability to apply for State funds for specific projects. The City's portion of funds is estimated at \$25,000, which is budgeted in FY 2024 budget. The funds will be allocated from the Airport Reserve Account.



- Visitor Center – Windows, Walls, Ceiling, and Roof Repairs – \$250,000 from the HOT fund balance is being allocated towards the continued improvements to the visitor center. Council initiated improvements in 2021 with the addition of public restrooms, storage facility, and pavilion. For FY 2023-2024 improvements to the visitor center facility are being budgeted.
- Automated Meters (1<sup>st</sup> Phase) – Gas Department – \$109,993 is included to initiate Phase 1 of installing automated. Phase 1 includes the installation of automated meters in Fort Davis, Texas.
- HVAC Unit – Gas Department - \$15,000, under building maintenance, is for the replacement and installation of a new HVAC system at the gas department facility.
- **CAPITAL IMPROVEMENT PLAN:** This year's five-year capital improvement plan continues to utilize the new format, providing additional information and a breakdown of possible funding, impact, and visual aid. The 2024-2028 CIP encompasses heavy equipment, software updates/improvements, and infrastructure needs. The total plan is estimated at \$13,277,950. The CIP is included in the budget but does not appropriate funds. It supports the budget process and long-term goals of the City.

Almost all of the capital assets listed above are included in the capital improvement plan and are being budgeted or partially budgeted for FY 2023-2024. The total budgeted for these assets is \$1,724,455 or thirteen percent (13%) of estimated capital improvements within the City. Funds have been allocated from operating expenses, reserves, or fund balance.

- **FUND BALANCE-NET POSITION/RESERVE FUNDS:**

Fund Balance and/or Net Positions are when fund resources exceed uses, the result is fund balance accumulations for governmental funds and net position for proprietary funds. Reserves are maintained in fund balances/net position, at levels sufficient to protect the City's creditworthiness and to provide contingency funds in the event of emergency and/or unforeseen cash outlays. Fund balance/net positions can either be restricted or unrestricted. Restricted funds are only allocated to what they have been restricted to. For example, landfill closure costs are included in the net position for the Water/Wastewater/Sanitation Enterprise Fund, but can only be allocated to the closure of the landfill.

City Council may create reserves by taking action to set funds aside for a specific purpose or according to legal restrictions on the use of assets. The City currently maintains eight (8) dedicated reserve accounts for specific use. Fund Balance/Net Positions and reserves may be used to balance the City's budget for specific dedicated projects or necessary operating expenses.

Below are the City's FY 2023 estimated year end fund balances, net positions, and reserve account balances.

## GENERAL FUND

### FY 2022-2023 Estimated Fund Balance

#### GENERAL FUND

Beginning Fund Balance 9/30/2022	\$	2,930,876.00
2022-2023 Projected year End - Revenue		\$5,707,521.18
2022-2023 Projected Year End - Expenses		\$5,845,682.12
Restricted Fund Balance	\$	-
Committed Fund Balance	\$	710,725.00
Other Committed Fund Balance	\$	-
Unassigned Fund Balance	\$	2,081,990.05
Estimated Total Fund Balance	\$	2,792,715.05
Difference	\$	(138,160.95)

## ENTERPRISE – WATER/WASTEWATER/SANITATION NET POSITION

### FY 2022-2023 Estimated Net Position

#### Water-Wastewater-Sanitation

Beginning Net Position as of 9/30/2022	\$	12,591,550.00
2022-2023 Projected Year End - Revenue	\$	4,975,879.53
2022-2023 Projected Year End - Expenses	\$	4,634,860.31
Net Investment in Capital Assets	\$	10,005,351.00
Restricted for Federal and State Grants	\$	-
Restricted for Landfill Closure Costs	\$	80,429.00
Restricted for Debt Service	\$	-
Unrestricted	\$	2,846,789.23
Estimated Net Position	\$	12,932,569.23
Difference	\$	341,019.23

## **ENTERPRISE – AIRPORT NET POSITION**

### **FY 2022-2023 Net Position**

#### **Alpine Casparis Municipal Airport**

Beginnng Net Position as of 9/30/2022	\$ 5,543,487.00
2022-2023 Projected Year End - Revenue	\$801,365.54
2022-2023 Projected Year End - Expenses	\$ 773,655.27
Net Investment in Capital Assets	\$ 5,209,705.00
Restricted for Federal and State Grants	\$ -
Restricted for Landfill Closure Costs	\$ -
Restricted for Debt Service	
Unrestricted	\$ 361,492.28
Estimated Net Position	\$ 5,571,197.28
Difference	\$ 27,710.28

## **HOT ESTIMATED FUND BALANCE**

### **FY 2022-2023 Estimated Fund Balance**

#### **ALL FUNDS RESTRICTED TO HOT**

Beginnng Fund Balance 9/30/2022	\$ 1,090,990.00
2022-2023 Projected Year End - Revenue	\$ 738,998.81
2022-2023 Projected Year End - Expenses	\$ 677,817.35
Restricted Fund Balance	\$ 1,152,171.00
Committed Fund Balance	\$ -
Other Committed Fund Balance	\$ -
	\$ -
Unassigned Fund Balance	\$ -
Estimated Total Fund Balance	\$ 1,152,171.46
Difference	\$ 61,181.46

## GAS UTILITY ESTIMATED NET POSITION

### FY 2022-2023 Estimated Net Position Gas Utility

Beginning Net Position as of 9/30/2022	\$ 2,459,653.00
2022-2023 Projected Year End - Revenue	\$ 2,339,873.67
2022-2023 Projected Year End - Expenses	\$ 1,995,851.36
Net Investment in Capital Assets	\$ 1,405,974.00
Restricted for Federal and State Grants	\$ -
Restricted for Landfill Closure Costs	\$ -
Restricted for Debt Service	\$ -
Unrestricted	\$ 1,397,701.30
Estimated Net Position	\$ 2,803,675.30
Difference	\$ 344,022.30

### Dedicated Reserve Accounts and Estimated Year End Balances

ACCOUNT TYPE	DEDICATED RESERVE ACCOUNTS		Fund Distribution
	Beginning Balance 10-01-22	Estimated Year End 09-30-23	
TexStar	\$1,992,317.00	\$2,085,000.00	All Funds
	Resolution 2021-12-01 - 1st Payment of ARPA (\$741,127.78) - DEDICATED TO WASTEWATER Collateral Limits Reached at WTNB- Transferred \$500,000 May 17, 2022 from General Fund - Council notified Collateral Limits at WTNB - Transferred 2nd Payment of ARPA (\$742,592.47)		
TXClass - Capital Improvements	\$282,962.00	\$296,000.00	General Fund - Road Repair
TXClass - Airport Reserve	\$28,482.00	\$30,000.00	Airport
TXClass - HOT Reserve	\$86,640.00	\$90,000.00	Tourism
TXClass - Creek Project	\$50,000.00	\$50,000.00	General Fund - Splash Pad
	\$182,024.00	\$190,000.00	Generators
	Resolution 2021-08-02 - \$50,000 dedicated to Splash Pad - remaining funds for purchase of generators		
TXClass - Fire Dept	\$198,050.00	\$206,000.00	General Fund - Fire
TXClass - Water/Sewer Infrastructure	\$787,798.00	\$829,258.00	Water/Sewer
	\$117,742.00	\$117,742.00	Lift Station
	RB 03 Reserve Closed - Resolution - Holiday Lift Station Repairs		
TXClass - Pueblo Nuevo Park	\$75,025.00	\$153,000.00	Pueblo Nuevo - City Match
	\$3,801,040.00	\$3,894,000.00	

The proposed FY 2023-2024 budget does include use of fund balance/ net position to cover certain expenses.

- Enterprise Fund – Utilities - Wastewater – \$1,150,000 use of ARPA from reserves to cover required and necessary repairs to the clarifiers and drying beds. \$301,545 from net balance to assist with operating expenses.
- Enterprise Fund – Airport – \$25,000 in reserves to cover the City’s matching requirement for TxDOT Aviation Grant opportunity to update the airport’s layout plan and improvements to facility.
- Tourism – Hotel Occupancy Tax Fund – \$250,000 use of fund balance/reserves to cover the continued improvements to the Visitor Center and installation of a mural. \$136,963 is also allocated from the fund balance to cover additional operating expenses and allocation of funds towards historic preservation.

The proposed budget does not include allocation of funds towards reserves. Funding of reserves shall come from one-time revenue, excess fund balance and revenues in excess of expenditures.

**DEPARTMENT PROJECT PRIORITIES:** For the fiscal year 2023-2024, departments were asked to provide their top three (3) priority projects they wanted to see completed within their departments during the year. Selected department line-items were increased or created to address their priorities.

- **ADMINISTRATION & COURT & HUMAN RESOURCES** - The project priorities for Administration and Municipal Court include:
  - The purchase of four (4) new desktop computers (01-623-1700 & 01-624-1700),
  - Continued education/training (01-623-1500 & 01-623-1501), and
  - Updating of the ordinance books (01-623-3000),
  - Establish Core Values for the City of Alpine,
  - Develop structure of upward mobility for each job description (01-623-9700),
  - Develop a comprehensive active employee and retirement package.

IT Equipment and Software was increased to \$8,500 to provide for the purchase of new desktop computers, while travel and training increased by \$3,500 to allow for the necessary continuing education courses, professional development programs and completion of the City Secretary certification program. Ordinance Codification also increased to cover the additional expense of updating ordinance books. \$50,000 has been allocated for assistance with developing employee structure and upward mobility for each job description.

As part of the strategic plan, Administration and Human Resources will work with the Council to establish Core Values. The Core Values will be a guide for expectations of employees, a tool for rewarding exemplary employees and for disciplinary actions. Developing job descriptions that provide clear duties, expectations and chain of command will assist with employee retention as well as recruiting new team members. The last priority of developing a comprehensive active employee and retirement package will include identifying additional employee benefits and retirement options. This will also assist with recruiting and retaining employees.

- **ALPINE POLICE DEPARTMENT** – Project priorities for the department include:

- Community Oriented Policing (01-631-3200) and
- Training and travel (01-631-1500 & 01-631-1501).

The police department finds that building a stronger relationship with the community and visitors will help educate and inspire community involvement. Community projects include participating with other entities in community activities (AISD Homecoming, SRSU Homecoming, Red Ribbon Week, AHS Drunk Driver Simulation, and the variety of sport activities), hosting community events (Halloween Safety/Pumpkin Patch, Blue Santa, Bicycle Rodeo & Car Seat Assistance, Graffiti Abatement, and a memorial blood drive), and working with non-profits and tourist events (Zuzu Verk & Domestic Violence, Artwalk, Fiesta 188, Sprites of the West, Cinco De Mayo, Easter Egg Celebration, March for Meals). \$7,500 has been included within the department budget to assist with education and inspiring community involvement.

- **BUILDING SERVICES** - Building Services priority projects include:

- Employee training/certification (01-635-1500 & 01-635-1501,
- Three (3) new desktop computers (01-635-1700), and
- Community education (01-635-2000 & 01-635-2100).

An additional \$2,000 is allocated towards training and travel. Training will include Permit Tech Certification, Code Enforcement Certification, and continued building official education courses. An additional \$1,000 is included under IT Equipment/Software for the purchase of three new desktops. The Building Services Team will also focus on providing regular public service announcements to help keep the community informed regarding city ordinances and permitting requirements.

- **FINANCE** – the top priorities for the Finance Team include:

- Software (01-623-9700),
- Training (01-637-1500), and
- Two (2) new desktop computers (01-637-1700).

The procurement of new software will further assist the Finance Team with day-to-day operations of accounts payable, accounts receivable, and payroll, provide reports to departments and the Council and assist with budgeting. \$100,000 has been allocated to assist with acquiring new software. With several new team members, training will be a priority to ensure they are provided with the necessary resources and tools to manage their responsibilities. Training will include cash handling, Government Finance Officer Association of Texas (GFOAT) webinars, payroll, and webinars offered through Texas Municipal League (TML).

- **ANIMAL SERVICES** - Priorities for the Animal Services Team include:

- Training (01-638-1500),
- Two (2) desktop computers (01-638-1700), and
- Building maintenance (Dog Runs) (01-641-6002).

Training will include Basic Animal Control Officer courses, Euthanasia Certification, Advanced Animal Control Officer courses, and continuing education courses for all Animal Control Officers. The department also plans to host a Dogs Play for Life Course to provide valuable information to residents and the surrounding communities. An additional \$6,500 is included in training and travel to provide the requested training. \$4,500 has been included in their IT Equipment/Software line item for the purchase of additional desktop computers. The Animal Shelter dog runs need repairs to include extensive cleaning and prep to repaint the area. \$20,000 has been budgeted in the maintenance department towards making these repairs.

- **PUBLIC WORKS – PARKS** – Priority projects include:

- Replacing/updating fencing (01-642-0730),
- Painting of picnic tables and playground equipment (01-642-0730),
- Training (01-642-1500), and
- Replacing/updating park signage (01-642-9000).

Council tasked the Parks Board with developing uniformed park rules which will require the replacing/updating of several park signs. \$5,000 has been allocated to complete this project. Also included in the task list was to provide an inventory of park equipment, as a result, it was noted that several pieces of equipment need to be repaired and painted. The Parks Team agrees these are both priority projects for FY 2023-2024. The team also prioritized replacing fencing around the softball fields and parks and providing irrigation training. An additional \$30,000 is included in Maintenance – All Parks to meet these priorities.

- **PUBLIC WORKS – STREET** – Priority projects include:

- Seal Coating (01-644-9000), and
- Creek Maintenance (01-644-9000)

For FY 2023-2024, the Public Works will primarily focus on seal coating. During the next twelve (12) months, the City will evaluate the current recommended list for paving, compare with the Street Master Plan and plan for outsourcing paving for FY 2024-2025. This will also allow coordination with utilities to plan with the Public Works department to replace infrastructure. Their other priority for the year is to address the creeks within the City by installing baskets full of rocks to eliminate erosion of creek banks. Eliminating the erosion will also assist with protecting the utility lines that get exposed. \$300,000 has been budgeted towards these two projects. An additional \$287,999 has been allocated to capital improvements for outsourced paving.

- **ENTERPRISE FUND – UTILITIES** - The Utility Fund includes water, wastewater, and environmental services (sanitation) for the City of Alpine. FY 2024 priority projects includes:



- Wastewater Treatment Plant Repairs
  - Clarifier 1 (04-654-9000)
  - Reconstruction of six (6) drying beds (04-654-9001)
- Water - Lead & Copper Rule Requirements (04-653-9400)
- Water & Wastewater - Geographical Information System (GIS) (04-653-9400)
- Environmental Services
  - Used Oil, Filters, Antifreeze Recycling (04-655-8000)
  - Batteries & Paint Disposal (04-655-8000)
  - Electronic Recycling (04-655-8000)
  - Community Education & Outreach (04-655-8000)
  - Illegal Dumping Cameras (01-635-2100)

As part of the priorities from the strategic plan, the continued improvements/repairs are included in the priorities of the Wastewater Department. Currently, the team struggles with the continued failure of the clarifiers within the plant and has prioritized the repairs to Clarifier 1. In addition, the reconstruction of the drying beds would further assist the team with the demands of sludge removal. For FY 2023-2024, \$1,150,000 are budgeted towards continued repairs of the wastewater treatment plant.

In December of 2021, the Environmental Protection Agency issued new regulations regarding Lead and Copper Rule Improvements to better protect communities from exposure to lead in drinking water. The City is mandated to complete and submit an inventory of all water lines within the system and on the customer side. The City has submitted a Project Information Form (PIF) to the Texas Water Development Board Drinking Water State Revolving Fund – Lead Service Line Replacement for possible grant/loan funding to assist with the planning and replacement of lines. The estimated total cost of the project is \$6,011,144. \$25,000 is allocated to assist with the initial data collection stage for the mandate as well as implementation of a Geographical Information System (GIS). The system will assist the water department with the mandated requirements from the Lead and Copper Rule Improvements.

Environmental Services prioritized several recycling programs to assist the community with proper disposal of hazardous waste. Community Education and Outreach as well as illegal cameras are also a priority of the team to continue to Keep Alpine Beautiful.

- **ENTERPRISE FUND - AIRPORT:** The Airport continues to utilize TxDOT Aviation funding to make improvements to the airport. For FY 2023-2024, TxDOT Aviation will be assisting with the update of the airport's layout plan, a priority for the airport to expand and utilize future funding opportunities. The Airport Team priority projects for FY 2024 include:
  - Facility improvements - Climate Controlled Terminal (05-627-0704),
  - Facility improvements - Installation of electricity to storage unit (Conex box) (05-627-0704), and
  - Training (05-627-1500).

Continued improvements to the terminal building to include additional mini-split units to maintain the temperature in both areas of the terminal for pilots and visitors at the airport. Installation of electrical services to the storage unit (Conex box) to provide employees with a workspace for day-to-day operations and storage of power equipment. Training

will include fuel safety, customer service, and participation in the available webinars offered through the Texas Airports Council.

- **TOURISM – HOT FUND** – For FY 2023-2024, the Visitor Center prioritized their needs to include:
  - Update of windows and walls (06-656-5200),
  - Repairs to the roof and ceiling (06-656-5200), and
  - Installation of a Dark Sky Mural (06-656-5200)

Over the past several years the City invested in the maintenance and improvements to the Visitor Center. The priorities provided by the Visitor Center Coordinator include two main repair projects needed to maintain the facility. The current windows are damaged, and many cannot be opened. Replacing them will allow for functional use of the windows. The replacement of windows will also entail repairs to the interior and exterior walls as the windows are not standard sizes. The ceiling in the Visitor Center has visible water damage and is split in some areas. As part of the repairs the trusses will be examined and replaced as needed, as well as the lighting. The last part of the project would include the replacement of the roof.

The installation of a Dark Sky Mural is included as part of the Visitor Center Remodel. The wall on the east side of the back covered patio was intentionally built with no windows or doors to allow for the installation of a mural. The mural would be another highlight to the community and focus on the Dark Sky initiative.

\$250,000 has been allocated to complete the departments priorities for FY 2023-2024.

- **ENTERPRISE FUND – GAS** – The Gas Team is focused on the following priorities:
  - Continuing to meet the mandatory requirements required as part of the Distribution Integrity Management Plan (**DIMP**),
  - Automated Meter Readers (08-658-9812),
  - Building Maintenance/Updates (08-658-3800), and
  - Meter maintenance program (08-658-1100).

FY 2023-2024 the Gas Department will initiate the first phase of automated meter readers in Fort Davis, Texas. This will allow the department additional time to focus on DIMP projects and meter maintenance. Building maintenance includes the installation of new HVAC system.

## **RISK ASSESTMENT: PLANNING FOR THE KNOWN AND UNKNOWN**

The City of Alpine faces several types of risk, known and unknown. Planning for risk allows the City to minimize the impact of the risk and financial impact on the City. Although it is not always possible to anticipate unknown risks, it is possible to plan/prepare for them. Infrastructure and Employee Recruitment and Retention are both being addressed as part of the strategic plan. The City's continued efforts to fully understand each risk and future risks is vital to the budgeting process and future of Alpine.

### **CURRENT KNOWN RISKS:**

- Aging infrastructure and deferred maintenance (Streets, Water, Wastewater Utilities). With the rise in costs for materials and equipment and supply chain issues, the City's aging infrastructure is a large risk to the City. The City has initiated the first stages to address the short-term needs of the wastewater treatment plant. Continuing to establish short and long-term maintenance plans will further reduce the risks.
- Budgeting risks are the potential for certain items to deviate from the originally predicted cost. Creating a budget involves making estimates about the future, which can include some risk of inaccuracy. The largest budget risks for the City of Alpine are revenue risk and estimate accuracy. Estimate accuracy involves inaccurately budgeting the cost of material and equipment needed for operating. Revenue shortfall is a risk and dependent on collection of property taxes, sales taxes, and setting appropriate fees for services provided by the City. Constant monitoring of the budget is necessary in order to properly address both these risks. Projects may need to be adjusted in order to meet budgetary restraints.
- Economic Growth is another risk the City faces. Addressing housing, child care, and infrastructure may in turn address economic growth for the City.
- IT Equipment and Software needs are considered a risk as the cybersecurity is a growing concern. The number of ransomware and malware attacks has increased over the years and jeopardizes local governments data and finances. Improving the IT technology and software will assist with reducing this risk.
- Recruitment and employee retention is another potential risk the City faces. Changes in hiring and onboarding, as well as employee structure, compensation, benefits, and work schedules are necessary to attract and retain skilled employees.
- Water Utility risks include mandated requirements by the Environmental Protection Agency and Texas Commission on Environmental Quality. Planning for inventory, line replacement, redundancy and short/long term maintenance could minimize the financial risk on the City.

### **UNKOWN RISKS:**

- Legal/regulatory mandates set by both the State and Federal government. Mandates often come unfunded and require the City to find resources to comply. Unknown legal/regulatory mandates are hard to minimize, establishing long-term reserves can assist.
- Natural disaster/pandemic events. The City of Alpine can minimize the risk by preparing for any imminent event by establishing specific policies, procedures, and reserve accounts to address future natural disasters or pandemics.

## **CONCLUSION**

The development of the budget this year shows how much value the City Council and staff add to the process. The budget workshops provided openness to address challenges within our community. A lot of work has been devoted to the budget process over the past several months and has paid off with a budget that address the priorities of the Residents, the Council, and departments. As the City continues to grow, we must continue to focus on our long-range financial plans to further streamline the City's operations and costs.

We are committed to bringing all resources possible to the table to improve our infrastructure and recognize that city employees are our most important resource.

I am grateful for the Council's leadership, clarity of purpose and priorities, and commitment to serving our community. The City continues to invest in significant improvements for the community of Alpine.

Sincerely,

**Megan Antrim, CPFIM**  
City Manager

# City of Alpine FY 2024 Budget Calendar

All dates of local meetings are subject to progress made during workshops. Meetings and adoption dates are subject to change.

## TENTATIVE DATES:

**May 5** - Hot Grant Applications DUE

**May 9** – Presentation of Budget Calendar and budget discussion

**June 1** – 1st Budget Workshop / Strategic Plan Goals / Draft of CIP

**June 8** – 2nd Budget Workshop – Review of annual policies - Employees

**June 13** - 3rd Budget Workshop - Expenses

**June 24** - 4th Budget Workshop - Revenue

~~**July 5** – Present DRAFT Proposed Budget / File with City Secretary~~

**July 11** – Budget Workshop

**July 17** – File DRAFT Proposed Budget with City Secretary

**July 18** – Budget Workshop

**August 1** – Discuss Tax Rates (dependent on receipt of certified tax roll) / ~~1<sup>st</sup> Reading – Budget~~

**August 15** – 1<sup>st</sup> Reading – Budget/ Proposed Tax Rate Discussion

**September 5** – 2<sup>nd</sup> Reading and Approval of Budget / 1<sup>st</sup> Reading of Tax Rate

**September 19** - Adoption of Tax Rate (Dependent on direction of Council)

## TENTATIVE DATES: (Internal)

**January – April** – Initial Discussion with Departments on priorities and goals for FY 2024

**April 6** – HOT Grant Applications OPEN

**May 4** – Issue Department Budget Worksheets

**May 4** – Issue City Council Budget Questionnaire

**May 18** – City Council Budget Questionnaire DUE

**May 29** – Department Budget Worksheets DUE

~~**July 13** – Budget Summary notice in Paper~~

**July 20** – Budget Summary notice in Paper

**July 25** – Issuance of Certified Tax Roll (Dependent on Appraisal Office and Tax Office)

**July 20 & 27** – Notice in Paper for 1<sup>st</sup> Reading

**August 3 & 10** – Notice in Paper for 2<sup>nd</sup> Reading & Public Hearing – Budget

**August 2023** – Notice in Paper for Tax Rate/ 1<sup>st</sup> Reading & Public Hearing (Dependent on direction Council takes with raising or accepting no new revenue rate)

**CITY OF ALPINE, TEXAS**  
**AMENDED COMBINED BUDGET SUMMARIES**

<b><u>REVENUE</u></b>	<b><u>ADOPTED</u></b> <b><u>FY 2022-2023</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2023-2024</u></b>	
NON DEPARTMENTAL – GENERAL	\$ 44,500	\$91,500	
ADMINISTRATION	\$ 1,033,122	\$1,157,693	
MUNICIPAL COURT	\$ 50,250	\$50,250	
POLICE	\$ 4,850	\$4,650	
AD VALOREM TAX	\$ 1,992,874	\$2,430,873	
BUILDING SERVICES	\$ 94,000	\$94,000	
ANIMAL CONTROL	\$ 47,450	\$47,450	
PARKS / COMMUNITY RECREATION	\$ 24,000	\$25,500	
STREETS	\$ 100,200	\$70,200	
TRANSFERS	\$ 282,000	\$0	
ALL TAXES	\$ 2,110,000	\$2,260,000	
FIRE DEPARTMENT	\$ 20,000	\$0	
<b>General Fund Sub-Total</b>	<b>\$ 5,803,246</b>	<b>\$6,232,116</b>	
<b>INTEREST &amp; SINKING</b>	<b>\$ 149,817</b>	<b>\$147,909</b>	
NON DEPARTMENTAL – ENTERPRISE	\$ 6,500	\$75,000	
WATER	\$ 1,961,000	\$1,961,000	
SEWER	\$ 750,000	\$750,000	
SANITATION / RECYCLING	\$ 2,278,650	\$2,440,350	
TRANSFERS	\$ 702,114	\$1,451,545	
AIRPORT	\$ 761,204	\$800,512	
GAS FUND	\$ 2,217,000	\$2,225,000	
<b>Enterprise Fund Sub-Total</b>	<b>\$ 8,676,468</b>	<b>\$9,703,407</b>	
<b>Tourism Fund - Hotel Occupancy Tax Sub-T</b>	<b>\$ 782,398</b>	<b>\$1,036,963</b>	
<b>TOTAL REVENUE</b>	<b>\$ 15,411,929</b>	<b>\$17,120,395</b>	<b>9.98%</b>

**CITY OF ALPINE, TEXAS**  
**AMENDED COMBINED BUDGET SUMMARIES**

<b><u>EXPENDITURES</u></b>		<b><u>ADOPTED</u></b> <b><u>FY 2022-2023</u></b>	<b><u>PROPOSED</u></b> <b><u>FY 2023-2024</u></b>	
NON DEPARTMENTAL – GENERAL	\$	553,161	\$656,800	
CITY GOVERNMENT	\$	129,888	\$151,773	
ADMINISTRATION	\$	446,007	\$614,277	
HUMAN RESOURCE	\$	66,093	\$59,021	
FINANCE	\$	327,819	\$398,639	
MUNICIPAL COURT	\$	97,096	\$107,590	
POLICE	\$	1,397,900	\$1,425,199	
FIRE DEPARTMENT	\$	77,250	\$0	
AD VALOREM TAX	\$	-	\$	-
BUILDING SERVICES	\$	219,094	\$261,026	
ANIMAL CONTROL	\$	380,109	\$400,543	
PARKS / COMMUNITY RECREATION	\$	527,977	\$541,341	
STREETS	\$	1,467,802	\$1,543,353	
BUILDING MAINTENENACE	\$	113,050	\$72,554	
<b>General Fund Sub-Total</b>	<b>\$</b>	<b>5,803,246</b>	<b>\$6,232,116</b>	
<b>INTEREST &amp; SINKING</b>	<b>\$</b>	<b>149,817</b>	<b>\$147,909</b>	
NON DEPARTMENTAL – UTILITY BILLIN	\$	401,625	\$429,806	
WATER	\$	2,178,006	\$2,016,539	
SEWER	\$	949,161	\$1,944,686	
SANITATION / RECYCLING	\$	2,169,471	\$2,286,864	
AIRPORT	\$	761,204	\$800,512	
GAS FUND	\$	2,217,000	\$2,225,000	
GAS FUND RESERVES	\$	-	\$0	
<b>Enterprise Fund Sub-Total</b>	<b>\$</b>	<b>8,676,467</b>	<b>\$9,703,407</b>	
<b>Tourism Fund - HOT Sub-Total</b>	<b>\$</b>	<b>782,398</b>	<b>\$1,036,963</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 15,411,928</b>	<b>\$17,120,395</b>	<b>9.98%</b>

## **MULTI-YEAR PROJECTION OF REVENUES, EXPENSES, RESERVES**

This is the second year a multi-year projection of revenues and expenses has been provided as part of the budget process. The three-year projection focuses mainly on revenues and expenses. However, reserves and fund balance-net positions have been included as part of this year's budget discussions. The current level of priorities, infrastructure needs and State mandated requirements, and emergencies make reserves and fund balance-net position an important factor when considering short and long term needs of the community.

Several factors were considered when developing the multi-year projection for the City of Alpine:

First, a review of the City's prior fiscal year revenues, expenses, fund balances/net positions, and reserve funds. The City of Alpine has recovered from shortfalls due to poor fiscal management in prior years. The City has successfully maintained a positive fund balance, built reserves for dedicated projects, and is addressing current and long-term capital improvement projects.

Reserve funds have been created to assist with long- and short-term infrastructure improvements across the City:

- Capital Improvements - Wastewater Treatment Plant
- Capital Improvements - Generators
- Capital Improvements - Holiday Inn Lift Station
- Capital Improvements – Water and Wastewater Infrastructure
- Capital Improvements – Airport
- Capital Improvements – Tourism
- Capital Improvements - Fire Equipment
- Capital Improvements – Splash Pad
- Capital Improvements – Paving Projects
- Capital Improvements – Pueblo Nuevo Park

Second, major events, projects, and priorities the City has current and obligated to over the next several years.

- **Employee Compensation and Benefits**

- The second priority of the strategic plan consists of improving employee compensation and benefits. FY 2023-2024 provides up to a ten percent (10%) increase for all employees. Five percent (5%) cost of living and an additional five percent (5%) for merit and/or promotion. Over the next two years the City will implement a pay scale to provide clear guidance and growth for employees.

- **City Debt**

- The City will be making the final payment on the 2011 General Obligation Refunding Bond during the 2023-2024 Fiscal Year, continuing to reduce the level of debt the city manages. The City could utilize this opportunity to seek additional debt to assist with infrastructure needs.



- **Wastewater Treatment Plant Improvements**

- In FY 2023, The installation of an automatic bar screen and new aerator at the Wastewater Treatment Plant was completed. The Wastewater Treatment Plant is a priority of the community and City Council. Major repairs are needed to bring the plant up to minimum operating standards and continue to be addressed through engineering reports, allocation revenue sources, and ongoing discussions. FY 2024 includes \$1,150,000 for continued improvements. The City is focusing on future funding needs through grants and loans to allow for minimum impact on utility rates.

- **Lead & Copper Rule Improvements**

- In December of 2021, the Environmental Protection Agency issued new regulations regarding Lead and Copper Rule Improvements to better protect communities from exposure to lead in drinking water. The City is mandated to complete and submit an inventory of all water lines within the system and on the customer side. The City has submitted a Project Information Form (PIF) to the Texas Water Development Board Drinking Water State Revolving Fund – Lead Service Line Replacement for possible grant/loan funding to assist with the planning and replacement of lines. The estimated total cost of the project is \$6,011,144.
- The City is required to submit an inventory of the water system lines by October 16, 2024.

- **Airport Improvements**

- The Alpine Casparis Municipal Airport has also undertaken multiple projects which impact the current and future needs of the airport. Texas Department of Transportation, Aviation Division, provides multiple sources of funding to assist with the maintenance and future needs of the airport.
- Future projects include updating the Airport Layout Plan, relocation of the AWOS, and continued repairs to the runways.

- Replacement of department fleets, heavy equipment, building maintenance, and basic operating needs affect all department budgets.

Third, outside factors that may influence revenue and expenses. Outside factors considered is the economic outlook of the Country, supply chain needs, labor force and unemployment, and inflation.

Taking into consideration prior year's revenues and expenses, City's current and future needs, and an overall view of the economy; revenue projections remain conservative with a three percent (3%) increase across each department and fund and operating expenses are projected to increase an estimated five percent (5%). Capital projects and improvements are not included in the multiyear trend, nor is the allocation of reserves or fund balance-net positions. The difference reflects the shortage for the City of Alpine as a whole and are only projections based on current available data. Does not include any possible outside funding sources. As the City continues to plan for the needs of the employees and community the trend will expand to include an in-depth outline of the financial needs of the City.

### 3 Year Trend Table

#### CITY OF ALPINE, TEXAS PROJECTED THREE YEAR TREND

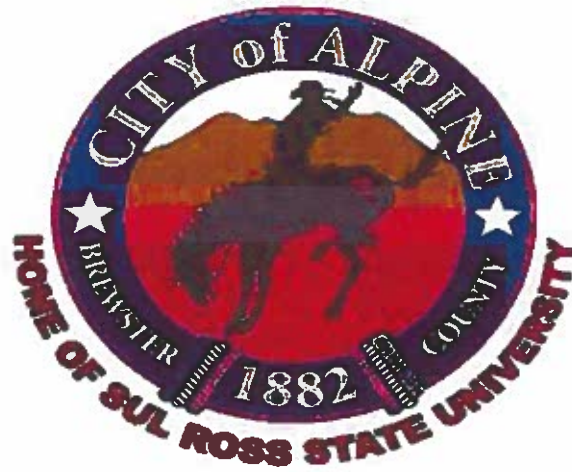
<u>REVENUE</u>	<u>ADOPTED</u> <u>FY 2022-2023</u>	<u>PROPOSED</u> <u>FY 2023-2024</u>	<u>PROJECTED</u> <u>FY 2024-2025</u>	<u>PROJECTED</u> <u>FY 2025-2026</u>	<u>PROJECTED</u> <u>FY 2026-2027</u>
NON DEPARTMENTAL – GENERAL	\$ 44,500	\$91,500	\$94,245	\$97,072	\$99,985
ADMINISTRATION	\$ 1,033,122	\$1,157,693	\$1,192,424	\$1,228,197	\$1,265,042
MUNICIPAL COURT	\$ 50,250	\$50,250	\$51,758	\$53,310	\$54,910
POLICE	\$ 4,850	\$4,650	\$4,790	\$4,933	\$5,081
AD VALOREM TAX	\$ 1,992,874	\$1,992,874	\$2,052,660	\$2,114,240	\$2,177,667
BUILDING SERVICES	\$ 94,000	\$94,000	\$96,820	\$99,725	\$102,716
ANIMAL CONTROL	\$ 47,450	\$47,450	\$48,874	\$50,340	\$51,850
PARKS / COMMUNITY RECREATION	\$ 24,000	\$25,500	\$26,265	\$27,053	\$27,865
STREETS	\$ 100,200	\$70,200	\$72,306	\$74,475	\$76,709
RESERVES - FUND BALANCE	\$ 282,000	\$0	\$0	\$0	\$0
ALL TAXES	\$ 2,110,000	\$2,260,000	\$2,327,800	\$2,397,634	\$2,469,563
FIRE DEPARTMENT	\$ 20,000	\$0	\$0	\$0	\$0
CAPITAL IMPROVEMENT RESERVES					
General Fund Sub-Total	\$ 5,803,246	\$5,794,117	\$5,967,941	\$6,146,979	\$6,331,388
INTEREST & SINKING	\$ 149,817	\$147,909	\$147,909	\$51,400	\$49,742
NON DEPARTMENTAL – ENTERPRISE	\$ 6,500	\$75,000	\$77,250	\$79,568	\$81,955
WATER	\$ 1,961,000	\$1,961,000	\$2,019,830	\$2,080,425	\$2,142,838
SEWER	\$ 750,000	\$750,000	\$772,500	\$795,675	\$819,545
SANITATION / RECYCLING	\$ 2,278,650	\$2,440,350	\$2,513,561	\$2,588,967	\$2,666,636
CAPITAL IMP. RESERVES - NET POSITION	\$ 702,114	\$1,451,545	\$0	\$0	\$0
AIRPORT	\$ 761,204	\$766,457	\$788,701	\$811,612	\$835,210
CAPITAL IMPROVEMENT RESERVES		\$34,055			
GAS FUND	\$ 2,217,000	\$2,225,000	\$2,291,750	\$2,360,503	\$2,431,318
CAPITAL IMPROVEMENT RESERVES					
Enterprise Fund Sub-Total	\$ 8,676,468	\$9,703,407	\$8,463,591	\$8,716,749	\$8,977,501
Tourism Fund - Hotel Occupancy Tax Sub-Total	\$ 782,398	\$1,016,963	\$1,043,500	\$1,070,833	\$1,098,986
<b>TOTAL REVENUE</b>	<b>\$15,411,929</b>	<b>\$16,662,396</b>	<b>\$15,622,941</b>	<b>\$15,985,961</b>	<b>\$16,457,618</b>

<u>EXPENDITURES</u>	<u>ADOPTED</u> <u>FY 2022-2023</u>	<u>PROPOSED</u> <u>FY 2023-2024</u>	<u>PROJECTED</u> <u>FY 2024-2025</u>	<u>PROJECTED</u> <u>FY 2025-2026</u>	<u>PROJECTED</u> <u>FY 2026-2027</u>
NON DEPARTMENTAL – GENERAL	\$ 553,161	\$656,800	\$689,640	\$724,122	\$760,328
CITY GOVERNMENT	\$ 129,888	\$151,773	\$159,362	\$167,330	\$175,696
ADMINISTRATION	\$ 446,007	\$464,277	\$487,491	\$511,865	\$537,459
HUMAN RESOURCE	\$ 66,093	\$59,021	\$61,972	\$65,071	\$68,324
FINANCE	\$ 327,819	\$398,639	\$418,571	\$439,499	\$461,474
MUNICIPAL COURT	\$ 97,096	\$107,590	\$112,970	\$118,618	\$124,549
POLICE	\$ 1,397,900	\$1,425,199	\$1,496,459	\$1,571,282	\$1,649,846
FIRE DEPARTMENT	\$ 77,250	\$0	\$0	\$0	\$0
BUILDING SERVICES	\$ 219,094	\$261,026	\$274,077	\$287,781	\$302,170
ANIMAL CONTROL	\$ 380,109	\$400,543	\$420,570	\$441,599	\$463,679
PARKS / COMMUNITY RECREATION	\$ 527,977	\$516,341	\$542,158	\$569,266	\$597,729
STREETS	\$ 1,467,802	\$1,255,354	\$1,304,022	\$1,355,123	\$1,408,779
BUILDING MAINTENANCE	\$ 113,050	\$97,554	\$102,432	\$107,553	\$112,931
CAPITAL IMPROVEMENT RESERVES					
General Fund Sub-Total	\$ 5,803,246	\$5,794,117	\$6,069,723	\$6,359,109	\$6,662,964
INTEREST & SINKING	\$ 149,817	\$147,909	\$147,909	\$51,400	\$49,742
NON DEPARTMENTAL – UTILITY BILLING	\$ 401,625	\$429,806	\$451,296	\$473,861	\$497,554
WATER	\$ 2,178,006	\$1,759,680	\$1,812,558	\$1,868,081	\$1,926,379
SEWER	\$ 949,161	\$750,000	\$787,500	\$826,875	\$868,219
SANITATION / RECYCLING	\$ 2,169,471	\$2,286,864	\$2,401,207	\$2,521,268	\$2,647,331
CAPITAL IMPROVEMENT RESERVES		\$1,451,545			
AIRPORT	\$ 761,204	\$766,457	\$803,530	\$842,456	\$883,329
CAPITAL IMPROVEMENT RESERVES		\$34,055			
GAS FUND	\$ 2,217,000	\$2,225,000	\$2,336,250	\$2,453,063	\$2,575,716
CAPITAL IMPROVEMENT RESERVES					
Enterprise Fund Sub-Total	\$ 8,676,468	\$9,703,407	\$8,592,342	\$8,985,603	\$9,398,527
Tourism Fund - HOT Sub-Total	\$ 782,398	\$1,016,963	\$1,061,191	\$1,107,631	\$1,156,393
<b>TOTAL EXPENDITURES</b>	<b>\$15,411,929</b>	<b>\$16,662,396</b>	<b>\$15,871,165</b>	<b>\$16,503,743</b>	<b>\$17,267,626</b>

**DIFFERENCE - CITY WIDE** **\$248,224** **\$517,782** **\$810,009**

## NOTES

- Paving projects (outsourced) are not included in the FY 2023-2024 budget or trend.
- Federal and State grants are not included, as start dates continue to be pushed back as both Federal and State funding sources are limited. Capital projects based off these funding sources include Pueblo Nuevo Park and Alpine Casparis Municipal Airport projects.
- Generator - Wells/ Storage Tank Project - pending grant application, would require use of reserve funds dedicated to the purchase of generators.
- Holiday Inn Lift Station Improvements - pending, would require use of reserve funds dedicated to improvements.



# **GENERAL FUND**

## **PROPOSED 2023-2024**



FY 2022-2023 Estimated Fund Balance		FY 2022 - 2023 Estimated Reserves	
GENERAL FUND			
Beginning Fund Balance 9/30/2022	\$ 2,930,876.00	TexStar	\$ 2,085,000.00 **Includes ARPA Funds
2022-2023 Projected year End - Revenue	\$5,707,521.18	TxCClass - Capital Improvements	\$ 296,000.00 **Dedicated to street paving
2022-2023 Projected Year End - Expenses	\$6,133,681.12	TxCClass - Airport Reserves	\$ 30,000.00 **Dedicated TxDOT matching funds
Restricted Fund Balance	\$ -	TxCClass - HOT Reserve	\$ 90,000.00 **Dedicated to HOT
Committed Fund Balance	\$ 710,725.00	TxCClass - Creek Project	\$ 50,000.00 **Splash Pad
Other Committed Fund Balance	\$ -		
Unassigned Fund Balance	\$ 1,793,991.05	TXCClass - Generators	\$ 190,000.00 **August 2021 reassigned to emergency equipment
Estimated Total Fund Balance	\$ 2,504,716.05	TxCClass - Fire Department	\$ 206,000.00
Difference	\$ (426,159.95)	TxCClass - Water/Sewer Infrastructure	\$ 947,000.00 ** Water/Wastewater Insfrustrcture \$117,742 Dedicated to lift station improvements
		TxCClass - Pueblo Nuevo Park	\$ 153,000.00 **Dedicated to TPWD Grant

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORIGINAL BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE OF 6-30-2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-520-1000	SALE-CITY PROPERTY/EASEMENTS	\$0.00	\$6,960.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$10,000
01-520-2000	WORKMAN'S COMP REFUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-520-9000	AUCTION	\$0.00	\$16,300.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$10,000
	NON DEPARTMENTAL REVENUE	\$0.00	\$23,260.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$20,000
01-521-0001	TEXSTAR	\$7.92	\$7,979.05	\$2,500.00	\$2,500.00	\$64,898.70	\$86,531.60	\$50,000
01-521-0002	TXCLASS CAPITAL IMPROVEMENTS	\$341.82	\$2,290.24	\$1,000.00	\$1,000.00	\$9,821.39	\$13,095.19	\$8,000
01-521-0003	TXCLASS FIRE ASSISTANCE	\$194.94	\$1,602.98	\$500.00	\$500.00	\$6,874.05	\$9,165.40	\$5,000
01-521-0004	TXCLASS CREEK PROJECT	\$226.19	\$1,859.99	\$500.00	\$500.00	\$7,976.62	\$10,635.49	\$6,000
01-521-0005	TXCLASS PUEBLO NUEVO	\$0.00	\$75,025.60	\$0.00	\$0.00	\$2,604.08	\$3,472.11	\$2,500
	INTEREST RESERVE ACCOUNTS	\$770.87	\$88,757.86	\$4,500.00	\$4,500.00	\$92,174.84	\$122,899.79	\$71,500
01-523-0090	ENTERPRISE ADMINISTRATIVE FEE	\$523,339.10	\$600,899.00	\$593,893.00	\$593,893.00	\$445,419.00	\$629,158.00	\$673,204
01-523-0100	ENTERPRISE FRANCHISE FEE	\$319,740.57	\$337,372.80	\$360,657.00	\$360,657.00	\$269,018.00	\$358,690.67	\$372,568
01-523-0612	RETURNED CHECK FEE	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150
01-523-1303	BEER & WINE PERMITS	\$8,277.50	\$6,935.00	\$7,500.00	\$7,500.00	\$6,922.50	\$6,922.50	\$7,500
01-523-1304	COIN OPERATED AMUSEMENT FEE	\$14,638.65	\$9,548.75	\$10,000.00	\$10,000.00	\$6,425.00	\$8,566.67	\$10,000
01-523-1305	REZONING/VARIANCES	\$992.81	\$370.00	\$1,000.00	\$1,000.00	\$300.00	\$400.00	\$1,000
01-523-1306	PEDDLARS/SOLICITORS FEES	\$90.00	\$300.00	\$500.00	\$500.00	\$200.00	\$266.67	\$500
01-523-2000	7 % HOT OVERHEAD	\$46,803.00	\$38,618.00	\$30,978.00	\$30,978.00	\$23,234.00	\$30,978.67	\$43,177
01-523-2104	COPIES/PUBLIC	\$219.70	\$788.73	\$1,000.00	\$1,000.00	\$41.38	\$55.17	\$1,000
01-523-5203	SERV CHRGS/BAD CHLCKS	\$0.00	\$0.00	\$200.00	\$200.00	\$30.00	\$40.00	\$200
01-523-5220	Discounts Earned (True Value)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-523-5221	DONATIONS	\$2,004.50	\$0.55	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000
01-523-7000	GENERAL BANK ACCT 2207 INTEREST	\$467.40	\$7,184.51	\$2,500.00	\$2,500.00	\$31,045.17	\$41,393.56	\$40,000
01-523-7003	INTEREST REVENUE - LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-523-7500	POST OFFICE GROUND LEASE	\$4,400.04	\$4,400.04	\$3,894.00	\$3,894.00	\$2,933.36	\$3,911.15	\$3,894
01-523-9920	MISC INCOME/FEES	\$1,452.55	\$6,833.61	\$15,000.00	\$15,000.00	\$945.52	\$1,260.69	\$2,500
01-523-9921	TML CONFERENCE	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$1,440.00	\$1,920.00	\$0
01-523-9922	OTHER GOVERNMENT/GRANT REIMB	\$0.00	\$11,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	ADMINISTRATIVE REVENUES	\$922,425.82	\$1,024,806.99	\$1,033,122.00	\$1,033,122.00	\$787,953.93	\$1,083,563.74	\$1,157,693
01-524-2800	SCHOOL ZONE & BUS VIOLATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-524-2900	FINES & FEES REVENUE	\$48,102.65	\$70,389.22	\$50,000.00	\$50,000.00	\$38,859.96	\$51,813.28	\$50,000
01-524-3000	DEFERRED DISPOSITION	\$17.34	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-524-3300	MUN COURT TECHNOLOGY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$33.57	\$44.76	\$0
01-524-3350	TECHNOLOGY FUND INTEREST EARN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-524-3400	MUNICIPAL COURT SECURITY FUND	\$2,387.71	\$3,296.28	\$0.00	\$0.00	\$2,231.21	\$2,974.95	\$0
01-524-3500	TIME PAYMENT FEE	\$556.98	\$1,025.33	\$250.00	\$250.00	\$0.00	\$0.00	\$250
01-524-9000	OVERAGE/SHORTAGE	\$430.46	\$1.40	\$0.00	\$0.00	(\$70.10)	(\$93.47)	\$0
	MUNICIPAL COURT REVENUES	\$551,495.14	\$74,762.23	\$50,250.00	\$50,250.00	\$41,054.64	\$54,739.52	\$50,250
01-531-0600	REIMBURSEMENTS	\$0.00	\$170.38	\$2,200.00	\$2,200.00	(\$28.75)	(\$38.33)	\$2,200
01-531-0900	LEOSE-STATE COMPTROLLER	\$1,679.55	\$1,367.87	\$1,400.00	\$1,400.00	\$1,024.79	\$1,024.79	\$1,200
01-531-1000	RESTITUTION	\$0.00	\$9,437.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0





ANIMAL CONTROL REVENUES		\$45,928.99	\$49,828.92	\$47,450.00	\$47,450.00	\$28,002.53	\$37,336.71	\$47,450
01-542-1100	SWIMMING POOL ADMISSIONS							
01-542-1105	Pool Cash Drawer Overage (Shortage)	\$17,104.03	\$15,249.00	\$13,500.00	\$13,500.00	\$12,876.75	\$17,169.00	\$15,000
01-542-1700	EVENTS SECURITY REVENUE	\$7.00	\$11.75	\$0.00	\$0.00	\$5.35	\$7.13	\$0
01-542-1703	CIVIC CENTER RENTAL	\$3,122.50	-\$1,801.25	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500
01-542-1900	PAVILION RENTAL	\$8,905.00	\$5,150.00	\$7,500.00	\$7,500.00	\$5,350.00	\$7,133.33	\$7,500
01-542-3900	SKATE PARK-DONATIONS & INT	\$1,075.00	\$1,025.00	\$1,500.00	\$1,500.00	\$750.00	\$1,000.00	\$1,500
01-542-9100	MISC/REFUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	PARKS & POOL REVENUE	\$30,213.53	\$19,634.50	\$24,000.00	\$24,000.00	(\$180.00)	(\$240.00)	\$0
						\$18,802.10	\$25,069.47	\$25,500
01-544-1901	ROAD REPAIR	\$90,000.00	\$50,000.00	\$90,000.00	\$90,000.00	\$0.00	\$90,000.00	\$60,000
01-544-5005	FIBER OPTIC EASE	\$10,976.85	\$15,815.19	\$10,000.00	\$10,000.00	\$8,255.54	\$11,007.39	\$10,000
01-544-6000	GRANT REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-544-7000	REIMBURSEMENTS	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$200
01-544-8000	WC SALARY REIMB	\$1,086.36	\$9,425.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-544-9900	CAPITOL IMPROVEMENTS - RESERVE			\$282,000.00	\$282,000.00	\$0.00	\$0.00	\$0
01-544-9922	INSURANCE CLAIMS	\$0.00	\$1,088.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	STREETS REVENUE	\$102,063.21	\$76,328.73	\$382,200.00	\$382,200.00	\$8,255.54	\$101,007.39	\$70,200
01-548-0401	CITY SALES TAX	\$1,876,666.31	\$2,278,722.84	\$2,000,000.00	\$2,000,000.00	\$1,575,759.77	\$2,101,013.03	\$2,150,000
01-548-0402	ELECTRIC FRANCHISE TAX	\$60,492.19	\$61,937.13	\$62,000.00	\$62,000.00	\$37,668.86	\$30,225.15	\$62,000
01-548-0403	TELEPHONE FRANCHISE TAX	\$9,465.58	\$8,799.69	\$8,000.00	\$8,000.00	\$3,899.59	\$5,199.45	\$8,000
01-548-0404	T.V. CABLE FRANCHISE TAX	\$16,784.20	\$15,798.74	\$15,000.00	\$15,000.00	\$7,500.37	\$10,000.49	\$15,000
01-548-0406	MIXED BEVERAGE TAX	\$14,956.04	\$26,983.29	\$25,000.00	\$25,000.00	\$18,604.95	\$24,806.60	\$25,000
	CITY SALES TAX REVENUES	\$1,978,364.32	\$2,392,241.69	\$2,110,000.00	\$2,110,000.00	\$1,643,433.54	\$2,191,244.72	\$2,260,000
01-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$39.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$12,057.19	\$12,057.19	\$0
	TRANSFERS	\$0.00	\$39.58	\$0.00	\$0.00	\$12,057.19	\$0.00	\$0.00
GENERAL FUND		\$5,143,810.31	\$5,206,906.97	\$4,803,246.00	\$4,803,246.00	\$4,506,813.58	\$5,707,521.18	\$6,232,116
INCOME TOTALS								

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6/30/2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-620-0201	SOCIAL SECURITY- ELECTION WORKERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-0202	INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-0203	RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-1301	INSURANCE - GENERAL & LIABILITY	\$7,858.00	\$5,900.97	\$9,000.00	\$9,000.00	\$6,324.75	\$8,433.00	\$8,818
01-620-1400	CUSTODIAL SERVICE-GI DEPTS	\$22.98	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000
01-620-1401	JANITORIAL SUPPLIES	\$3,383.82	\$3,311.46	\$3,000.00	\$3,000.00	\$1,514.58	\$2,019.44	\$3,000
01-620-1500	COPY EXPENSE-ALL GF DEPTS	\$12,388.64	\$16,695.01	\$14,000.00	\$14,000.00	\$15,160.22	\$20,213.63	\$20,000
01-620-1602	MAILING - ALL GF DEPTS	\$9,346.78	\$12,871.46	\$10,000.00	\$10,000.00	\$9,596.10	\$12,794.80	\$15,000
01-620-1700	COMPUTER ASST -ALL GF DEPTS	\$2,875.00	\$4,023.32	\$5,500.00	\$5,500.00	\$2,875.00	\$3,833.33	\$5,500
01-620-1801	DUES/SUBMEM -ALL GF DEPTS	\$18,324.01	\$21,900.35	\$15,000.00	\$15,000.00	\$16,720.60	\$22,294.13	\$25,000
01-620-1802	PUB/NOT-ADV - ALL GF DEPTS	\$14,237.90	\$17,789.50	\$14,000.00	\$14,000.00	\$10,583.35	\$14,111.13	\$15,500
01-620-1900	PRINTING - ALL GF DEPTS	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500
01-620-2101	AMBULANCE SUBSIDY	\$150,849.96	\$160,773.00	\$160,773.00	\$160,773.00	\$120,579.75	\$160,773.00	\$165,061
01-620-2102	LIBRARY SUBSIDY	\$39,999.96	\$39,999.96	\$40,000.00	\$40,000.00	\$29,999.97	\$39,999.96	\$45,000
01-620-2104	FAMILY CRISIS CENTER	\$8,883.73	\$9,084.19	\$9,425.00	\$9,425.00	\$7,068.75	\$9,425.00	\$9,425
01-620-2105	CHILDRENS ADVOCACY CENTER	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000
01-620-2106	ALPINE EMERGENCY SERVICES BOARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000
01-620-2120	CONTINGENCY	\$185,575.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-2200	ELECTION EXPENSE	\$13,200.37	\$7,096.78	\$10,000.00	\$10,000.00	\$4,493.06	\$4,598.06	\$10,000
01-620-2201	INTERNSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-2300	EMPLOYEE RELATIONS	\$1,770.56	\$4,799.77	\$10,000.00	\$10,000.00	\$8,169.29	\$12,425.72	\$12,500
01-620-2301	PUBLIC RELATIONS	\$1,022.83	\$551.76	\$1,000.00	\$1,000.00	\$356.00	\$474.67	\$1,000
01-620-3000	IRS PENALTY FINE/VOIDED	\$606.38	\$921.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-4500	APPRAISAL BOARD	\$59,387.10	\$80,406.10	\$69,218.00	\$69,218.00	\$55,620.00	\$69,218.00	\$72,679
01-620-4501	TAX COLLECTION CONTRACT	\$19,451.25	\$20,424.25	\$21,446.00	\$21,446.00	\$21,445.00	\$21,445.00	\$22,517
01-620-6900	AUDIT	\$128,500.00	\$126,295.00	\$150,000.00	\$150,000.00	\$111,835.00	\$150,000.00	\$175,000
01-620-7900	CO HANDLING FEES	\$1,306.25	\$1,306.25	\$1,300.00	\$1,300.00	\$1,306.25	\$1,306.25	\$1,300
01-620-8000	BANK NOTES-PUMPER TRUCK	\$26,884.00	\$28,601.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-8002	INTEREST - LEASED EQUIPMENT	\$2,868.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-9003	RIGHT TO USE LEASE - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-9803	PRINCIPAL - RIGHT TO USE LEASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
01-620-9804	INTEREST EXPENSE - RIGHT TO USE LEASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
NON DEPARTMENTAL EXPENSES		\$713,744.09	\$567,752.01	\$553,162.00	\$553,162.00	\$428,647.07	\$558,165.12	\$656,800

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG. BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ENCUMBERED	EXPERIENCE AS OF 6/30/2023	PROPOSED YEAR END	PROPOSED YEAR 2024
01-622-0101	SALARIES	\$6,950.00	\$7,562.50	\$10,395.00	\$10,395.00	\$0.00	\$5,325.00	\$7,100.00	\$7,500.00
01-622-0201	SOCIAL SECURITY	\$531.67	\$578.51	\$793.00	\$793.00	\$0.00	\$407.35	\$543.13	\$573.00
01-622-0501	SUPPLIES	\$247.58	\$316.33	\$500.00	\$500.00	\$0.00	\$211.57	\$282.09	\$500.00
01-622-0502	HOSPITALITY	\$109.51	\$92.12	\$200.00	\$200.00	\$57.98	\$81.44	\$185.89	\$200.00
01-622-1302	LIABILITY INS - ERRORS & OMISS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-622-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-622-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-622-1502	MAYOR DISCRETIONARY	\$925.44	\$1,225.01	\$3,000.00	\$3,000.00	\$0.00	\$1,837.08	\$2,449.44	\$3,000.00
01-622-1503	WARD 1 DISCRETIONARY	\$1,043.39	\$1,731.74	\$3,000.00	\$3,000.00	\$641.05	\$472.50	\$1,484.73	\$3,000.00
01-622-1504	WARD 2 - DISCRETIONARY	\$3,850.00	\$2,935.15	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-622-1505	WARD 3 - DISCRETIONARY	\$195.00	\$48.87	\$3,000.00	\$3,000.00	\$0.00	\$75.00	\$100.00	\$3,000.00
01-622-1506	WARD 4 - DISCRETIONARY	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
01-622-1507	WARD 5 - DISCRETIONARY	\$320.00	\$1,170.20	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
01-622-2000	BUILDING AND STANDARDS COM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
01-622-2121	LEGAL EXPENSES	\$78,752.50	\$89,368.04	\$90,000.00	\$90,000.00	\$0.00	\$45,246.75	\$60,329.00	\$90,000.00
01-622-2122	LEGAL EXPENSES - CIVIL	\$3,742.00	\$441.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
CITY COUNCIL EXPENSES		\$96,667.09	\$105,169.47	\$129,888.00	\$129,888.00	\$699.03	\$56,056.09	\$75,474.29	\$151,773.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6-30-2023	PROJECTED YEAR-END	PROPOSED YEAR 2024
01-623-0101	SALARIES	\$300,064.06	\$160,495.40	\$309,372.00	\$309,372.00	\$219,796.63	\$293,062.17	\$341,846.00
01-623-0103	OVERTIME	\$540.21	\$50.63	\$2,542.00	\$2,542.00	\$481.29	\$641.72	\$2,954.00
01-623-0104	CM - CAR ALLOWANCE	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-0201	SOCIAL SECURITY	\$21,857.66	\$11,809.36	\$23,799.00	\$23,799.00	\$16,244.69	\$21,659.59	\$8,513.00
01-623-0202	INSURANCE - GROUP	\$27,149.69	\$17,222.30	\$40,202.00	\$40,202.00	\$33,903.96	\$45,205.28	\$41,970.00
01-623-0203	RETIREMENT	\$5,983.83	\$3,592.60	\$6,402.00	\$6,402.00	\$4,606.75	\$6,142.33	\$2,338.00
01-623-0204	UNEMPLOYMENT	\$1,395.96	\$261.76	\$540.00	\$540.00	\$54.53	\$72.71	\$450.00
01-623-0205	INS - WORKMEN'S COMP	\$547.00	\$380.87	\$750.00	\$750.00	\$-1,084.75	\$466.25	\$1,706.00
01-623-0501	SUPPLIES	\$6,242.60	\$4,655.88	\$6,000.00	\$6,000.00	\$2,284.60	\$3,566.16	\$6,000.00
01-623-0900	FUEL & OIL	\$1,969.14	\$670.96	\$1,000.00	\$1,000.00	\$79.43	\$105.91	\$0.00
01-623-1101	ELECTRICITY	\$2,153.13	\$2,966.62	\$5,000.00	\$5,000.00	\$1,802.43	\$2,403.24	\$5,000.00
01-623-1500	TRAINING	\$520.00	\$1,878.36	\$4,000.00	\$4,000.00	\$1,080.00	\$1,440.00	\$5,000.00
01-623-1501	TRAVEL	\$0.00	\$2,619.92	\$5,000.00	\$5,000.00	\$2,006.48	\$3,134.96	\$7,500.00
01-623-1700	IT EQUIPMENT- SOFTWARE	\$200.00	\$1,743.36	\$2,500.00	\$2,500.00	\$1,463.17	\$1,950.89	\$8,500.00
01-623-2200	TML CONFERENCE	\$0.00	\$500.00	\$4,000.00	\$4,000.00	\$6,945.99	\$9,261.32	\$0.00
01-623-2700	TELEPHONE EXPENSES	\$5,097.20	\$5,345.05	\$6,000.00	\$6,000.00	\$4,076.57	\$5,435.43	\$6,000.00
01-623-2750	CELL PHONE EXPENSES	\$1,528.68	\$1,019.96	\$1,500.00	\$1,500.00	\$625.49	\$833.99	\$1,500.00
01-623-2800	DRUG TESTING	\$62.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-623-3000	CODIFICATION-ORDINANCE	\$2,400.97	\$6,555.01	\$10,000.00	\$10,000.00	\$6,749.89	\$8,999.85	\$15,000.00
01-623-9700	SOFTWARE/EMPLOYEE REVIEW							\$150,000.00
01-623-9800	CIP - COMPUTERS IT	\$13,251.09	\$5,594.44	\$10,000.00	\$10,000.00	\$3,800.92	\$5,067.89	\$10,000.00
01-623-9801	LEASED VEHICLE	\$4,803.56	\$7,858.06	\$7,400.00	\$7,400.00	\$5,577.04	\$7,436.05	\$0.00
01-623-9802	INTEREST - LEASED EQUIPMENT	\$2,589.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADMINISTRATIVE EXPENSES		\$401,956.34	\$235,330.54	\$416,007.00	\$416,007.00	\$310,495.41	\$416,885.74	\$614,277.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2024		ACTUAL EXPERIENCE YEAR 2022		CURR. BUDGET YEAR 2024		CURRENT BUDGET YEAR 2023		ACTUAL EXPERIENCE YEAR 2023		PROJECTED YEAR END		PROPOSED YEAR 2024	
		EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE
01-624-0101	SALARIES	\$20,341.33		\$30,670.49		\$29,533.00		\$29,533.00		\$22,367.20		\$29,822.93		\$34,272.00	
01-624-0103	OVERTIME	\$144.18		\$0.00		\$590.00		\$590.00		\$0.00		\$0.00		\$1,026.00	
01-624-0105	CONTRACT LABOR	\$25,200.00		\$31,150.00		\$43,500.00		\$43,500.00		\$25,600.00		\$34,133.33		\$43,500.00	
01-624-0201	SOCIAL SECURITY	\$1,545.74		\$2,295.27		\$2,299.00		\$2,299.00		\$1,655.27		\$2,207.03		\$2,693.00	
01-624-0202	INSURANCE - GROUP	\$1,175.14		\$6,005.32		\$8,040.00		\$8,040.00		\$6,033.61		\$8,044.81		\$8,394.00	
01-624-0203	RETIREMENT	\$197.23		\$694.15		\$619.00		\$619.00		\$467.21		\$622.95		\$740.00	
01-624-0204	UNEMPLOYMENT	\$342.53		\$86.36		\$90.00		\$90.00		\$8.30		\$9.00		\$90.00	
01-624-0205	INS - WORKMEN'S COMP	\$37.00		\$81.60		\$125.00		\$125.00		\$0.00		\$0.00		\$0.00	
01-624-0208	FINE COLLECTION FTA FIES	\$110.00		\$462.00		\$300.00		\$300.00		\$411.20		\$548.27		\$500.00	
01-624-1501	OFFICE SUPPLIES	\$1,417.44		\$1,854.62		\$2,000.00		\$2,000.00		\$1,248.40		\$1,664.53		\$2,000.00	
01-624-1502	SUPPLIES	\$290.18		\$0.00		\$1,000.00		\$1,000.00		\$95.21		\$126.95		\$1,000.00	
01-624-1503	TRAINING	\$200.00		\$350.00		\$2,000.00		\$2,000.00		\$480.00		\$713.33		\$2,000.00	
01-624-1501	TRAVEL	\$250.00		\$1,398.45		\$2,500.00		\$2,500.00		\$979.69		\$1,306.25		\$2,500.00	
01-624-1700	IT EQUIPMENT/SOFTWARE													\$4,375.00	
01-624-2000	CONTRACT	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
01-624-2700	TELEPHONE EXPENSES	\$4,405.59		\$4,006.10		\$4,500.00		\$4,500.00		\$2,947.10		\$3,929.47		\$4,500.00	
01-624-2750	Cell Phone Expense	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
01-624-2800	DRUG TESTING	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
MUNICIPAL COURT EXPENSES		\$55,856.36		\$79,054.36		\$97,096.00		\$97,096.00		\$62,293.19		\$84,128.85		\$107,890.00	

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-631-0101	SALARIES	\$817,062.47	\$741,140.03	\$881,903.00	\$881,903.00	\$537,013.73	\$716,018.31	\$850,147.00
01-631-0103	OVERTIME	\$28,945.12	\$54,556.88	\$39,989.00	\$39,989.00	\$51,464.92	\$68,619.89	\$52,602.00
01-631-0104	EVENT SECURITY	\$570.00	\$1,001.25	\$0.00	\$0.00	\$600.00	\$800.00	\$0.00
01-631-0201	SOCIAL SECURITY	\$61,978.09	\$58,971.86	\$70,340.00	\$70,340.00	\$43,891.61	\$58,522.15	\$68,880.00
01-631-0202	INSURANCE GROUP	\$143,588.50	\$119,547.20	\$136,686.00	\$136,686.00	\$82,841.16	\$110,454.88	\$134,304.00
01-631-0203	RETIREMENT	\$16,181.29	\$18,453.18	\$18,922.00	\$18,922.00	\$12,358.47	\$16,477.96	\$18,913.00
01-631-0204	UNEMPLOYMENT	\$5,764.31	\$262.93	\$1,800.00	\$1,800.00	\$134.60	\$179.47	\$1,890.00
01-631-0205	INS - WORKMEN'S COMP	\$20,655.00	\$35,950.12	\$28,000.00	\$28,000.00	\$35,290.25	\$47,053.67	\$47,431.00
01-631-0400	SAFETY PROGRAM	\$1,332.36	\$454.03	\$2,000.00	\$2,000.00	\$691.88	\$949.17	\$2,000.00
01-631-0501	OFFICE SUPPLIES	\$6,743.48	\$5,560.12	\$8,000.00	\$8,000.00	\$5,208.90	\$7,345.20	\$8,000.00
01-631-0502	FIELD SUPPLIES	\$3,450.51	\$6,955.20	\$6,000.00	\$6,000.00	\$4,090.64	\$5,454.19	\$6,000.00
01-631-0510	UNIFORMS	\$8,207.49	\$8,970.72	\$10,000.00	\$10,000.00	\$3,673.18	\$5,789.72	\$10,000.00
01-631-0700	MAINT - EQUIPMENT	\$2,772.62	\$1,729.90	\$3,500.00	\$3,500.00	\$3,481.82	\$5,309.09	\$3,500.00
01-631-0701	MAINT-VEHICLE	\$29,077.31	\$11,437.06	\$7,500.00	\$7,500.00	\$9,277.19	\$12,369.59	\$10,000.00
01-631-0713	MAINT - DRUG DOG	\$0.00	\$4,960.88	\$5,000.00	\$5,000.00	\$1,410.29	\$2,387.05	\$5,000.00
01-631-0900	FUEL & OIL	\$26,082.26	\$35,549.84	\$25,000.00	\$25,000.00	\$12,670.50	\$16,894.00	\$25,000.00
01-631-1101	ELECTRICITY	\$6,917.96	\$6,459.17	\$8,400.00	\$8,400.00	\$3,569.85	\$4,759.80	\$8,400.00
01-631-1301	LAW ENFORCEMENT LIABILITY IP	\$24,708.00	\$25,936.97	\$29,110.00	\$29,110.00	\$21,207.75	\$28,277.00	\$30,468.00
01-631-1401	JANITORIAL SUPPLIES	\$145.41	\$78.89	\$1,000.00	\$1,000.00	\$439.26	\$585.68	\$1,000.00
01-631-1500	TRAINING	\$4,744.25	\$1,019.61	\$5,000.00	\$5,000.00	\$4,419.56	\$6,492.75	\$5,000.00
01-631-1501	TRAVEL	\$3,895.98	\$3,116.87	\$5,000.00	\$5,000.00	\$3,133.06	\$4,177.41	\$5,000.00
01-631-1700	FY20 - IT SOFTWARE	\$0.00	\$1,868.42	\$0.00	\$0.00	\$1,371.02	\$1,828.03	\$2,500.00
01-631-2700	TELEPHONE EXPENSES	\$13,212.12	\$13,102.86	\$13,250.00	\$13,250.00	\$9,829.31	\$13,105.75	\$13,250.00
01-631-2750	CELL PHONE EXPENSES	\$10,761.80	\$11,151.77	\$12,500.00	\$12,500.00	\$8,245.77	\$10,994.36	\$12,500.00
01-631-2800	DRUG TESTING	\$62.50	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3000	HEPATITIS SHOTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-3100	INFORMANT MONEY	\$450.00	\$200.00	\$0.00	\$0.00	\$200.00	\$266.67	\$0.00
01-631-3200	COMMUNITY PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00
01-631-3300	INVESTIGATIVE EXPENSES	\$1,175.21	\$495.14	\$6,000.00	\$6,000.00	\$2,172.36	\$2,896.48	\$6,000.00
01-631-3700	KOLOGIK SOFTWARE	\$13,800.00	\$11,820.00	\$15,000.00	\$15,000.00	\$1,980.00	\$2,640.00	\$15,870.00
01-631-7000	CODE RED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-7001	FEDERAL WARNING SYSTEM	\$0.00	\$4,079.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
01-631-8001	LEASED VEHICLES	\$30,924.10	\$57,124.54	\$55,000.00	\$55,000.00	\$40,045.68	\$53,394.24	\$66,544.00
01-631-8002	INTEREST - LEASED EQUIPMENT	\$9,577.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-631-9300	CIP - TASERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
01-631-9922	INSURANCE CLAIMS - PROPERTY	\$2,903.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE EXPENSES		\$1,295,699.05	\$1,242,014.44	\$1,397,900.00	\$1,397,900.00	\$890,712.76	\$1,204,042.49	\$1,425,199.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6-30-2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-632-0101	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-0201	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-0202	INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-0203	RETIREMENT	\$4,320.00	\$4,248.00	\$7,000.00	\$7,000.00	\$1,944.00	\$2,592.00	\$0.00
01-632-0204	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-0205	INS - WORKMANS COMP	\$6,345.00	\$962.22	\$1,100.00	\$1,100.00	\$16,268.50	\$21,691.33	\$0.00
01-632-0501	OFFICE SUPPLIES	\$79.97	\$504.09	\$1,000.00	\$1,000.00	\$328.81	\$438.41	\$0.00
01-632-0502	FIELD SUPPLIES	\$0.00	\$28.97	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00
01-632-0700	MAINT - EQUIPMINT	\$338.00	\$5,748.92	\$10,000.00	\$10,000.00	\$0.00	\$3,339.81	\$0.00
01-632-0701	MAINT-VEHICLES	\$386.37	\$6,012.76	\$10,000.00	\$10,000.00	\$3,345.72	\$4,460.96	\$0.00
01-632-0900	FUEL & OIL	\$2,065.12	\$7,382.85	\$10,000.00	\$10,000.00	\$4,902.95	\$6,537.27	\$0.00
01-632-1301	LIABILITY/AUTO COVERAGE	\$6,385.00	\$6,493.00	\$7,150.00	\$7,150.00	\$5,667.00	\$7,556.00	\$0.00
01-632-1500	TRAINING	\$0.00	\$0.00	\$500.00	\$500.00	\$315.00	\$420.00	\$0.00
01-632-1501	TRAVEL	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
01-632-2700	TELEPHONE EXPENSES	\$1,928.37	\$1,926.08	\$2,000.00	\$2,000.00	\$1,444.17	\$1,925.56	\$0.00
01-632-2750	CELL PHONE EXPENSES	\$291.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-632-3702	FIRE CALLS	\$11,570.00	\$25,130.00	\$25,000.00	\$25,000.00	\$22,570.00	\$30,093.33	\$0.00
01-632-9002	CIP - BREATHING APPARATU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FIRE DEPT EXPENSES		\$33,709.60	\$58,436.89	\$77,250.00	\$77,250.00	\$56,786.15	\$79,054.68	\$0.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG. BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6/30/2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-635-0101	SALARIES	\$127,314.90	\$58,227.05	\$131,866.00	\$131,866.00	\$101,048.30	\$134,731.07	\$134,055.00
01-635-0103	OVERTIME	\$400.73	\$393.08	\$1,904.00	\$1,904.00	\$120.42	\$160.56	\$2,357.00
01-635-0105	CONTRACT LABOR	\$6,213.12	\$32,669.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-0201	SOCIAL SECURITY	\$9,530.44	\$4,465.47	\$10,207.00	\$10,207.00	\$7,712.05	\$10,282.73	\$11,934.00
01-635-0202	INSURANCE-GROUP	\$16,787.32	\$9,073.33	\$20,101.00	\$20,101.00	\$14,081.54	\$18,775.39	\$25,182.00
01-635-0203	RETIREMENT	\$2,385.65	\$1,352.13	\$2,746.00	\$2,746.00	\$2,112.62	\$2,816.83	\$3,277.00
01-635-0204	UNEMPLOYMENT	\$1,131.85	\$9.00	\$270.00	\$270.00	\$31.50	\$42.00	\$270.00
01-635-0205	INS-WORKERS COMP	\$450.00	\$1,281.92	\$1,250.00	\$1,250.00	-\$196.25	-\$261.67	\$705.00
01-635-0501	OFFICE SUPPLIES	\$1,190.60	\$757.86	\$2,500.00	\$2,500.00	\$2,264.00	\$3,018.67	\$3,000.00
01-635-0502	FIELD SUPPLIES	\$0.00	\$288.78	\$500.00	\$500.00	\$0.00	\$53.33	\$0.00
01-635-0510	UNIFORMS	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
01-635-0701	MAINT-VEHICLE	\$1,331.34	\$926.74	\$1,500.00	\$1,500.00	\$15.00	\$20.00	\$1,000.00
01-635-0900	FUEL & OIL	\$942.70	\$907.23	\$2,000.00	\$2,000.00	\$690.65	\$920.87	\$2,000.00
01-635-1301	LIABILITY/AUTO COVERAGE	\$1,141.00	\$1,130.00	\$2,500.00	\$2,500.00	\$626.25	\$835.00	\$896.00
01-635-1500	TRAINING	\$1,334.90	\$2,773.07	\$3,500.00	\$3,500.00	\$281.46	\$508.61	\$4,500.00
01-635-1501	TRAVEL	\$1,078.75	\$1,790.40	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$3,500.00
01-635-1700	IT EQUIPMENT/SOFTWARE	\$1,433.65	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$6,000.00
01-635-2000	ABATEMENT	\$0.00	\$788.42	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00
01-635-2100	ENFORCEMENT - CAMERAS	\$0.00	\$16,693.14	\$10,000.00	\$10,000.00	\$1,885.34	\$2,513.79	\$4,500.00
01-635-2700	TELEPHONE EXPENSES	\$3,477.47	\$3,138.48	\$3,500.00	\$3,500.00	\$2,353.86	\$3,138.48	\$3,500.00
01-635-2750	CELL PHONE EXPENSES	\$600.91	\$764.00	\$1,250.00	\$1,250.00	\$643.16	\$857.55	\$1,250.00
01-635-2800	DRUG TESTING	\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-3500	ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-8001	LEASED VEHICLE	\$3,312.78	\$5,013.17	\$5,000.00	\$5,000.00	\$3,529.89	\$4,706.52	\$12,100.00
01-635-8002	INTEREST - LEASED EQUIPMENT	\$1,407.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-635-9000	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUILDING SERVICES EXPENSES		\$181,528.51	\$142,433.04	\$219,093.00	\$219,093.00	\$137,199.79	\$183,119.72	\$261,026.00



ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROPOSED YEAR END	PROPOSED YEAR 2024
01-636-0101	SALARIES	\$16,227.90	\$16,820.19	\$43,721.00	\$43,721.00	\$15,607.02	\$20,809.36	\$36,755.00
01-636-0103	OVERTIME	\$97.34	\$128.92	\$874.00	\$874.00	\$0.00	\$0.00	\$1,101.00
01-636-0201	SOCIAL SECURITY	\$1,215.70	\$1,310.73	\$3,403.00	\$3,403.00	\$1,193.95	\$1,591.93	\$2,888.00
01-636-0202	INSURANCE	\$679.25	\$2,948.06	\$8,040.00	\$8,040.00	\$39.00	\$52.00	\$8,394.00
01-636-0203	RETIREMENT	\$305.37	\$403.65	\$915.00	\$915.00	\$310.01	\$413.35	\$793.00
01-636-0204	UNEMPLOYMENT	\$129.00	\$4.50	\$90.00	\$90.00	\$6.70	\$8.93	\$90.00
01-636-0205	WORKMEN COMP	\$37.00	\$40.80	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
01-636-0501	SUPPLIES	\$1,017.95	\$825.57	\$1,000.00	\$1,000.00	\$410.58	\$547.44	\$1,000.00
01-636-1500	TRAINING	\$0.00	\$349.00	\$2,500.00	\$2,500.00	\$175.00	\$466.67	\$2,500.00
01-636-1501	TRAVEL	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00
01-636-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00
01-636-2800	DRUG TESTING	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$241.15	\$321.53	\$2,500.00
HUMAN RESOURCE EXPENSES		\$19,709.51	\$22,831.42	\$66,093.00	\$66,093.00	\$17,983.41	\$24,211.21	\$59,021.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6.30.2023	PROJECTED YEAR-END	PROPOSED YEAR 2024
01-637-0101	SALARIES	\$245,815.12	\$219,179.32	\$222,781.00	\$222,781.00	\$108,120.76	\$144,161.01	\$286,765.00
01-637-0103	OVERTIME	\$406.78	\$2,363.17	\$2,984.00	\$2,984.00	\$1,667.19	\$2,222.92	\$5,188.00
01-637-0105	CONTRACT LABOR		\$0.00	\$0.00	\$0.00	\$382.50	\$382.50	\$0.00
01-637-0201	SOCIAL SECURITY	\$18,440.52	\$16,993.42	\$17,222.00	\$17,222.00	\$8,213.11	\$10,950.81	\$22,177.00
01-637-0202	INSURANCE-GROUP	\$35,153.40	\$31,442.60	\$40,202.00	\$40,202.00	\$16,002.36	\$21,336.48	\$41,970.00
01-637-0203	RETIREMENT	\$4,613.00	\$5,293.38	\$4,633.00	\$4,633.00	\$2,302.68	\$3,070.24	\$6,089.00
01-637-0204	UNEMPLOYMENT	\$1,007.99	\$48.32	\$450.00	\$450.00	\$54.37	\$72.49	\$450.00
01-637-0205	INS - WORKMEN'S COMP	\$547.00	\$448.76	\$547.00	\$547.00	\$0.00	\$0.00	\$0.00
01-637-0301	SUPPLIES	\$3,021.53	\$3,499.37	\$5,000.00	\$5,000.00	\$3,139.71	\$4,186.28	\$5,000.00
01-637-1500	TRAINING	\$1,960.00	\$6,162.36	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
01-637-1501	TRAVEL	\$0.00	\$281.74	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,000.00
01-637-1700	IT EQUIPMENT: SOFTWARE	\$9,564.70	\$8,400.00	\$15,000.00	\$15,000.00	\$8,685.00	\$11,580.00	\$15,000.00
01-637-2700	TELEPHONE EXPENSES	\$4,976.33	\$5,500.56	\$5,500.00	\$5,500.00	\$4,596.57	\$6,128.76	\$5,500.00
01-637-2750	CELL PHONE EXPENSES	\$794.04	\$482.52	\$500.00	\$500.00	\$321.58	\$428.77	\$500.00
01-637-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FINANCE DEPT EXPENSES		\$326,400.41	\$300,095.52	\$327,819.00	\$327,819.00	\$153,485.83	\$204,520.27	\$398,639.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG. BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ENCUMBERED	INDEPENDENT AS OF 6-30-2023	PROJECTED YEAR-END	PROPOSED YEAR 2024
01-638-0101	SALARIES	\$151,139.68	\$153,638.07	\$193,804.00	\$193,804.00	\$0.00	\$118,321.49	\$157,761.99	\$207,756.00
01-638-0103	OVERTIME	\$1,137.87	\$1,184.08	\$6,225.00	\$6,225.00	\$0.00	\$1,428.67	\$1,904.89	\$9,391.00
01-638-0201	SOCIAL SECURITY	\$11,685.11	\$11,690.80	\$15,261.00	\$15,261.00	\$0.00	\$8,903.52	\$11,871.36	\$16,568.00
01-638-0202	INSURANCE-GROUP	\$25,447.06	\$27,793.75	\$40,202.00	\$40,202.00	\$0.00	\$22,778.55	\$30,371.40	\$41,970.00
01-638-0203	RETIREMENT	\$2,918.24	\$3,593.59	\$4,106.00	\$4,106.00	\$0.00	\$2,481.80	\$3,309.07	\$4,550.00
01-638-0204	UNEMPLOYMENT	\$1,322.34	\$108.53	\$540.00	\$540.00	\$0.00	\$47.97	\$63.96	\$450.00
01-638-0205	INS-WORKMENS COMP	\$4,262.00	\$11,667.28	\$10,750.00	\$10,750.00	\$0.00	\$2,082.75	\$2,777.00	\$6,166.00
01-638-0501	OFFICE SUPPLIES	\$1,037.09	\$2,804.17	\$2,500.00	\$1,819.00	\$114.90	\$1,077.07	\$1,389.29	\$2,500.00
01-638-0502	FIELD SUPPLIES	\$2,096.15	\$1,736.74	\$2,500.00	\$2,500.00	\$0.00	\$2,523.83	\$3,365.11	\$2,500.00
01-638-0510	UNIFORMS	\$834.69	\$329.33	\$1,000.00	\$1,000.00	\$0.00	\$793.44	\$1,057.92	\$1,500.00
01-638-0700	MAINT - EQUIPMENT	\$549.14	\$226.57	\$500.00	\$500.00	\$0.00	\$44.56	\$59.41	\$500.00
01-638-0701	MAINT-VEHICLE	\$3,060.05	\$827.51	\$1,200.00	\$1,881.00	\$1,141.80	\$746.21	\$2,517.35	\$1,500.00
01-638-0900	FUEL & OIL	\$4,624.59	\$6,268.89	\$5,000.00	\$5,000.00	\$0.00	\$3,229.45	\$4,305.93	\$5,000.00
01-638-1101	ELECTRICITY	\$4,095.44	\$3,623.61	\$3,500.00	\$3,500.00	\$0.00	\$2,520.97	\$3,361.29	\$3,500.00
01-638-1301	LIABILITY/AUTO COVERAGE	\$3,443.00	\$3,428.00	\$3,771.00	\$3,771.00	\$0.00	\$2,142.75	\$2,857.00	\$2,942.00
01-638-1401	JANITORIAL S/PLIES	\$5,858.42	\$5,352.64	\$7,000.00	\$7,000.00	\$700.00	\$4,935.01	\$7,513.35	\$6,000.00
01-638-1500	TRAINING	\$0.00	\$525.00	\$2,000.00	\$2,000.00	\$40.00	\$350.00	\$520.00	\$6,000.00
01-638-1501	TRAVE:	\$0.00	\$1,513.04	\$2,000.00	\$3,500.00	\$70.00	\$3,282.55	\$4,470.07	\$4,000.00
01-638-1700	IT-SOFTWARE	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
01-638-2700	TELEPHONE EXPENSES	\$4,234.86	\$5,001.83	\$4,500.00	\$4,500.00	\$0.00	\$3,757.41	\$5,009.88	\$4,500.00
01-638-2750	CELL PHONE EXPENSES	\$1,698.62	\$1,930.08	\$2,000.00	\$2,000.00	\$0.00	\$1,286.32	\$1,715.09	\$2,000.00
01-638-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-3200	ANIMAL CARE	\$27,518.72	\$21,698.90	\$23,000.00	\$23,000.00	\$0.00	\$12,072.36	\$16,096.48	\$29,500.00
01-638-3301	SPAY & NEUTER PROGRAM	\$0.00	\$14,804.45	\$20,000.00	\$20,000.00	\$0.00	\$11,647.92	\$15,530.56	\$20,000.00
01-638-8001	LEASED VEHICLE	\$11,865.13	\$18,047.38	\$17,250.00	\$17,250.00	\$0.00	\$12,856.51	\$17,142.01	\$17,250.00
01-638-8002	INTEREST - LEASED EQUIPMENT	\$5,173.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9000	CAT CONDO	\$30,600.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$12,332.05	\$16,442.73	\$0.00
01-638-9001	CIP HVAC SYSTEM	\$0.00	\$19,988.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-638-9922	INSURANCE CLAIMS	\$2,884.87	\$4,768.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ANNUAL CONTROL EXPENSES		\$407,480.86	\$425,551.02	\$380,169.00	\$380,169.00	\$2,066.70	\$231,613.16	\$311,613.15	\$400,543.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG. BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROPOSED YEAR END	PROPOSED YEAR 2024
01-641-0101	SALARIES	\$62,803.91	\$8,886.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0103	OVERTIME	\$1,167.25	\$347.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0201	SOCIAL SECURITY	\$4,480.65	\$825.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0202	INSURANCE	\$18,218.30	\$3,233.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0203	RETIREMENT	\$1,201.76	\$257.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0204	UNEMPLOYMENT	\$596.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0205	WORKMEN COMP	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0501	OFFICE SUPPLIES	\$0.00	\$5.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0502	FIELD SUPPLIES	\$601.86	\$653.82	\$1,000.00	\$1,000.00	\$148.52	\$198.03	\$1,000.00
01-641-0503	PEST CONTROL - ALL GF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-0510	UNIFORMS	\$396.34	\$412.85	\$500.00	\$500.00	\$87.86	\$117.15	\$0.00
01-641-0700	MAINT EQUIPMENT	\$10.77	\$795.38	\$1,000.00	\$1,000.00	\$156.49	\$208.65	\$1,000.00
01-641-0701	MAINT VEHICLE	\$311.92	\$0.00	\$750.00	\$750.00	\$55.13	\$73.51	\$750.00
01-641-0708	FIRE SAFETY INSPECTION	\$744.31	\$374.83	\$2,600.00	\$2,600.00	\$1,048.11	\$1,397.48	\$2,600.00
01-641-1301	LIABILITY/AUTO COVERAGE	\$1,049.00	\$1,089.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,242.00
01-641-1500	TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-1501	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-641-6000	MAINT - CITY HALL	\$1,551.07	\$5,882.80	\$10,000.00	\$10,000.00	\$3,261.01	\$4,348.01	\$10,000.00
01-641-6001	MAINT - POLICE DEPT	\$1,415.71	\$390.82	\$3,000.00	\$3,000.00	\$3,650.46	\$4,867.28	\$3,000.00
01-641-6002	MAINT - ANIMAL SHELTER	\$2,715.61	\$4,566.12	\$10,000.00	\$10,000.00	\$3,836.27	\$5,115.03	\$20,000.00
01-641-6003	MAINT - SUNSHINE HOUSE	\$227.21	\$58,761.85	\$5,000.00	\$5,000.00	\$245.94	\$327.92	\$5,000.00
01-641-6004	MAINT - NEIGHBORHOOD CENTER	\$76.95	\$74.45	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
01-641-6005	MAINT - MAINTENANCE YARD	\$392.78	\$1,393.16	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$24,962.00
REPAIRING MAINTENANCE		\$98,001.07	\$87,951.87	\$133,050.00	\$133,050.00	\$12,489.79	\$16,653.05	\$72,554.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6-30-2023	PROJECTED YEAR END	PROPOSED YEAR 2024
01-642-0101	SALARIES	\$187,731.62	\$195,263.35	\$250,746.00	\$250,746.00	\$128,375.31	\$171,167.08	\$223,858.00
01-642-0103	OVERTIME	\$3,237.47	\$3,253.37	\$10,457.00	\$10,457.00	\$1,072.76	\$1,430.35	\$12,819.00
01-642-0201	SOCIAL SECURITY	\$14,447.22	\$15,561.25	\$19,930.00	\$19,930.00	\$9,297.86	\$12,397.15	\$18,058.00
01-642-0202	INSURANCE - GRO'P	\$31,862.85	\$39,480.66	\$48,242.00	\$48,242.00	\$30,263.96	\$40,351.95	\$50,364.00
01-642-0203	RETIREMENT	\$2,919.44	\$4,098.11	\$5,362.00	\$5,362.00	\$2,381.68	\$3,175.57	\$4,958.00
01-642-0204	UNEMPLOYMENT	\$2,412.68	\$272.46	\$540.00	\$540.00	\$57.53	\$76.71	\$940.00
01-642-0205	INS - WORKMEN'S COMP	\$3,463.00	\$7,993.50	\$7,810.00	\$7,810.00	\$1,488.75	\$1,985.00	\$4,265.00
01-642-0501	SUPPLIES	\$1,065.52	\$1,011.41	\$2,500.00	\$2,500.00	\$1,727.93	\$2,774.91	\$2,500.00
01-642-0502	FIELD SUPPLIES	\$6,312.43	\$7,121.61	\$8,000.00	\$8,000.00	\$5,051.33	\$7,113.60	\$8,000.00
01-642-0510	UNIFORMS	\$3,716.45	\$2,192.80	\$2,500.00	\$2,500.00	\$1,168.10	\$2,420.28	\$2,500.00
01-642-0700	MAINT - EQUIPMENT	\$2,818.43	\$2,770.14	\$5,000.00	\$5,000.00	\$2,402.36	\$3,203.15	\$5,000.00
01-642-0701	MAINT - VEHICLES	\$1,513.07	\$1,428.94	\$4,000.00	\$4,000.00	\$1,168.69	\$1,894.25	\$4,000.00
01-642-0707	MAINTENANCE - POOL	\$5,575.02	\$11,177.98	\$10,000.00	\$10,000.00	\$6,391.04	\$11,043.68	\$12,500.00
01-642-0709	SUPPLIES - CIVIC CENTER	\$482.02	\$2,006.64	\$2,500.00	\$2,500.00	\$4,115.26	\$5,814.93	\$5,000.00
01-642-0730	MAINT - ALL PARKS	\$19,490.61	\$22,706.17	\$20,000.00	\$20,000.00	\$18,282.76	\$24,577.01	\$30,000.00
01-642-0731	LUJAN PARK - COUNCIL APPROVED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-0732	TREE DONATION	\$0.00	\$2,508.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-0900	FUEL & OIL	\$6,979.95	\$9,960.61	\$10,000.00	\$10,000.00	\$4,780.16	\$7,603.77	\$10,000.00
01-642-1101	Electricity	\$18,669.28	\$17,021.00	\$16,773.00	\$16,773.00	\$9,648.16	\$12,864.21	\$16,773.00
01-642-1301	LIABILITY/AUTO COVERAGE	\$5,376.00	\$5,743.00	\$6,167.00	\$6,167.00	\$3,563.25	\$4,751.00	\$4,856.00
01-642-1500	TRAINING	\$2,705.00	\$1,485.00	\$1,500.00	\$1,500.00	\$2,125.00	\$2,833.33	\$3,000.00
01-642-1501	TRAVEL	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$2,500.00
01-642-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-2700	TELEPHONE EXPENSES	\$4,820.65	\$4,983.65	\$5,500.00	\$5,500.00	\$3,352.50	\$4,470.00	\$5,500.00
01-642-2750	CELL PHONE EXPENSES	\$1,296.72	\$1,447.56	\$1,800.00	\$1,800.00	\$924.56	\$1,232.75	\$1,800.00
01-642-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-3500	MASTER PARK PLAN - ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-8001	LEASED VEHICLE	\$8,786.26	\$12,681.52	\$12,150.00	\$12,150.00	\$8,973.55	\$11,964.73	\$12,150.00
01-642-8002	INTEREST - LEASED EQUIPMENT	\$3,288.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9000	PARK SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-642-9001	CIP - PUEBLO NUEVO PARK - TPOWD MA"	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$5,000.00
01-642-9002	PUEBLO NUEVO PARK IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
	PARKS & POOL EXPENSES	\$38,970.15	\$47,168.73	\$527,977.00	\$527,977.00	\$246,612.50	\$410,145.41	\$541,341.00

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORIGINAL BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	ACTUAL AS OF 6-30-2023	PROJE CTED YEAR END	PROPOSED YEAR 2024
01-644-0101	SALARIES	\$300,910.78	\$386,990.17	\$523,870.00	\$523,870.00	\$523,870.00	\$288,940.19	\$385,253.59	\$463,517.00
01-644-0103	OVERTIME	\$4,649.11	\$6,873.68	\$21,835.00	\$21,835.00	\$21,835.00	\$9,825.01	\$13,100.01	\$25,758.00
01-644-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-0201	SOCIAL SECURITY	\$23,122.90	\$28,311.58	\$41,637.00	\$41,637.00	\$41,637.00	\$22,109.18	\$29,478.91	\$37,332.00
01-644-0202	INSURANCE - GROUP	\$55,643.38	\$66,693.82	\$80,404.00	\$80,404.00	\$80,404.00	\$57,595.20	\$76,793.60	\$67,152.00
01-644-0203	RETIREMENT	\$5,708.64	\$8,739.68	\$11,200.00	\$11,200.00	\$11,200.00	\$6,259.87	\$8,346.49	\$10,250.00
01-644-0204	UNEMPLOYMENT	\$1,764.00	\$375.03	\$1,170.00	\$1,170.00	\$1,170.00	\$73.01	\$97.35	\$990.00
01-644-0205	INS - WORKMEN'S COMP	\$15,103.00	\$30,203.42	\$28,636.00	\$28,636.00	\$28,636.00	\$11,206.50	\$14,942.00	\$18,786.00
01-644-0501	OFFICE SUPPLIES	\$2,496.96	\$2,475.69	\$3,500.00	\$3,500.00	\$3,500.00	\$2,765.18	\$4,032.65	\$4,500.00
01-644-0502	FIELD SUPPLIES	\$8,717.77	\$12,673.08	\$16,000.00	\$16,000.00	\$16,000.00	\$11,857.02	\$17,424.97	\$16,000.00
01-644-0510	UNIFORMS	\$4,963.26	\$3,265.60	\$6,500.00	\$6,500.00	\$6,500.00	\$1,591.83	\$2,122.44	\$6,500.00
01-644-0700	MAINT - EQUIPMENT	\$43,944.13	\$36,639.90	\$45,000.00	\$45,000.00	\$45,000.00	\$12,580.06	\$18,584.85	\$45,000.00
01-644-0701	MAINT - VEHICLES	\$2,336.84	\$4,870.45	\$12,000.00	\$12,000.00	\$12,000.00	\$3,648.25	\$5,055.00	\$12,000.00
01-644-0718	STREET SIGNS	\$9,960.72	\$7,107.05	\$10,000.00	\$10,000.00	\$10,000.00	\$3,824.00	\$5,098.67	\$20,000.00
01-644-0719	STREET MAINTENANCE MATERIALS	\$23,368.44	\$40,375.00	\$65,000.00	\$65,000.00	\$65,000.00	\$49,509.48	\$74,902.45	\$65,000.00
01-644-0900	FUEL	\$12,279.57	\$15,873.34	\$15,000.00	\$15,000.00	\$15,000.00	\$12,519.22	\$17,922.51	\$15,000.00
01-644-0901	OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-1101	ELECTRICITY	\$57,262.05	\$67,295.31	\$70,000.00	\$70,000.00	\$70,000.00	\$40,230.16	\$53,640.21	\$70,000.00
01-644-1301	LIABILITY/AUTO COVERAGE	\$7,282.00	\$8,552.00	\$6,515.00	\$6,515.00	\$6,515.00	\$9,348.00	\$12,464.00	\$11,569.00
01-644-1500	TRAINING	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
01-644-1501	TRAVEL	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
01-644-1700	IT EQUIPMENT/ SOFTWARE	\$1,271.87	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$222.13	\$296.17	\$1,500.00
01-644-2000	CONTRACT	\$32,859.00	\$18,055.50	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00
01-644-2700	TELEPHONE EXPENSES	\$4,482.27	\$4,327.36	\$4,500.00	\$4,500.00	\$4,500.00	\$3,252.73	\$4,336.97	\$4,500.00
01-644-2750	CELL PHONE EXPENSES	\$1,346.74	\$1,852.42	\$2,000.00	\$2,000.00	\$2,000.00	\$1,383.56	\$1,884.73	\$2,000.00
01-644-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-3500	ENGINEERING	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8001	LEASED VEHICLE	\$8,763.76	\$12,561.24	\$12,000.00	\$12,000.00	\$12,000.00	\$8,829.03	\$11,772.04	\$12,000.00
01-644-8002	INTEREST - LEASED EQUIPMENT	\$3,298.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-644-8100	EASEMENT/ROAD SEAL (ANNUAL)	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
01-644-9000	CAP IMPROVEMENT STREETS	\$163,911.27	\$81,872.97	\$344,035.00	\$344,035.00	\$344,035.00	\$48,208.39	\$64,277.85	\$300,000.00
01-644-9001	CAP - STREET PROJECT	\$511,427.34	\$485,862.80	\$0.00	\$0.00	\$0.00	\$0.00	\$4,791.63	\$287,999.00
01-644-9002	ACCE STREET IMPROVMENTS	\$0.00	\$98,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00
	STREET DEPT EXPENSES	\$1,308,924.52	\$1,429,847.09	\$1,467,802.00	\$1,467,802.00	\$1,467,802.00	\$605,778.00	\$827,619.11	\$1,543,353.00



**ENTERPRISE  
WATER – WASTE WATER –  
SANITATION (ENVIRONMENTAL  
SERVICES)**

**PROPOSED 2023-2024**

# WATER - WASTE WATER - SANITATION

<u>REVENUE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE	<u>EXPENSE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE
NON DEPARTMENTAL							
WATER	\$6,500	\$75,000	\$68,500	UTILITY BILLING	\$401,625	\$429,806	\$28,181
WASTE WATER	\$1,961,000	\$1,961,000	\$0	WATER	\$2,178,006	\$2,016,539	(\$161,467)
SANITATION	\$750,000	\$750,000	\$0	WASTE WATER	\$949,161	\$1,944,686	\$995,525
	\$2,278,650	\$2,440,350	\$161,700	SANITATION	\$2,169,471	\$2,286,864	\$117,393
TRANSFERS RESERVES/NET POSTI	\$702,114	\$1,451,545	\$749,431	TRANSFERS	\$702,114		(\$702,114)
TOTAL	\$5,698,264	\$6,677,895	\$979,631	TOTAL	\$6,400,377	\$6,677,895	\$277,518
		DIFFERENCE	\$0				



FY 2022-2023 Estimated Net Position			FY 2022 - 2023 Estimated Reserves		
Water-Wastewater-Sanitation					
Beginning Net Position as of 9/30/2022	\$ 12,591,550.00		TxStar	\$	2,085,000.00 **Includes ARPA Funds
2022-2023 Projected Year End - Revenue	\$ 4,975,879.53		TxClass - Capital Improvements	\$	296,000.00 **Dedicated to street paving
2022-2023 Projected Year End - Expenses	\$ 4,634,860.31		TxClass - Airport Reserves	\$	30,000.00 **Dedicated TxDOT matching funds
Net Investment in Capital Assets	\$ 10,005,351.00		TxClass - HOT Reserve	\$	90,000.00 **Dedicated to HOT
Restricted for Federal and State Grants	\$ -		TxClass - Creek Project	\$	50,000.00 **Splash Pad
Restricted for Landfill Closure Costs	\$ 80,429.00				
Restricted for Debt Service	\$ -				
Unrestricted	\$ 2,846,789.23		TXClass - Generators	\$	190,000.00 **August 2021 reassigned to emergency equipment
Estimated Net Position	\$ 12,932,569.23		TxClass - Fire Department	\$	206,000.00
Difference	\$ 341,019.23		TxClass - Water/Sewer Infrastructure	\$	947,000.00 ** Water/Wastewater Infrastructure \$117,742 Dedicated to lift station improvements
			TxClass - Pueblo Nuevo Park	\$	153,000.00 **Dedicated to TPWD Grant

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL EXPENSE YEAR 2023	ACTUAL EXPENSE YEAR 2022	CURRENT BUDGET YEAR 2023	ACTUAL EXPENSE YEAR 2023	PROPOSED YEAR 2023	PROPOSED YEAR 2024
04-550-0500	RB 03 RESERVE INTEREST	\$57.56	0	\$0.00	\$0.00	\$0.00	\$0.00
04-550-0501	TXCLASS - INTEREST	\$774.11	7180.11	\$2,500.00	\$2,500.00	\$31,430.62	\$41,907.49
	INTEREST RESERVE ACCOUNTS	\$831.67	\$7,180.11	\$2,500.00	\$2,500.00	\$31,430.62	\$41,907.49
04-551-7000	W/S/S INTEREST	\$832.08	\$10,441.61	\$2,500.00	\$2,500.00	\$52,545.99	\$70,061.32
04-551-7001	WATER CUSTOMER DEPOSIT INTERE	\$162.21	\$3,183.06	\$1,500.00	\$1,500.00	\$13,790.68	\$18,387.57
04-551-9000	Overage in Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	INTEREST REVENUES	\$994.29	\$13,624.67	\$4,000.00	\$4,000.00	\$66,336.67	\$88,448.89
04-553-0601	WATER BILLING	\$1,624,102.22	\$1,729,063.21	\$1,867,000.00	\$1,867,000.00	\$1,122,420.05	\$1,496,560.07
04-553-0602	BULK WATER	\$37,058.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-0611	MISC INCOME	\$396.19	\$8,851.20	\$2,000.00	\$2,000.00	\$261.38	\$348.51
04-553-0612	RETURNED CHECK FEE	\$390.00	\$460.00	\$500.00	\$500.00	\$270.00	\$360.00
04-551-0613	TAMPERING FEE	\$300.00	\$5,313.56	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00
04-551-0614	VACATION FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$266.67
04-551-1309	SERVICE RECONNECT	\$23,415.00	\$19,030.00	\$25,000.00	\$25,000.00	\$13,860.00	\$18,480.00
04-553-1600	INSURANCE CLAIMS	\$9,603.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-1901	ROAD CUT FEE	\$8,000.00	\$6,000.00	\$10,000.00	\$10,000.00	\$6,000.00	\$8,000.00
04-553-6500	WATER LINE EXTENSION FEES	\$18,500.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
04-553-6600	WATER TAP FEES	\$44,854.80	\$21,376.72	\$40,000.00	\$40,000.00	\$23,656.99	\$31,542.65
04-551-7000	BILLING ADJUSTMENTS	-\$55,693.57	-\$8,329.76	\$0.00	\$0.00	-\$893.43	(\$1,191.34)
04-553-7005	CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-8000	WC SALARY REIMB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9000	OVERAGE/UNDERAGE CASH DRAWN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9001	AUCTION	-\$123.22	-\$62.83	\$0.00	\$0.00	\$30.62	\$40.83
04-553-9002	INSURANCE CLAIMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-553-9800	BAD DEBT RECOVERY UTILITY DEPT	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
	WATER REVENUES	\$1,710,803.05	\$1,781,702.10	\$1,961,000.00	\$1,961,000.00	\$1,167,555.61	\$1,456,657.48
04-554-0602	SEWER BILLING	\$664,988.21	\$829,814.74	\$700,000.00	\$700,000.00	\$615,800.42	\$821,067.23
04-554-0603	LIQUID SEWAGE DUMPING FEE	\$23,738.50	\$15,650.00	\$25,000.00	\$25,000.00	\$10,400.00	\$13,866.67
04-554-0606	SEWER TAP FEES	\$27,150.00	\$21,600.00	\$25,000.00	\$25,000.00	\$25,450.00	\$33,933.33
04-554-0610	SEWER LINE EXTENSION FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0611	MISCREFUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-0700	INFRASTRUCTURE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,769.67	\$5,026.23
04-554-1901	ROAD CUT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-7000	BILLING ADJUSTMENTS	\$1,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
04-554-7000	WC SALARY REIMB	-\$4,394.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	SEWER REVENUES	\$712,502.65	\$867,564.74	\$750,000.00	\$750,000.00	\$655,420.09	\$873,893.45
04-555-0603	SANITATION/RECYCLE BILLING	\$2,012,656.82	\$2,042,773.40	\$1,965,000.00	\$1,965,000.00	\$1,520,957.18	\$2,027,942.91
04-555-0604	SALES TAX COLLECTED	\$140,386.29	\$142,332.89	\$145,000.00	\$145,000.00	\$105,885.69	\$141,180.97
04-555-0611	MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-555-7000	BILLING ADJUSTMENTS	-\$16,085.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-555-7001	LANDFILL ASSURANCE INTEREST	\$39.08	\$574.97	\$150.00	\$150.00	\$2,306.70	\$3,075.60
04-555-7500	LANDFILL LEASE	\$116,137.57	\$131,632.29	\$125,000.00	\$125,000.00	\$145,747.55	\$193,656.73
04-555-8000	KEEP ALPINE BEAUTIFUL (KBP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04-555-8001	GRANT REIMBURSEMENTS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$4,811.54	\$6,415.39
04-555-8002	COUNTY INTERLOCAL AGREEMENT	\$41,572.00	\$40,000.00	\$42,000.00	\$42,000.00	\$42,000.00	\$44,100.00
04-555-8003	TIRE DISPOSAL FEES	\$645.99	\$1,437.45	\$1,500.00	\$1,500.00	\$525.50	\$700.67
	SANITATION/RECYCLE REVENUE	\$2,298,352.56	\$2,358,751.00	\$2,278,650.00	\$2,278,650.00	\$1,821,729.16	\$2,414,972.21
							\$2,440,350



ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ACTUAL EXPERIENCE YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6/30/2023	PROJECTED YEAR END	PROPOSED YEAR 2023
04-651-0100	FRANCHISE FEE	\$252,968.59	\$231,977.45	\$249,808.00	\$249,808.00	\$176,585.02	\$235,446.69	\$261,318
04-651-0101	UTILITY CLERKS SALARY	\$70,209.14	\$45,939.99	\$62,175.00	\$62,175.00	\$44,879.39	\$59,839.19	\$63,941
04-651-0103	OVERTIME	\$200.68	\$344.99	\$1,242.00	\$1,242.00	\$835.69	\$1,114.25	\$1,914
04-651-0201	SOCIAL SECURITY	\$4,944.52	\$3,495.00	\$4,737.00	\$4,737.00	\$3,410.80	\$4,547.73	\$5,025
04-651-0202	INSURANCE - GROUP	\$20,285.72	\$10,902.38	\$16,081.00	\$16,081.00	\$9,719.84	\$12,959.79	\$15,888
04-651-0203	RETIREMENT	\$1,348.59	\$1,067.38	\$1,273.00	\$1,273.00	\$955.85	\$1,274.47	\$1,380
04-651-0204	UNEMPLOYMENT	\$1,317.70	\$17.99	\$180.00	\$180.00	\$0.55	\$0.73	\$180
04-651-0205	WORKMANS COMP	\$231.00	\$326.36	\$400.00	\$400.00	\$0.00	\$0.00	\$0
04-651-0900	ADMINISTRATIVE FEE	\$10,673.02	\$10,788.00	\$7,229.00	\$7,229.00	\$5,421.78	\$7,229.04	\$12,481
04-651-1400	OFFICE SUPPLIES	\$1,553.47	\$7,376.61	\$7,500.00	\$7,500.00	\$1,435.78	\$2,133.04	\$5,000
04-651-1401	JANITORIAL SUPPLIES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$143.39	\$191.19	\$1,000
04-651-1500	COPY EXPENSE-ALL EF DEPTS	\$4,887.59	\$5,383.37	\$6,000.00	\$6,000.00	\$4,747.31	\$6,329.75	\$7,680
04-651-1602	MAILING - ALL EF DEPTS	\$28,058.78	\$37,687.71	\$30,000.00	\$30,000.00	\$23,458.32	\$31,277.76	\$35,000
04-651-1700	IT EQUIPMENT/ SOFTWARE	\$6,988.20	\$7,673.08	\$10,000.00	\$10,000.00	\$9,853.09	\$13,137.45	\$15,000
04-651-1801	DUES/SUB/MEM-ALL EF DEPTS	\$475.76	\$568.00	\$500.00	\$500.00	\$400.00	\$533.33	\$500
04-651-1802	PUBNOT/ADV - ALL EF DEPTS	\$2,162.13	\$1,436.50	\$2,000.00	\$2,000.00	\$1,037.25	\$1,383.00	\$2,000
04-651-1803	FINES & PENALTIES	\$472.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-651-1901	UNIFORMS	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500
04-651-9501	AMORTIZATION EXPENSE-RIGHT TO U.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-651-9809	INTEREST EXPENSE - RIGHT TO USE LE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
TOTAL BUDGET DEPARTMENT		\$406,777.61	\$364,954.81	\$401,625.00	\$401,625.00	\$282,854.06	\$377,397.41	\$429,806

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROTECTED YEAR END	PROPOSED YEAR 2024
04-653-0090	ADMINISTRATIVE FEE	\$108,863.02	\$142,050.00	\$143,257.00	\$143,257.00	\$107,442.72	\$143,256.96	\$131,404
04-653-0101	SALARIES	\$431,880.39	\$356,596.88	\$463,961.00	\$463,961.00	\$269,660.18	\$359,546.91	\$480,989
04-653-0103	OVERTIME	\$35,359.65	\$30,300.29	\$29,503.00	\$29,503.00	\$23,873.02	\$31,830.69	\$24,881
04-653-0201	SOCIAL SECURITY	\$34,112.53	\$29,963.64	\$36,064.00	\$36,064.00	\$22,265.25	\$29,687.00	\$38,598
04-653-0202	INSURANCE - GROUP	\$74,051.87	\$63,402.53	\$96,484.00	\$96,484.00	\$40,376.84	\$53,835.79	\$100,728
04-653-0203	RETIREMENT	\$8,808.83	\$9,127.49	\$9,701.00	\$9,701.00	\$6,109.82	\$8,146.43	\$10,598
04-653-0204	UNEMPLOYMENT	\$3,938.57	\$617.36	\$1,170.00	\$1,170.00	\$130.86	\$174.48	\$1,170
04-653-0205	INSURANCE - WORKMEN'S COMP	\$7,928.52	\$13,271.75	\$13,016.00	\$13,016.00	\$6,255.39	\$8,340.52	\$9,099
04-653-0216	PENSION EXPENSE	\$24,497.00	\$47,952.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-0220	PEEB EXPENSE	\$5,033.00	\$3,756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-0501	OFFICE SUPPLIES	\$3,515.41	\$3,658.60	\$4,000.00	\$4,000.00	\$4,556.42	\$6,395.07	\$4,000
04-653-0502	FIELD SUPPLIES	\$15,103.49	\$11,154.91	\$16,000.00	\$16,000.00	\$6,835.72	\$11,275.85	\$16,000
04-653-0503	SAFETY EQUIPMENT	\$4,450.86	\$4,028.86	\$6,000.00	\$6,000.00	\$2,793.90	\$3,986.07	\$6,000
04-653-0508	CHEMICALS	\$14,615.06	\$19,100.14	\$19,000.00	\$19,000.00	\$12,252.38	\$16,716.43	\$19,000
04-653-0510	UNIFORMS	\$6,644.77	\$5,552.85	\$7,000.00	\$7,000.00	\$1,709.36	\$2,279.15	\$7,000
04-653-0700	MAINT - EQUIPMENT	\$20,890.82	\$3,887.17	\$15,000.00	\$15,000.00	\$10,199.45	\$16,065.61	\$15,000
04-653-0701	MAINT - VEHICLES	\$24,438.20	\$17,380.73	\$18,000.00	\$18,000.00	\$7,521.12	\$11,252.67	\$18,000
04-653-0711	DISTRIBUTION SYSTEM MAINT	\$79,117.28	\$132,559.79	\$150,000.00	\$150,000.00	\$58,161.53	\$98,136.88	\$150,000
04-653-0900	FUEL & OIL	\$31,989.95	\$37,109.23	\$30,000.00	\$30,000.00	\$17,753.80	\$24,901.96	\$30,000
04-653-1101	ELECTRICITY	\$101,986.09	\$106,027.41	\$95,000.00	\$95,000.00	\$58,206.54	\$77,608.72	\$95,000
04-653-1200	FAR WT WATER PLANNING GROUP	\$1,981.52	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$445.00	\$445
04-653-1301	INSURANCE - GENERAL & LIABILITY	\$7,912.50	\$8,534.00	\$10,313.00	\$10,313.00	\$7,799.64	\$10,399.52	\$10,545
04-653-1500	TRAINING	\$6,428.66	\$3,965.54	\$9,000.00	\$9,000.00	\$4,096.48	\$11,249.68	\$9,000
04-653-1501	TRAVEL	\$354.90	\$1,571.38	\$4,500.00	\$4,500.00	\$90.19	\$120.25	\$5,000
04-653-1600	BUILDING MAINTENANCE	\$1,592.25	\$1,453.38	\$30,000.00	\$30,000.00	\$1,606.08	\$2,141.44	\$15,000
04-653-1700	IT EQUIPMENT/ SOFTWARE	\$5,522.44	\$66.49	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000
04-653-1701	CONSULTING/CONTRACT SERVICES	\$18,319.38	\$4,915.23	\$10,000.00	\$10,000.00	\$632.53	\$943.37	\$10,000
04-653-1801	DUES/SUBMEM	\$689.25	\$4,023.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$5,000
04-653-1902	ROAD REPAIR	\$30,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000
04-653-2120	Contingency/MISC/VOIDED	\$56.79	\$3,920.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-2124	PRO FOR BAD DEBTS	\$30,477.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-2700	TELEPHONE EXPENSES	\$9,684.42	\$10,347.48	\$10,500.00	\$10,500.00	\$8,206.98	\$10,942.64	\$10,500
04-653-2750	CELL PHONE EXPENSES	\$10,166.76	\$9,915.87	\$11,000.00	\$11,000.00	\$6,609.23	\$8,812.31	\$11,000
04-653-2800	DRUG TESTING	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-3500	ENGINEERING	\$0.00	\$60,402.91	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$20,000
04-653-4000	JD WATER DISTRICT FEES	\$16,470.00	\$10,079.25	\$16,500.00	\$16,500.00	\$10,874.25	\$14,499.00	\$16,500
04-653-4802	SCADA	\$1,091.66	\$13,582.26	\$50,000.00	\$50,000.00	\$2,400.70	\$10,909.27	\$25,000
04-653-4803	MUSQUIZ WELL FIELD	\$6,559.77	\$31,845.25	\$100,000.00	\$100,000.00	\$2,552.16	\$4,539.51	\$50,000
04-653-4804	MUSQUIZ PUMP STATION	\$4,729.62	\$475.29	\$35,000.00	\$35,000.00	\$32.91	\$43.88	\$35,000
04-653-4805	SUNNY GLENN WELL FIELD	\$17,361.10	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000
04-653-4806	SUNNY GLENN PUMP STATION	\$1,667.72	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000
04-653-4901	SAMPLES	\$14,441.57	\$9,140.95	\$12,500.00	\$12,500.00	\$11,973.45	\$15,964.60	\$15,000
04-653-4902	TCEQ WATR FEE (YR#90220001)	\$7,301.00	\$7,301.00	\$10,000.00	\$10,000.00	\$7,301.00	\$9,734.67	\$10,000

04-653-6004	TANK MAINTENANCE	\$33,856.44	\$6,817.04	\$50,000.00	\$163.46	\$284.61	\$50,000
04-653-6100	SEP TCEQ ENFORCEMENT	\$1,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-6500	LINE EXTENSIONS/ NEW CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-8001	LEASED VEHICLES	\$10,268.25	\$4,937.92	\$42,500.00	\$29,482.02	\$39,309.36	\$43,500
04-653-9301	Bond Issue Cost Amortization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9400	CIP - LEAD & COPPER - PRIOR BACKLOG	\$0.00	\$0.00	\$90,000.00	\$0.00	\$15,000.00	\$25,000
04-653-9500	Depreciation Expense - Water	\$310,634.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9600	CIP - FIRE HYDRANTS	\$0.00	\$0.00	\$10,000.00	\$0.00	\$50,000.00	\$20,000
04-653-9700	LINE MAINTENANCE	\$41.98	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000
04-653-9800	BOND ADMINISTRATIVE FEE	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9801	Principal - RB W&S Series 2003A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9802	Interest - RB W&S Series 2003A	\$3,434.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9803	Principal - CO Series 2005 TWDB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-653-9805	Principal - CO Series 2011	\$0.00	\$0.00	\$138,000.00	\$138,000.00	\$138,000.00	\$138,000
04-653-9806	Interest - CO Series 2011	\$14,241.78	\$0.00	\$28,600.00	\$28,600.00	\$28,600.00	\$28,600
04-653-9807	Principal - GO Ref Bond Series 2011	\$0.00	\$13,169.79	\$12,051.00	\$6,328.08	\$6,328.00	\$10,842
04-653-9808	Interest - GO Ref Bond Series 2011	\$7,466.45	\$0.00	\$62,000.00	\$62,000.00	\$62,000.00	\$64,000
04-653-9922	INSURANCE CLAIMS - PROPERTY	\$10,852.26	\$5,388.08	\$3,386.00	\$2,245.12	\$2,245.00	\$1,140
04-653-9999	RESERVE - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
WATER EXPENSES		\$1,527,007.41	\$1,173,446.53	\$2,178,006.00	\$987,008.58	\$1,345,940.28	\$2,016,539

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04-654-0090	ADMINISTRATIVE FEE	\$60,950.02	\$88,611.00	\$70,308.00	\$70,308.00	\$52,731.00	\$70,308.00	\$144,051
04-654-0101	SALARIES	\$137,199.41	\$186,260.91	\$183,170.00	\$183,170.00	\$128,251.12	\$171,001.49	\$193,362
04-654-0103	OVERTIME	\$4,297.94	\$9,713.75	\$7,413.00	\$7,413.00	\$9,127.86	\$12,170.48	\$10,478
04-654-0201	SOCIAL SECURITY	\$10,202.34	\$14,217.23	\$14,541.00	\$14,541.00	\$10,099.40	\$13,465.87	\$15,553
04-654-0202	INSURANCE - GROUP	\$29,353.77	\$34,251.11	\$32,161.00	\$32,161.00	\$25,823.99	\$34,431.99	\$33,576
04-654-0203	RETIREMENT	\$2,668.59	\$4,508.09	\$3,913.00	\$3,913.00	\$2,879.56	\$3,839.41	\$4,270
04-654-0204	UNEMPLOYMENT	\$526.50	\$36.00	\$270.00	\$270.00	\$21.07	\$28.09	\$270
04-654-0205	INS - WORKMEN'S COMP	\$7,928.51	\$13,190.18	\$13,016.00	\$13,016.00	\$6,255.36	\$8,340.48	\$9,099
04-654-0216	PENSION EXPENSE	-\$6,489.00	-\$24,622.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-0220	OPEB EXPENSE	\$1,333.00	\$1,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-0501	OFFICE SUPPLIES	\$4,992.71	\$4,680.22	\$5,000.00	\$5,000.00	\$572.87	\$943.03	\$5,000
04-654-0502	FIELD SUPPLIES	\$1,218.68	\$900.01	\$1,000.00	\$1,000.00	\$570.99	\$761.32	\$1,000
04-654-0508	CHEMICALS - CHLORINE	\$12,598.42	\$14,029.43	\$14,300.00	\$14,300.00	\$7,983.31	\$10,644.41	\$15,000
04-654-0509	CHEMICALS - SULFER DIOXIDE	\$9,742.11	\$9,862.39	\$10,000.00	\$10,000.00	\$1,898.09	\$2,530.79	\$10,000
04-654-0510	UNIFORMS	\$1,818.83	\$676.97	\$2,400.00	\$2,400.00	\$322.08	\$429.44	\$2,400
04-654-0700	MAINT - EQUIPMENT	\$37,422.34	\$11,086.58	\$20,000.00	\$20,000.00	\$7,790.92	\$12,625.95	\$20,000
04-654-0701	MAINT - VEHICLES	-\$3,154.17	\$2,663.70	\$3,000.00	\$3,000.00	\$1,036.34	\$1,556.45	\$3,000
04-654-0704	WWTP FACILITY MAINT	\$64,674.84	\$10,133.35	\$85,000.00	\$85,000.00	\$15,500.68	\$67,153.04	\$85,000
04-654-0705	COLLECTION SYSTEM MAINTENAN	\$41,087.12	\$55,506.77	\$75,000.00	\$75,000.00	\$3,528.91	\$15,552.65	\$75,000
04-654-0900	FUEL & OIL	\$5,828.42	\$11,155.32	\$14,000.00	\$14,000.00	\$2,842.22	\$3,789.63	\$14,000
04-654-1101	ELECTRICITY	\$33,679.87	\$33,186.09	\$45,000.00	\$45,000.00	\$21,580.24	\$28,773.65	\$45,000
04-654-1301	INSURANCE - GENERAL & LIABILIT	\$7,912.51	\$10,262.00	\$10,313.00	\$10,313.00	\$7,799.62	\$10,399.49	\$10,771
04-654-1500	TRAINING	\$2,838.40	\$1,152.45	\$2,500.00	\$2,500.00	\$1,819.50	\$5,092.67	\$5,000
04-654-1501	TRAVEL	\$1,663.46	\$671.15	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$4,000
04-654-1700	IT EQUIPMENT - SOFTWARE	\$118.49	\$1,334.97	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$5,000
04-654-1801	DUES/SUB/MEM	\$331.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-1902	ROAD REPAIR	\$30,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000
04-654-2120	CONTINGENCY	\$1,545.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-2700	TELEPHONE EXPENSES	\$5,831.86	\$5,387.27	\$6,500.00	\$6,500.00	\$4,046.49	\$5,395.32	\$6,500
04-654-2750	CELL PHONE EXPENSES	\$1,273.98	\$1,166.08	\$2,000.00	\$2,000.00	\$643.16	\$857.55	\$2,000
04-654-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-3000	HEPATITIS SHOTS	\$1,200.00	\$150.00	\$500.00	\$500.00	\$164.00	\$1,009.33	\$500
04-654-3100	SAFETY EQUIPMENT	\$340.13	\$1,439.14	\$4,000.00	\$4,000.00	\$87.37	\$116.49	\$4,000
04-654-3500	ENGINEERING	\$19,594.62	\$68,282.26	\$5,000.00	\$5,000.00	\$12,482.20	\$16,642.93	\$15,000
04-654-4802	SCADA	\$11,195.03	\$2,800.00	\$5,000.00	\$5,000.00	-\$62.28	\$0.00	\$5,000
04-654-4901	SAMPLES	\$6,914.86	\$9,060.87	\$10,000.00	\$10,000.00	\$5,003.11	\$6,670.81	\$10,000
04-654-4902	ANNUAL SEWER INSPECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-654-4903	TCEQ (YR-010117-001)2 PRMTS	\$14,188.44	\$15,940.82	\$15,000.00	\$15,000.00	\$14,388.44	\$14,388.44	\$15,000
04-654-6100	TCEQ ENFORCEMENT	\$10,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL EXPENSE YEAR 2021	ACTUAL EXPENSE YEAR 2022	ORCH BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPENSE AS OF 6-30-2023	PROJECTED YEAR END YEAR 2023	PROJECTED YEAR END YEAR 2024
04-655-0090	ADMINISTRATIVE FEE	\$153,570.00	\$161,003.00	\$160,702.00	\$160,702.00	\$120,526.47	\$160,701.96	\$169,397
04-655-0101	SALARIES	\$68,256.00	\$72,770.17	\$82,794.00	\$82,794.00	\$53,602.16	\$71,469.55	\$115,234
04-655-0103	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$98.99		\$3,876
04-655-0105	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$6,561.00		\$0
04-655-0201	SOCIAL SECURITY	\$5,131.67	\$5,597.18	\$6,317.00	\$6,317.00	\$4,108.06	\$5,477.41	\$9,241
04-655-0202	INSURANCE - GROUP	\$6,033.52	\$5,690.03	\$12,299.00	\$12,299.00	\$9,046.26	\$12,061.68	\$16,788
04-655-0203	RETIREMENT	\$1,283.66	\$1,627.48	\$1,699.00	\$1,699.00	\$1,112.75	\$1,483.67	\$2,538
04-655-0204	UNEMPLOYMENT	\$932.93	\$258.29	\$360.00	\$360.00	\$22.59	\$30.12	\$360
04-655-0205	INS - WORKMEN'S COMP	\$2,674.00	\$8,835.42	\$8,285.00	\$8,285.00	\$1,219.25	\$1,625.67	\$3,893
04-655-0216	PENSION EXPENSE	\$3,122.00	\$6,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-0220	OPEB EXPENSE	\$643.00	\$479.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-0501	SUPPLIES	\$433.02	\$557.81	\$500.00	\$500.00	\$123.93	\$457.24	\$500
04-655-0502	FIELD SUPPLIES	\$1,053.08	\$1,602.09	\$1,800.00	\$1,800.00	\$1,856.25	\$2,475.00	\$2,000
04-655-0510	UNIFORMS	\$0.00	\$67.06	\$1,100.00	\$1,100.00	\$201.73	\$268.97	\$1,000
04-655-0604	SANITATION SALES TAX - STATE	\$132,519.60	\$144,817.79	\$145,000.00	\$145,000.00	\$102,993.04	\$137,324.05	\$155,000
04-655-0701	VEHICLE MAINTENANCE	\$0.00	\$376.57	\$1,800.00	\$1,800.00	\$316.28	\$421.71	\$1,500
04-655-0900	FUEL & OIL	\$374.39	\$597.75	\$500.00	\$500.00	\$440.38	\$587.17	\$600
04-655-1101	ELECTRICITY	\$285.74	\$480.55	\$1,250.00	\$1,250.00	\$621.41	\$828.55	\$1,250
04-655-1301	INSURANCE - GENERAL & LIABILITY	\$481.00	\$629.00	\$565.00	\$565.00	\$418.50	\$558.00	\$537
04-655-1500	TRAINING	\$332.75	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000
04-655-1501	TRAVEL	\$1,105.14	\$176.67	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000
04-655-2021	VOIDED CHECKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-2700	TELEPHONE EXPENSES	\$2,353.86	\$3,138.48	\$3,500.00	\$3,500.00	\$2,353.86	\$3,138.48	\$3,500
04-655-2750	CELL PHONE EXPENSES	\$1,149.64	\$1,935.34	\$2,000.00	\$2,000.00	\$1,291.06	\$1,721.41	\$2,000
04-655-2800	DRUG TESTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-4902	TCEQ/SOLID WASTE(QTR-#2197)	\$12,327.16	\$16,498.26	\$12,500.00	\$12,500.00	\$3,986.52	\$5,315.36	\$12,500
04-655-5000	WASTE/RECYCLE COLL FEES	\$1,703,889.88	\$1,723,104.63	\$1,705,000.00	\$1,705,000.00	\$719,686.17	\$1,359,581.56	\$1,756,150
04-655-5001	TIPPING FEES DUE TO GENERAL FUND	\$1,044.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-8000	ENVIRONMENTAL SERVICES	\$18,860.80	\$10,150.76	\$20,000.00	\$20,000.00	\$13,335.06	\$21,336.24	\$25,000
04-655-8001	GRANTS	\$8,483.28	\$0.00	\$0.00	\$0.00	\$4,528.54	\$6,038.05	\$0
04-655-9000	LANDFILL CLOSURE	\$78,132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
04-655-9500	Depreciation Expense - Sanitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
SANITATION/RECYCLE EXPENSES		\$2,198,228.81	\$2,151,281.43	\$2,169,451.00	\$2,169,451.00	\$1,018,150.26	\$1,792,901.85	\$2,286,804



# **AIRPORT**

## **PROPOSED 2023-2024**

## AIRPORT

<u>REVENUE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE	<u>EXPENSE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE
AIRPORT	\$761,204.00	\$800,512		\$39,308 AIRPORT	\$761,204.00	\$800,512	\$39,308
				(50)			
			DIFFERENCE				

FY 2022-2023 Net Position			FY 2022 - 2023 Estimated Reserves		
Alpine Casaparis Municipal Airport					
Beginning Net Position as of 9/30/2022	\$ 5,543,487.00		TexStar	\$	2,085,000.00 **Includes ARPA Funds
2022-2023 Projected Year End - Revenue	\$831,365.54		TxCClass - Capital Improvements	\$	296,000.00 **Dedicated to street paving
2022-2023 Projected Year End - Expenses	\$ 773,655.27		TxCClass - Airport Reserves	\$	30,000.00 **Dedicated TxDOT matching funds
Net Investment in Capital Assets	\$ 5,209,705.00		TxCClass - HOT Reserve	\$	90,000.00 **Dedicated to HOT
Restricted for Federal and State Grants	\$ -		TxCClass - Creek Protect	\$	50,000.00 **Splash Pad
Restricted for Landfill Closure Costs	\$ -		TXCClass - Generators	\$	190,000.00 **August 2021 reassigned to emergency equipment
Restricted for Debt Service	\$ 361,492.28		TxCClass - Fire Department	\$	206,000.00
Estimated Net Position	\$ 5,571,197.28		TxCClass - Water/Sewer Infrastructure	\$	947,000.00 ** Water/Wastewater Infrastructure \$117,742 Dedicated to lift station improvements
Difference	\$ 27,710.28		TxCClass - Pueblo Nuevo Park	\$	153,000.00 **Dedicated to TPWD Grant

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIMENTAL YEAR 2024	ACTUAL EXPERIMENTAL YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIMENTAL YEAR 2023	PROPOSED YEAR END	PROPOSED YEAR 2023
05-527-1602	FUEL SALES	\$695,975.23	\$907,181.55	\$630,000.00	\$630,000.00	\$567,049.60	\$756,066.13	\$725,000
05-527-1603	OIL SALES	\$0.00	\$22.81	\$0.00	\$0.00	\$28.18	\$37.57	\$0
05-527-1604	MAP SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-527-1702	GROUND LEASE (HANGER)	\$16,448.18	\$17,993.76	\$15,500.00	\$15,500.00	\$21,723.08	\$22,790.21	\$23,407
05-527-5100	TXDOT RAMP GRANT	\$7,660.67	\$27,271.07	\$10,000.00	\$10,000.00	\$27,271.07	\$10,000.00	\$10,000
05-527-5110	OTHER AIRPORT GRANTS	\$0.00	\$0.00			\$0.00		\$0
05-527-5200	MISC FEES/REFUNDS INSURANCE	\$12.06	\$2.12	\$0.00	\$0.00	\$726.65	\$968.87	\$0
05-527-5201	TEXAS CLASS - INTEREST	\$27.97	\$230.59	\$0.00	\$0.00	\$988.64	\$1,318.19	\$0
05-527-5202	GRANT REIMBURSEMENTS - ARPA	\$0.00	\$32,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-527-5300	AUCTION SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-527-7001	AIRPORT BANK ACCT INTEREST	\$87.56	\$1,844.77	\$500.00	\$500.00	\$7,638.43	\$10,184.57	\$8,000
05-527-7002	RESERVE ACCOUNT - CIP MATCH	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000
05-527-7003	INTEREST REVEUE - LEASE	\$0.00	\$0.00					\$0
	NET POSITION			\$60,204.00	\$60,204.00			\$9,055
	AIRPORT REVENUE	\$720,211.67	\$986,546.67	\$761,204.00	\$761,204.00	\$625,425.65	\$801,365.54	\$800,512
05-599-9100	SYSTEM ADDED TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-599-9120	SYSTEM ADDED TRANSFER WITHIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	AIRPORT TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
ENTERPRISE AIRPORT INCOME TOTALS		\$720,211.67	\$986,546.67	\$761,204.00	\$761,204.00	\$625,425.65	\$801,365.54	\$800,512

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTED YEAR-END	PROPOSED YEAR 2024
05-627-0090	ADMINISTRATIVE FEE	\$49,007.02	\$48,558.00	\$56,385.00	\$56,385.00	\$42,288.75	\$56,385.00	\$59,297
05-627-0101	SALARIES	\$125,549.43	\$97,344.04	\$97,953.00	\$97,953.00	\$76,873.76	\$102,498.35	\$105,839
05-627-0103	OVERTIME	\$804.60	\$1,732.92	\$1,928.00	\$1,928.00	\$477.20	\$636.27	\$7,294
05-627-0201	SOCIAL SECURITY	\$9,557.93	\$7,546.36	\$7,621.00	\$7,621.00	\$5,895.26	\$7,860.35	\$8,632
05-627-0202	INSURANCE - GROUP	\$18,842.51	\$14,667.25	\$16,081.00	\$16,081.00	\$12,105.60	\$16,140.80	\$16,788
05-627-0203	RETIREMENT	\$2,503.25	\$2,282.19	\$2,051.00	\$2,051.00	\$1,619.19	\$2,158.92	\$2,370
05-627-0204	UNEMPLOYMENT	\$756.00	\$18.00	\$180.00	\$180.00	\$18.00	\$24.00	\$180
05-627-0205	INS - WORKMEN'S COMP	\$2,052.00	\$3,724.76	\$3,061.00	\$3,061.00	\$2,309.00	\$3,078.67	\$3,345
05-627-0216	PENSION EXPENSE	-\$10,327.00	-\$11,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-627-0220	PEEB EXPENSE	\$2,328.00	-\$677.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-627-0301	SUPPLIES	\$1,354.34	\$1,571.69	\$1,600.00	\$1,600.00	\$1,217.10	\$1,622.80	\$1,800
05-627-0502	FIELD SUPPLIES	\$0.00	\$220.95	\$500.00	\$500.00	\$509.31	\$679.08	\$800
05-627-0510	UNIFORMS	\$146.09	\$136.32	\$300.00	\$300.00	\$137.73	\$183.64	\$300
05-627-0601	LICENSES AND FEES	\$0.00	\$102.38	\$485.00	\$485.00	\$0.00	\$0.00	\$0
05-627-0701	MAINT - EQUIPMENT	\$1,544.98	\$936.82	\$1,500.00	\$1,500.00	\$1,050.39	\$1,400.52	\$1,500
05-627-0702	MAINT - VEHICLE	\$691.29	\$289.08	\$1,000.00	\$1,000.00	\$347.01	\$476.01	\$1,000
05-627-0704	FACILITY MAINT	\$5,878.48	\$51,340.88	\$70,000.00	\$70,000.00	\$7,089.08	\$9,960.31	\$15,000
05-627-0708	FIRE SAFETY INSPCC	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$150
05-627-0900	FUEL & OIL	\$1,083.88	\$2,913.03	\$1,200.00	\$1,200.00	\$1,581.82	\$2,109.09	\$1,200
05-627-1001	MISC/VOIDED EXPENSES	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
05-627-1101	ELECTRICITY	\$5,512.64	\$5,878.49	\$5,500.00	\$5,500.00	\$2,986.35	\$3,981.80	\$5,500
05-627-1301	AIRPORT LIABILITY INSURANCE	\$2,195.00	\$2,191.00	\$2,543.00	\$2,543.00	\$1,635.75	\$2,181.00	\$2,351
05-627-1500	TRAINING	\$0.00	\$40.00	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000
05-627-1501	TRAVEL	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500
05-627-1700	IT EQUIPMENT - SOFTWARE	\$8.83	\$404.56	\$1,500.00	\$1,500.00	\$293.08	\$390.77	\$1,000
05-627-2000	AV JET FUEL/OIL PURCHASES	\$423,678.24	\$641,032.45	\$450,000.00	\$450,000.00	\$409,451.53	\$548,642.04	\$325,000
05-627-2120	AWOS CONTRACT	\$5,966.00	\$5,966.00	\$5,966.00	\$5,966.00	\$0.00	\$5,966.00	\$5,966
05-627-2700	TELEPHONE EXPENSES	\$6,484.45	\$5,662.47	\$5,500.00	\$5,500.00	\$4,616.73	\$6,155.64	\$6,500
05-627-2750	CELL PHONE EXPENSE	\$959.07	\$965.04	\$1,000.00	\$1,000.00	\$643.16	\$857.55	\$1,000
05-627-4902	TCEQ - STORMWATER	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00	\$266.67	\$200
05-627-5600	FY 20 CIP - 10% MATCH -	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000
05-627-9500	DEPRECIATION	\$209,678.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Airport Expenses		\$866,255.37	\$885,844.68	\$761,204.00	\$761,204.00	\$573,445.80	\$771,655.27	\$800,502



# **HOTEL OCCUPANCY TAX (HOT)**

## **PROPOSED 2023-2024**





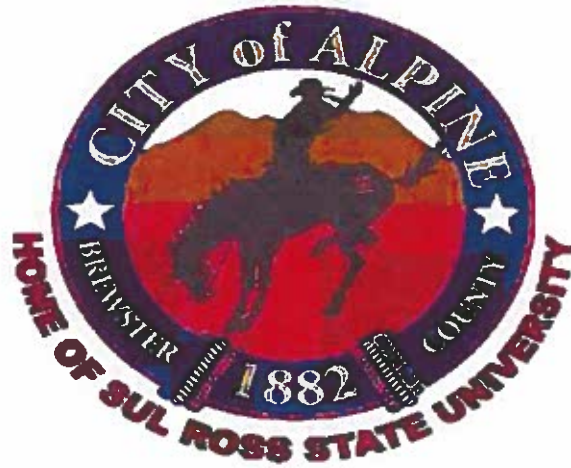
FY 2022-2023 Estimated Fund Balance			FY 2022 - 2023 Estimated Reserves		
ALL FUNDS RESTRICTED TO HOT					
Beginning Fund Balance 9/30/2022	\$	1,090,990.00	TxStar	\$	2,085,000.00 **Includes ARPA Funds
2022-2023 Projected Year End - Revenue	\$	738,998.81	TxClass - Capital Improvements	\$	296,000.00 **Dedicated to street paving
2022-2023 Projected Year End - Expenses	\$	677,817.35	TxClass - Airport Reserves	\$	30,000.00 **Dedicated TxDOT matching funds
Restricted Fund Balance	\$	1,152,171.00	TxClass - HOT Reserve	\$	90,000.00 **Dedicated to HOT
Committed Fund Balance	\$	-	TxClass - Creek Project	\$	50,000.00 **Splash Pad
Other Committed Fund Balance	\$	-	TXClass - Generators	\$	190,000.00 **August 2021 reassigned to emergency equipment
Unassigned Fund Balance	\$	-	TxClass - Fire Department	\$	206,000.00
Estimated Total Fund Balance	\$	1,152,171.46	TxClass - Water/Sewer Infrastructure	\$	947,000.00 ** Water/Wastewater Infrastructure \$117,742 Dedicated to lift station improvements
Difference	\$	61,181.46	TxClass - Pueblo Nuevo Park	\$	153,000.00 **Dedicated to TPWD Grant

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTED YEAR END	PROPOSED YEAR 2024
06-556-0408	HOT HOTEL OCCUPANCY TAX	\$0.00	\$7,943.46	\$650,000.00	\$650,000.00	\$0.00	\$100,000.00	\$650,000
06-556-0410	HOT INTEREST ACCT #7082339	\$501.12		\$0.00	\$0.00	\$29,805.47	\$39,740.63	
06-556-0411	TEXAS CLASS - INTEREST	\$85.27	\$701.31	\$0.00	\$0.00	\$3,007.20	\$4,009.60	
06-556-0412	STR PERMIT FEE	\$5,950.00	\$7,500.00	\$0.00	\$0.00	\$7,236.16	\$9,648.21	
06-556-0413	GO TEXAN REIMBURSEMENT	\$3,750.01	\$645.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0414	TEXAS MOUNTAIN TRAIL GRANT		\$1,000.00			\$0.00	\$0.00	
06-556-0501	HOT - VALUE LODGE/ALPINE LODGING	\$37,628.23	\$33,408.27	\$0.00	\$0.00	\$16,699.64	\$22,266.19	
06-556-0502	HOT - ANTELOPE LODGE	\$33,282.76	\$26,164.87	\$0.00	\$0.00	\$2,401.96	\$3,202.61	
06-556-0503	HOT - QUALITY INN	\$102,774.76	\$96,199.51	\$0.00	\$0.00	\$48,756.11	\$65,008.15	
06-556-0504	HOT - HIGHLAND INN	\$0.00	\$30,559.93	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0505	HOT - THE HOLLAND HOTEL	\$58,282.74	\$34,536.93	\$0.00	\$0.00	\$15,188.00	\$20,250.67	
06-556-0506	HOT - LA LOMA INN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0507	HOT - MOTEL BIEN VENIDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0508	HOT - TRAVEL LODGE/OAK TREE INN	\$15,515.31	\$16,774.17	\$0.00	\$0.00	\$7,634.69	\$10,179.59	
06-556-0509	HOT - STUDIO GUEST HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0511	HOT - AMERICA'S BEST/SUNDAY HOUSE	\$57,254.29	\$52,176.85	\$0.00	\$0.00	\$28,905.91	\$38,541.21	
06-556-0512	HOT - THE WHITE HOUSE INN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0513	HOT - THE MAVERICK INN	\$34,040.92	\$17,645.79	\$0.00	\$0.00	\$17,087.00	\$22,782.67	
06-556-0514	HOT - QUARTER CIRCLE 7	\$68,015.79	\$77,181.48	\$0.00	\$0.00	\$54,021.27	\$72,028.36	
06-556-0515	HOT - ALPINE GUEST LOFTS	\$1,518.09	\$2,953.76	\$0.00	\$0.00	\$1,509.08	\$2,012.11	
06-556-0516	HOT - HAMPTON INN	\$138,008.73	\$171,514.73	\$0.00	\$0.00	\$90,577.25	\$120,769.67	
06-556-0517	HOT - BREWSTER CO LODGING	\$2,170.77	\$1,841.77	\$0.00	\$0.00	\$2,287.00	\$3,049.33	
06-556-0518	HOT - CASA VIDA	\$2,206.26	\$1,583.13	\$0.00	\$0.00	\$684.52	\$912.69	
06-556-0519	HOT - HOLIDAY INN EXPRESS	\$120,179.28	\$109,515.38	\$0.00	\$0.00	\$92,691.62	\$123,588.83	
06-556-0520	HOT - STONE HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0521	CAVE MESA	\$2,006.76	\$882.91	\$0.00	\$0.00	\$419.17	\$558.89	
06-556-0522	CASITA OM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0523	LITTLE TIN GUEST HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0524	SUNSHINE RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0525	HOT - AMERICANA GUEST QTRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0526	KIOWA 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0527	BUDDY/LESLIE BISE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0528	KIOWA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0529	Alpine Vacation Rentals, LLC	\$5,351.93	\$4,636.56	\$0.00	\$0.00	\$4,132.10	\$5,509.47	
06-556-0530	HOT-Alpine Creek Cottage, L L C	\$4,465.15	\$3,317.23	\$0.00	\$0.00	\$1,244.32	\$1,659.09	
06-556-0531	HI/ANG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0532	Lockhart Hacienda	\$2,280.04	\$1,957.41	\$0.00	\$0.00	\$856.38	\$1,141.84	
06-556-0533	HOT - TINY HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0534	HOT - Alpine Guest Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0535	Marsha Wells-Sole Prop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0536	Casa Blanca	\$5,940.96	\$3,918.75	\$0.00	\$0.00	\$2,855.35	\$3,807.13	
06-556-0537	ZIMMER - GATED GARDENS	\$2,403.87	\$2,710.62	\$0.00	\$0.00	\$1,098.27	\$1,464.36	
06-556-0538	DESERT PEARL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0539	PURPLE DOOR GUESTHOUSE	\$892.89	\$767.78	\$0.00	\$0.00	\$550.64	\$734.19	
06-556-0540	SUE'S CASA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
06-556-0541	JESSICA POSTOL - AIRBNB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

06-556-0542	R & S GARCIA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0543	RIPEL - BRBO	\$0.00	\$419.81	\$0.00	\$0.00	\$227.43	\$0.00	\$303.24	\$0.00
06-556-0544	DOWNTOWN CASITA - WILLIAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0545	PAJARO BLANCO - ANNE HILSCHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0546	TED ST CASITA - BOW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0547	ALPINE SUNSET RETREAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0548	BOMBERO 18, LLC	\$2,159.71	\$1,985.00	\$0.00	\$0.00	\$1,909.40	\$2,545.87	\$0.00	\$0.00
06-556-0549	LANGRIDGE LODGE	\$829.72	\$410.61	\$0.00	\$0.00	\$939.77	\$1,253.03	\$0.00	\$0.00
06-556-0550	LUXURY FARM HOUSE	\$261.77	\$1,186.86	\$0.00	\$0.00	\$318.09	\$424.12	\$0.00	\$0.00
06-556-0551	WEST TEXAS GETAWAY	\$0.00	\$0.00	\$0.00	\$0.00	\$926.44	\$1,235.25	\$0.00	\$0.00
06-556-0552	ALPINE PROPERTY RENTALS	\$3,703.62	\$3,035.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0553	SKYE BLUE SERVICES- PEACH HOUSE	\$3,142.37	\$2,980.48	\$0.00	\$0.00	\$1,351.07	\$1,801.43	\$0.00	\$0.00
06-556-0554	QUIETT - HANCOCK HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0555	TEXSKY - BIRDNEST	\$0.00	\$0.00	\$0.00	\$0.00	\$365.47	\$487.29	\$0.00	\$0.00
06-556-0556	HINSHAW - CASE PINON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0557	EVANS - MURAL HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0558	CONCHA RAMOS	\$218.97	\$343.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0559	WINDMILL HOUSE - HIL RST	\$2,406.10	\$1,085.09	\$0.00	\$0.00	\$472.14	\$629.52	\$0.00	\$0.00
06-556-0560	EL NIDO - SANDRA PRATT	\$1,002.92	\$789.78	\$0.00	\$0.00	\$248.98	\$331.97	\$0.00	\$0.00
06-556-0561	NIM LANGRIDGE - LANGRIDGE LODGE	\$0.00	\$89.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0562	COVINGTON - BEACH HOUSE	\$1,240.88	\$1,485.09	\$0.00	\$0.00	\$204.26	\$272.35	\$0.00	\$0.00
06-556-0563	ALPINE BED & BREAKFAST - RABBITS	\$7,519.99	\$9,243.43	\$0.00	\$0.00	\$5,575.11	\$7,433.48	\$0.00	\$0.00
06-556-0564	TEAM HOUSING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0565	SOUTHERN CHARM - MCGUIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0566	DANNICA INVESTMENTS - M QUIROGA	\$5,236.38	\$0.00	\$0.00	\$0.00	\$7,812.17	\$10,416.23	\$0.00	\$0.00
06-556-0567	ALPINE 360 PROPERTIES	\$299.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0568	CASA ACERO - EAGLE PASS	\$2,901.32	\$3,121.69	\$0.00	\$0.00	\$1,220.14	\$1,626.85	\$0.00	\$0.00
06-556-0569	CAJITA VERDE - BLECHA	\$708.50	\$795.34	\$0.00	\$0.00	\$474.17	\$632.23	\$0.00	\$0.00
06-556-0570	PAIGE LOSOYA - CACTUS STREET	\$1,288.90	\$831.15	\$0.00	\$0.00	\$322.28	\$429.71	\$0.00	\$0.00
06-556-0571	ADOBE VISTA - SCHWERTFEGER	\$1,380.37	\$2,504.15	\$0.00	\$0.00	\$1,347.16	\$1,796.21	\$0.00	\$0.00
06-556-0572	EL NOPAL CASITA - IIMROTHIEY	\$2,332.23	\$1,764.39	\$0.00	\$0.00	\$499.87	\$666.49	\$0.00	\$0.00
06-556-0573	5TH STREET - ROGGOV	\$1,522.11	\$386.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0574	BIRD'S NEST - BRANT	\$442.38	\$1,824.25	\$0.00	\$0.00	\$682.01	\$909.35	\$0.00	\$0.00
06-556-0575	MYERS - 202 LOCKHART	\$388.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0576	CASA OCOTILLO - HARPOLD	\$1,002.48	\$2,827.03	\$0.00	\$0.00	\$1,092.05	\$1,456.07	\$0.00	\$0.00
06-556-0577	OH HI HOUSE - BIENVENIDO BIG BEND	\$323.05	\$2,081.90	\$0.00	\$0.00	\$815.78	\$1,087.71	\$0.00	\$0.00
06-556-0578	THE VILLA	\$902.76	\$1,564.16	\$0.00	\$0.00	\$910.43	\$1,213.91	\$0.00	\$0.00
06-556-0579	CASA DE ARROZ	\$0.00	\$1,355.86	\$0.00	\$0.00	\$597.21	\$796.28	\$0.00	\$0.00
06-556-0580	THE COWBOY HOUSE	\$0.00	\$1,243.41	\$0.00	\$0.00	\$530.45	\$707.27	\$0.00	\$0.00
06-556-0581	LAST MINUTE MELODY-GONZALES	\$0.00	\$846.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0582	FOURTH & LONG-SUGAR MOON	\$0.00	\$1,245.95	\$0.00	\$0.00	\$1,016.10	\$1,354.80	\$0.00	\$0.00
06-556-0583	KATHRYN'S KORNER	\$0.00	\$1,894.62	\$0.00	\$0.00	\$1,015.47	\$1,353.96	\$0.00	\$0.00
06-556-0584	SUNCATCHER-GONZALES	\$0.00	\$710.99	\$0.00	\$0.00	\$625.70	\$834.27	\$0.00	\$0.00
06-556-0585	LA PALOMA-BRANT	\$0.00	\$131.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0586	SAGE GUEST HOUSE - R. STOVELL	\$0.00	\$2,290.22	\$0.00	\$0.00	\$1,283.62	\$1,711.49	\$0.00	\$0.00
06-556-0587	FLAMINGO BUNKHOUSE-RUINS TER	\$0.00	\$657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06-556-0588	HOLLAND HOUSE - S HOLLAND FAM	\$0.00	\$0.00	\$0.00	\$0.00	\$727.87	\$970.49	\$0.00	\$0.00
06-556-0589	LITTLE BLUE HOUSE - A. BRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$709.73	\$946.31	\$0.00	\$0.00
06-556-0590	BRIGHT MOON - A. GABBERT	\$0.00	\$0.00	\$0.00	\$0.00	\$391.17	\$521.56	\$0.00	\$0.00
06-556-0591	T. KELLNER - SATILLO HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$189.52	\$252.69	\$0.00	\$0.00

06-556-0592	ORANGE STREET BNB - GARRETT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,252.45	\$3,003.27	
06-556-9920	MISC/CONTRIBUTIONS	\$8.63	\$18,193.58	\$0.00	\$0.00	\$0.00	\$0.00	\$12,546.49	\$16,728.65	
	FUND BALANCE/RESERVES			\$132,398.00	\$132,398.00	\$132,398.00	\$0.00	\$0.00	\$0.00	\$386,963
	Promotion & Tourism Revenues	\$745,728.46	\$777,361.55	\$782,498.00	\$782,498.00	\$782,498.00	\$479,249.11	\$738,998.81	\$1,036,963	

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE AS OF 6/30/2023	PREDICTED YEAR END	PROPOSED YEAR 2024
06-656-0100	7% FISCAL FEE	\$46,803.00	\$38,618.00	\$30,978.00	\$30,978.00	\$23,233.50	\$30,978.00	\$43,177
06-656-0101	SALARIES - VISITOR CENTER EMP	\$41,182.00	\$48,759.27	\$59,935.00	\$59,935.00	\$40,075.33	\$53,433.77	\$64,357
06-656-0103	OVERTIME	\$157.50	\$154.50	\$900.00	\$900.00	\$114.07	\$1,485.43	\$1,460
06-656-0201	SOCIAL SECURITY	\$3,147.73	\$3,673.44	\$4,642.00	\$4,642.00	\$3,151.04	\$4,201.39	\$5,022
06-656-0202	INSURANCE	\$72.00	\$72.00	\$8,040.00	\$8,040.00	\$57.00	\$76.00	\$8,394
06-656-0203	RETIREMENT	\$790.47	\$1,108.83	\$1,249.00	\$1,249.00	\$861.48	\$1,148.64	\$1,379
06-656-0204	UNEMPLOYMENT	\$252.00	\$16.58	\$180.00	\$180.00	\$10.42	\$13.89	\$180
06-656-0205	WORKMEN'S COMP	\$71.00	\$81.60	\$100.00	\$100.00	\$0.00	\$0.00	\$0
06-656-0301	VC - SUPPLIES	\$2,701.66	\$3,231.51	\$4,500.00	\$4,500.00	\$3,818.38	\$6,186.80	\$5,000
06-656-1001	MISC/VOIDED	\$25.88	-\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
06-656-1101	VC - ELECTRICITY	\$665.69	\$580.12	\$1,500.00	\$1,500.00	\$952.39	\$1,269.85	\$1,500
06-656-1301	LIABILITY/AUTO COVERAGE	\$220.00	\$469.00	\$516.00	\$516.00	\$134.50	\$179.33	\$538
06-656-1500	VC - TRAINING	\$0.00	\$490.00	\$1,000.00	\$1,000.00	\$640.00	\$1,640.00	\$1,500
06-656-1501	VC - TRAVEL	\$0.00	\$675.50	\$6,000.00	\$6,000.00	\$1,236.24	\$2,244.32	\$6,000
06-656-1602	VC - POSTAGE	\$2,634.71	\$2,937.68	\$2,500.00	\$2,500.00	\$1,407.96	\$1,877.28	\$2,500
06-656-1700	IT EQUIPMENT/ SOFTWARE	\$0.00	\$859.89	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400
06-656-1801	VC - SUBSCRIPTIONS	\$293.76	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0
06-656-1900	VC - PRINTING/ADVERTISING	\$333.00	\$500.00	\$1,500.00	\$1,500.00	\$1,180.00	\$1,573.33	\$1,500
06-656-2121	FACILITY MAINT/EQUIPMENT	\$4,232.89	\$39,213.26	\$25,000.00	\$25,000.00	\$24,181.07	\$32,641.43	\$15,000
06-656-2700	VC - TELEPHONE/INTERNET	\$2,109.36	\$1,965.62	\$2,000.00	\$2,000.00	\$1,531.10	\$2,041.47	\$2,000
06-656-5102	TOURISM DIRECTOR CONTRACT	\$74,244.96	\$74,245.92	\$77,958.00	\$77,958.00	\$51,972.00	\$77,958.00	\$81,856
06-656-5104	PROMOTION / ADVERTISING	\$217,344.49	\$356,650.90	\$380,100.00	\$380,100.00	\$202,351.50	\$348,046.95	\$350,825
06-656-5105	PROMOTION OF THE ARTS	\$61,109.44	\$75,129.84	\$83,500.00	\$83,500.00	\$60,325.42	\$80,433.89	\$81,775
06-656-5106	HISTORICAL RESTORATION/PRESERVAT	\$3,500.00	\$3,669.79	\$35,600.00	\$35,600.00	\$2,650.00	\$3,533.33	\$73,000
06-656-5109	SPORTING EVENTS	\$20,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$20,000.00	\$35,350
06-656-5111	TRANSPORTATION SYSTEM	\$0.00	\$1,500.00	\$2,800.00	\$2,800.00	\$2,005.78	\$2,674.37	\$3,250
06-656-5115	SIGNAGE	\$3,425.49	\$539.00	\$0.00	\$0.00	\$0.00	\$4,179.87	\$0
06-656-5116	GO TEXAN GRANT	\$3,750.01	\$645.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
06-656-5200	VISITOR CENTER REMODEL	\$61,166.54	\$219,432.49	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$250,000
06-656-9000	RESERVES/FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
06-656-9803	PRINCIPAL - RIGHT TO USE LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
06-656-9804	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
06-656-9999	RESERVES - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
PROMOTION & TOURISM Expense		\$550,233.55	\$685,169.74	\$782,398.00	\$782,398.00	\$457,889.18	\$672,817.35	\$1,036,963



**GAS DEPARTMENT**

**PROPOSED 2023-2024**

**GAS DEPARTMENT**

<u>REVENUE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE	<u>EXPENSE</u>	FY 22-23 Budget	PROPOSED 23-24	DIFFERENCE
GAS	\$2,217,000 00	\$2,225,000	-	\$8,000 GAS	\$2,217,000 00	\$2,225,000	(\$7,999 86)
		DIFFERENCE	\$0				

FY 2022-2023 Estimated Net Position		FY 2022 - 2023 Estimated Reserves	
Gas Utility			
Beginning Net Position as of 9/30/2022	\$ 2,459,653.00	TexStar	\$ 2,085,000.00 **Includes ARPA Funds
2022-2023 Projected Year End - Revenue	\$ 2,339,873.67	TxCClass - Capital Improvements	\$ 296,000.00 **Dedicated to street paving
2022-2023 Projected Year End - Expenses	\$ 1,995,851.36	TxCClass - Airport Reserves	\$ 30,000.00 **Dedicated TxDOT matching funds
Net Investment in Capital Assets	\$ 1,405,974.00	TxCClass - HOT Reserve	\$ 90,000.00 **Dedicated to HOT
Restricted for Federal and State Grants	\$ -	TxCClass - Creek Project	\$ 50,000.00 **Splash Pad
Restricted for Landfill Closure Costs	\$ -	TXCClass - Generators	\$ 190,000.00 **August 2021 reassigned to emergency equipment
Restricted for Debt Service	\$ 1,397,701.30	TxCClass - Fire Department	\$ 206,000.00
Unrestricted	\$ -		
Estimated Net Position	\$ 2,803,675.30	TxCClass - Water/Sewer Infrastructure	\$ 947,000.00 ** Water/Wastewater Infrastructure
Difference	\$ 344,022.30		\$117,742 Dedicated to lift station improvements
		TxCClass - Pueblo Nuevo Park	\$ 153,000.00 **Dedicated to TPWD Grant



ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTIONS YEAR 2024	PROPOSED YEAR 2024
08-558-0110	NATURAL GAS SALES - ALPINE	\$1,453,952.30	\$1,492,768.49	\$1,775,000.00	\$1,775,000.00	\$1,514,859.80	\$1,851,495.31	\$1,775,000
08-558-0120	NATURAL GAS SALES - FT. DAVIS	\$251,888.54	\$259,040.50	\$350,000.00	\$350,000.00	\$268,832.33	\$328,572.85	\$350,000
08-558-0200	SERVICE FEES - ALPINE	\$8,690.00	\$6,825.00	\$10,000.00	\$10,000.00	\$5,215.00	\$6,953.33	\$10,000
08-558-0201	SERVICE FEES - FT. DAVIS	\$1,215.00	\$1,310.00	\$2,500.00	\$2,500.00	\$270.00	\$360.00	\$2,500
08-558-0240	SERVICE TAP FEES - ALPINE	\$7,000.00	\$9,750.00	\$5,000.00	\$5,000.00	\$6,325.00	\$8,433.33	\$5,000
08-558-0241	SERVICE TAP FEES - FT. DAVIS	\$3,125.00	\$3,750.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500
08-558-0242	EXTENSION FEE - ALPINE	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-558-0243	EXTENSION FEE - FORT DAVIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-558-0250	PENALTY FEES - ALPINE	\$10,126.08	\$12,092.58	\$1,250.00	\$1,250.00	\$10,610.97	\$14,147.96	\$1,250
08-558-0251	PENALTY FEES - FT. DAVIS	\$1,598.58	\$2,112.70	\$2,000.00	\$2,000.00	\$2,593.97	\$3,458.63	\$2,000
08-558-0400	MISC. INCOME	\$511.16	\$695.74	\$1,250.00	\$1,250.00	\$247.07	\$329.43	\$1,250
08-558-0401	GAS BANK ACCT INT	\$551.84	\$9,061.41	\$2,500.00	\$2,500.00	\$45,844.97	\$61,126.63	\$2,500
08-558-0402	WC REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-558-0403	WTG ROYALTIES	\$8,606.35	\$7,526.30	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000
08-558-0500	SALES TAX COLLECTED	\$44,346.56	\$43,490.19	\$52,000.00	\$52,000.00	\$42,972.61	\$57,296.81	\$60,000
08-558-0612	FY20 - NSF - RETURNED CHECK FEE	\$90.00	\$305.00	\$0.00	\$0.00	\$180.00	\$240.00	\$0
08-558-0614	VACATION FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00	\$566.67	\$0
08-558-1901	ROAD CUT FEE	\$500.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000
08-558-7000	BILLING ADJUSTMENTS	-\$9,138.18	-\$4,447.21	\$0.00	\$0.00	-\$3,191.01	-\$4,254.68	\$0
08-558-7001	GAS CUSTOMER DEPOSIT INTEREST	\$104.89	\$1,966.25	\$0.00	\$0.00	\$8,360.55	\$11,147.40	\$0
08-558-9000	ACTION	\$0.00	\$1,600.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500
08-558-9001	CAPITAL CONTRIBUTIONS	\$46,831.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500
	GAS REVENUES	\$1,830,149.12	\$1,842,846.95	\$2,217,000.00	\$2,217,000.00	\$1,903,546.26	\$2,319,873.67	\$2,225,000

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	BUDGET YEAR 2023	CURRENT YEAR 2023	ENCUMBERED	ACTUAL EXPERIENCE OF 6-30-2023	PROPOSED YEAR END	PROPOSED YEAR 2023
08-658-0090	ADMINISTRATIVE FEE	\$140,276.02	\$149,889.00	\$156,011.00	\$156,011.00	\$0.00	\$117,008.28	\$156,011.04	\$156,574
08-658-0100	FRANCHISE FEE	\$88,184.65	\$87,327.63	\$110,850.00	\$110,850.00	\$0.00	\$92,435.98	\$112,977.31	\$111,250
08-658-0101	SALARIES	\$412,587.84	\$438,758.96	\$480,621.00	\$480,621.00	\$0.00	\$373,364.51	\$431,152.68	\$518,293
08-658-0103	OVERTIME	\$16,041.07	\$24,664.26	\$32,263.00	\$32,263.00	\$0.00	\$19,159.70	\$25,546.27	\$29,307
08-658-0201	SOCIAL SECURITY	\$31,321.96	\$33,850.66	\$39,130.00	\$39,130.00	\$0.00	\$25,260.91	\$33,681.21	\$41,782
08-658-0202	INSURANCE - GROUP	\$75,246.52	\$73,214.84	\$94,156.00	\$94,156.00	\$0.00	\$54,353.32	\$72,471.09	\$83,940
08-658-0203	RETIREMENT	\$8,266.44	\$10,583.59	\$10,527.00	\$10,527.00	\$0.00	\$7,167.02	\$9,556.03	\$11,472
08-658-0204	UNEMPLOYMENT	\$1,764.01	\$81.00	\$720.00	\$720.00	\$0.00	\$79.01	\$105.35	\$900
08-658-0205	INS - WORKMEN'S COMP	\$7,311.00	\$9,077.49	\$9,826.00	\$9,826.00	\$0.00	\$5,952.24	\$7,936.32	\$8,352
08-658-0216	PENSION EXPENSE	\$23,339.00	\$45,207.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-0220	OPEB EXPENSE	\$1,335.00	\$5,903.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-0410	NATURAL GAS PUR - ALPINE	\$430,449.20	\$501,124.72	\$535,000.00	\$535,000.00	\$0.00	\$412,341.97	\$549,789.29	\$535,000
08-658-0420	NATURAL GAS PUR - FT DAVIS	\$58,221.90	\$81,902.50	\$80,000.00	\$80,000.00	\$0.00	\$58,726.76	\$78,302.35	\$80,000
08-658-0501	OFFICE SUPPLIES	\$3,366.18	\$4,870.69	\$4,500.00	\$4,500.00	\$293.74	\$5,024.03	\$7,090.36	\$6,000
08-658-0502	FIELD SUPPLIES	\$5,806.70	\$9,593.92	\$15,000.00	\$15,000.00	\$0.00	\$11,185.39	\$14,913.85	\$15,000
08-658-0503	SAFETY EQUIPMENT	\$1,622.10	\$1,547.44	\$20,000.00	\$20,000.00	\$0.00	\$11,384.70	\$15,179.60	\$20,000
08-658-0510	UNIFORMS	\$7,950.92	\$8,301.93	\$8,000.00	\$8,000.00	\$0.00	\$4,842.99	\$6,457.32	\$8,000
08-658-0600	EQUIPMENT MAINT	\$4,108.27	\$8,597.96	\$8,000.00	\$8,000.00	\$607.00	\$7,008.84	\$10,154.45	\$14,825
08-658-0701	VEHICLE MAINT	\$5,900.99	\$8,499.33	\$8,000.00	\$8,000.00	\$0.00	\$7,690.15	\$10,320.20	\$13,790
08-658-0800	CP & METER MAINT	\$2,682.69	\$19,046.91	\$20,000.00	\$20,000.00	\$222.00	\$0.00	\$296.00	\$20,000
08-658-0900	FUEL & OIL	\$13,185.26	\$21,675.44	\$20,000.00	\$20,000.00	\$0.00	\$10,097.66	\$13,463.55	\$15,000
08-658-1001	MISC/VOIDED	\$415.99	\$416.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-1100	METERS	\$27,384.62	\$7,511.89	\$25,000.00	\$25,000.00	\$0.00	\$17,196.42	\$22,928.56	\$25,000
08-658-1101	ELECTRICITY	\$3,543.56	\$4,220.52	\$5,000.00	\$5,000.00	\$0.00	\$2,175.68	\$2,900.91	\$5,000
08-658-1200	DISTRIBUTION SYSTEM MAINT	\$32,952.59	\$39,347.81	\$42,950.00	\$42,950.00	\$0.00	\$21,978.31	\$29,304.41	\$50,000
08-658-1301	INSURANCE - GENERAL/AUTO LI	\$15,200.00	\$16,244.00	\$17,750.00	\$17,750.00	\$0.00	\$13,567.50	\$18,090.00	\$18,181
08-658-1400	EQUIPMENT RENTAL	\$2,812.32	\$3,816.12	\$4,500.00	\$4,500.00	\$0.00	\$1,477.44	\$1,903.25	\$4,000
08-658-1500	TRAINING	\$6,325.00	\$2,585.00	\$31,000.00	\$31,000.00	\$0.00	\$15,965.00	\$21,286.67	\$15,000
08-658-1501	TRAVEL	\$0.00	\$3,104.15	\$15,000.00	\$15,000.00	\$583.00	\$3,201.22	\$5,045.63	\$10,000
08-658-1600	POSTAGE/FREIGHT	\$18,210.99	\$14,242.13	\$20,000.00	\$20,000.00	\$0.00	\$13,132.40	\$17,509.87	\$20,000
08-658-1700	IT EQUIPMENT/ SOFTWARE	\$12,652.47	\$9,955.75	\$10,000.00	\$10,000.00	\$0.00	\$10,253.02	\$13,670.69	\$15,000
08-658-1800	PENALTIES/FINES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$2,500
08-658-1901	ROAD REPAIR	\$30,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$20,000
08-658-2124	PROVISION FOR BAD DEBT	\$3,174.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-2200	CONSULTING/CONTRACT FEES	\$20,462.30	\$35,330.39	\$25,000.00	\$25,000.00	\$0.00	\$25,482.81	\$33,977.08	\$20,000
08-658-2300	RR COMMISSION FEES	\$2,758.50	\$5,845.00	\$5,000.00	\$5,000.00	\$0.00	\$2,701.00	\$2,934.67	\$5,000
08-658-2400	DIG TESS/TEXAS 811	\$636.50	\$681.15	\$1,200.00	\$1,200.00	\$0.00	\$551.00	\$734.67	\$1,500
08-658-2700	TELEPHONE EXPENSES	\$7,217.71	\$7,203.85	\$8,000.00	\$8,000.00	\$0.00	\$5,485.01	\$7,313.35	\$8,000
08-658-2750	CELL PHONE EXPENSES	\$3,304.18	\$3,708.56	\$4,500.00	\$4,500.00	\$59.98	\$2,639.59	\$3,599.43	\$4,500
08-658-2800	DRUG TESTING	\$615.00	\$683.00	\$1,200.00	\$1,200.00	\$0.00	\$115.00	\$153.33	\$1,200
08-658-2900	DUES & MEMBERSHIPS	\$532.00	\$532.00	\$1,000.00	\$1,000.00	\$0.00	\$490.00	\$653.33	\$1,500
08-658-3050	PAID/DAMAGE PREVENTION	\$6,744.46	\$47.97	\$8,500.00	\$8,500.00	\$0.00	\$2,186.15	\$2,914.87	\$8,500
08-658-3100	ADVERTISING	\$1,283.00	\$1,252.10	\$2,500.00	\$2,500.00	\$0.00	\$787.50	\$1,050.00	\$2,500
08-658-3800	BUILDING MAINT	\$2,367.84	\$2,367.84	\$15,000.00	\$15,000.00	\$939.67	\$411.31	\$1,801.31	\$15,000
08-658-3900	SALES TAX REMITTED TO STATE	\$51,784.31	\$55,404.97	\$52,000.00	\$52,000.00	\$0.00	\$42,451.32	\$56,601.76	\$60,000
08-658-8001	LEASED VEHICLE	\$9,819.64	\$6,705.15	\$35,500.00	\$35,500.00	\$0.00	\$25,988.22	\$34,650.96	\$35,500
08-658-9500	DEPRECIATION EXPENSE - GAS	\$98,498.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-9501	AMORTIZATION EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0

08-658-9800	CIP - POLY FUSION MACHINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000
08-658-9809	INTEREST EXPENSE - RIGHT TO USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
08-658-9810	CIP - STOPPLE 4" & 6"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000
08-658-9811	CIP - RATIFIER	\$0.00	\$0.00	\$95,000.00	\$95,000.00	\$34,712.50	\$34,712.50	\$10,699.92	\$10,699.92	\$69,425.00	\$69,425.00	\$0
08-658-9812	CIP - AUTOMATIVE METERS	\$0.00	\$4,428.50	\$103,796.00	\$103,796.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,266.56	\$14,266.56	\$109,993
08-658-9999	RESERVES - FINANCIAL POLICY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,730.80	\$47,730.80	\$47,731
GAS EXPENSES		\$1,680,464.02	\$1,688,015.12	\$2,217,000.00	\$2,217,000.00	\$37,467.80	\$1,473,912.55	\$1,995,851.36	\$2,225,000			



## **DEBT SERVICE (INTEREST & SINKING)**

**PROPOSED 2023-2024**

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTED YEAR END	PROPOSED YEAR 2024
75-534-0410	CURRENT I & S ADVALOREM	\$143,806.73		\$148,758.00	\$148,758.00	\$147,025.05	\$150,025.05	\$147,909
75-534-0420	DELINQUENT I & S	\$3,947.35		\$0.00	\$0.00	\$2,780.74	\$3,280.74	
75-534-0502	PENALTY & INTEREST	\$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	
75-534-0504	WATER/SEWER DEBT	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
75-534-7001	I&S BANK INTEREST	\$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	
75-599-9110	SYSTEM ADDED TRANSFER OUT	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	INTEREST & SINKING REVENUE	\$151,967.95	\$0.00	\$148,758.00	\$148,758.00	\$152,831.31	\$156,008.09	\$147,909

ACCT NUMBER	ACCOUNT TITLE	ACTUAL EXPERIENCE YEAR 2021	ACTUAL EXPERIENCE YEAR 2022	ORG BUDGET YEAR 2023	CURRENT BUDGET YEAR 2023	ACTUAL EXPERIENCE YEAR 2023	PROJECTED YEAR END	PROPOSED YEAR 2024
75-600-0200	PRINCIPAL - CO SERIES 2011	\$33,600.00		\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$36,400
75-600-0201	INTEREST - CO SERIES 2011	\$18,239.76		\$16,819.00	\$16,819.00	\$8,764.56	\$16,818.48	\$13,798
75-600-0300	PRINCIPAL - GO SERIES 2011	\$84,000.00		\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$96,000
75-600-0301	INTEREST - GO SERIES 2011	\$11,439.47		\$8,339.00	\$8,339.00	\$4,971.36	\$8,339.06	\$1,711
	INTEREST & SINKING EXPENSES	\$147,279.23	\$0.00	\$148,758.00	\$148,758.00	\$137,335.92	\$148,757.54	\$147,909



## **CAPITAL IMPROVEMENT PLAN**

**CITY OF ALPINE**  
**2024-2028 FIVE YEAR CAPITAL PLAN**

**GENERAL FUND**

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
ADMINISTRATION	CITY-WIDE SOFTWARE	2024-2028	MULTIPLE FUNDS/DEPARTMENTS	\$ 500,000
ADMINISTRATION	SECURITY SYSTEM	2024-2028	MULTIPLE FUNDS/DEPARTMENTS	\$ 175,000
ADMINISTRATION	OUTDOOR LIGHTING	2024-2028	GENERAL FUND OPERATING	\$ 175,000
ADMINISTRATION	HAZARD MITIGATION PLANNING	2024-2028	GENERAL FUND OPERATING/FEMA GRANT	\$ 100,000
			Administration - Total	\$ 950,000
ALPINE POLICE DEPT	GENERATOR	2023-2024	GENERAL FUND OPERATING	\$ 100,000
ALPINE POLICE DEPT	TASERS	2024-2028	GENERAL FUND OPERATING	\$ 22,500
			Alpine Police Department - Total	\$ 122,500
ANIMAL CONTROL	ANIMAL SHELTER REPAIRS/MAINTENANCE	2023-2025	GENERAL FUND OPERATING	\$ 30,000
ANIMAL SERVICES	GENERATOR	2023		\$ 50,000
			Animal Control Services - Total	\$ 80,000
PUBLIC WORKS-PARKS	PUEBLO NUEVO PARK	2020-2025	GENERAL FUND OPERATING/TPWD	\$ 434,600
PUBLIC WORKS-PARKS	TRACTOR-MOWER	2023-2024	GENERAL FUND OPERATING/ USDA	\$ 35,000
PUBLIC WORKS-PARKS	KUBOTA-MOWER	2023-2024	GENERAL FUND OPERATING/ USDA	\$ 20,250
			PW - Parks - Total	\$ 489,850
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	2024-2028	GENERAL FUND OPERATING	\$ 872,195
PUBLIC WORKS - STREETS	EMPLOYEE LOUNGE AREA	2023-2024	GENERAL FUND OPERATING	\$ 66,997
PUBLIC WORKS - STREETS	FLEET MAINTENANCE FACILITY	2021-2022	GENERAL FUND OPERATING	\$ 60,000
			PW - STREETS - TOTAL	\$ 1,434,192
			GENERAL FUND - TOTAL	\$ 3,076,542

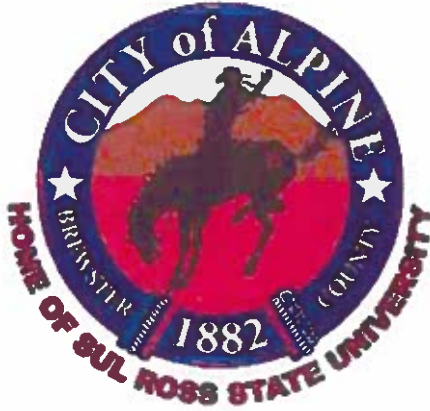
UTILITIES				
DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING	AMOUNT
UTILITIES	GENERATORS - WELL FIELDS	2024-2026	UTILITY OPERATING FUND/FEMA	\$ 567,084.00
UTILITIES	WASTEWATER TREATMENT PLANT	2024-2028	UTILITY OPERATING FUND/TWDB	\$ 3,858,000.00
UTILITIES	INFRASTRUCTURE LOCATION/REPLACEMENT	2024-2028	UTILITY OPERATING FUND	\$ 500,000.00
UTILITIES	GIS SYSTEM	2024-2028	UTILITY OPERATING FUND	\$ 250,000.00
UTILITIES	FACILITY MAINTENANCE	2024-2028	UTILITY OPERATING FUND	\$ 40,000.00
UTILITIES	EASTSIDE SEWER EXTENSION	2024-2028	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	2024-2028	UTILITY OPERATING FUND/ARPA	\$ 1,400,000.00
UTILITIES	MANHOLE ADDITIONS	2024-2028	UTILITY OPERATING FUND	\$ 200,000.00
UTILITIES	SUL ROSS STORAGE TANKS	2025	UTILITY OPERATING FUND	\$ 50,000.00
		Utilities - Total		\$ 8,791,476.00
AIRPORT				
AIRPORT	UPDATE MASTER/LAYOUT PLAN	2024-2028	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	AC/HVAC UNIT	<b>GAS DEPARTMENT</b>	
GAS DEPARTMENT	BUILDING UPDATES	2023-2024 GAS DEPARTMENT OPERATING	\$ 35,000
GAS DEPARTMENT	AUTOMATED METER READERS	2023-2025 GAS DEPARTMENT OPERATING	\$ 50,000
		2024-2028 GAS DEPARTMENT OPERATING	\$ 204,432
		<b>Gas Department - Total</b>	<b>\$ 289,432</b>
		<b>CITY OF ALPINE - TOTAL</b>	<b>\$ 13,277,950.00</b>

# COMPLETED/POSTPONED

DEPARTMENT	ITEM-DESCRIPTION	FISCAL YEAR	FUNDING
ADMINISTRATION	ALPINE SCHOOL HOUSE REMODEL	2021-2022	GENERAL FUND - ARPA FUNDS
ALPINE POLICE DEPT	DISPATCH COMPUTERS	2023	GENERAL FUND OPERATING
ALPINE POLICE DEPT	K-9 UNIT	2021-2022	DONATION
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	CAT CONDOS	2023	GENERAL FUND OPERATING
ANIMAL CONTROL	HVAC SYSTEM	2021-2022	GENERAL FUND OPERATING
ALPINE POLICE DEPT	HOLDING CELLS	2023	POSTPONED
ALPINE POLICE DEPT	LICENSE PLATE READER	2021-2022	POSTPONED
ANIMAL CONTROL	INCINERATOR	2025-2026	POSTPONED
PUBLIC WORKS-PARKS	SPLASH PAD	2023-2027	POSTPONED
		General Fund	
UTILITIES	BACKHOE (PURCHASED WALK BEHIND TRENCHER)	2023	UTILITY OPERATING FUND
UTILITIES	WWTP - AERATOR & BAR SCREEN(PART OF WWTP)	2023	UTILITIES OPERATING FUNDS & RESERVES
		UTILITY FUND	
AIRPORT	CONSTRUCTION PHASE OF LIGHTING PROJECT	2021 - 2023	TxDOT AVIATION/FAA/AIRPORT OPERATING
AIRPORT	DESIGN PHASE OF LIGHTING PROJECT	2021-2022	CARES ACT
AIRPORT	SEAL COAT 1/19	2021-2022	TxDOT AVIATION/FAA/AIRPORT OPERATING
		Airport	
HOT - TOURISM	VISITOR CENTER RESTROOMS/PAVILLION REMODEL	2021-2022	HOT FUNDS
HOT - TOURISM	OUTDOOR PORTABLE STAGE	2021-2023	POSTPONED
		HOT Funds	
GAS DEPARTMENT	RECTIFIER	2023	GAS DEPARTMENT OPERATING
GAS DEPARTMENT	BAY COVERAGE	2021-2023	GAS DEPARTMENT OPERATING
GAS DEPARTMENT	18' TRAILER	2021-2022	GAS DEPARTMENT OPERATING
		Gas Dept	



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2024 – 2028 GENERAL FUND**

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN**  
**FY 2024 - FY 2028**

## 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. \*\*\*Update - FY 2022-2023 - development of Enterprise Resource Planning (ERP) Request for Proposal. Address all key departments within the City\*\*\*

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	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 Grant Funding  
 Utilities  
 Gas Department  
 Airport

**OPERATING BUDGET IMPACT IF COMPLETED**

Reduced employee overtime  
 Increased revenue from proper billing

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

Reduced revenue due to incorrect utility billing  
 Increased wages due to additional time to problem solve and create necessary data sets

**PERFORMANCE MEASURES**

Overall - Department Performance  
 Increased customer service satisfaction

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## SECURITY EQUIPMENT UPGRADE - REPLACEMENT

**RESPONSIBLE DEPARTMENT**

ALPINE POLICE DEPARTMENT

**PROJECT MANAGER**

CITY MANAGER &  
CHIEF OF POLICE

**PROJECTED EXPENSE**

\$175,000

**PRIORITY LEVEL**      **1**



**PROJECT DESCRIPTION**

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

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	

**FUNDING SOURCE**

GENERAL FUND                      Grant Funding

UTILITIES

AIRPORT

HOT

**OPERATING BUDGET IMPACT IF COMPLETED**

Annual Maintenance Fees

Data Storage Fees (if needed)

**OPERATING BUDGET IMPACT IF NOT COMPLETED**


No Impact

**PERFORMANCE MEASURES**

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

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## Outdoor Lighting Ordinance

<b>RESPONSIBLE DEPARTMENT</b>	
ADMINISTRATION	
<b>PROJECT MANAGER</b>	
CITY MANAGER	
<b>PROJECTED EXPENSE</b>	
\$ 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. \*\*\*FY 2022-2023 - street light replacement/update initiated through AEP, estimated 193 street lights to be addressed.\*\*\*

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

**FUNDING SOURCE**  
 General Fund Operation Budget  
 Possible grant opportunities

**OPERATING BUDGET IMPACT IF COMPLETED**  
 Initial update/replacement costs

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
 Violation of City Ordinance

**PERFORMANCE MEASURES**  
 Dark Sky Compliance - reduced night sky lighting

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## 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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$	- \$ 25,000	\$	- \$	- \$	BRIC - \$75,000 City - \$25,000

**FUNDING SOURCE**

General Fund Operation Budget

FEMA BRIC Program - requires a 25% match

**OPERATING BUDGET IMPACT IF COMPLETED**

N/A

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

N/A

**PERFORMANCE MEASURES**

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

CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028

## Generator

### RESPONSIBLE DEPARTMENT

ALPINE POLICE DEPARTMENT

### PROJECT MANAGER

CHIEF OF POLICE

### PROJECTED EXPENSE

\$ 100,000

PRIORITY LEVEL 1



### PROJECT DESCRIPTION

Replacement of current inoperable generator at the Alpine Police Department. Without the addition of backup power supply, the department will struggle to continue operations effectively. 911 calls will be rerouted until services can be restored. The facility also currently serves as a dedicated emergency shelter for residents and tourist when needed.

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 100,000	\$ -	\$ -	\$ -	\$ -	

### FUNDING SOURCE

General Fund Operating Budget - Alpine Police Department

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

### OPERATING BUDGET IMPACT IF COMPLETED

Annual Maintenance Costs

### OPERATING BUDGET IMPACT IF NOT COMPLETED


Additional fees for rental, repairs, and outsourcing services

### PERFORMANCE MEASURES



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## APD TASER's

<b>RESPONSIBLE DEPARTMENT</b>	
ALPINE POLICE DEPARTMENT	
<b>PROJECT MANAGER</b>	
CHIEF OF POLICE	
<b>PROJECTED EXPENSE</b>	
\$ 67,224	PRIORITY LEVEL      1
<b>PROJECT DESCRIPTION</b>	

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.

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 27,224	

<b>FUNDING SOURCE</b>
General Fund Operating - Police Department

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>
Maintenance of equipment

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
Maintenance of equipment

<b>PERFORMANCE MEASURES</b>
-----------------------------

## 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

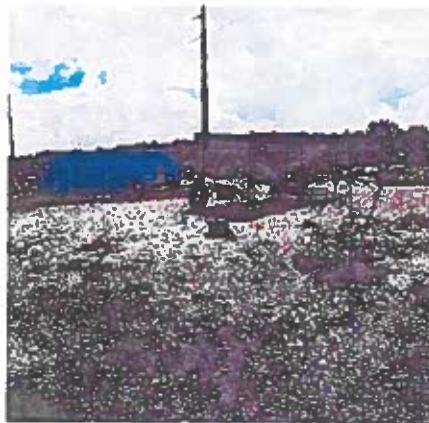
OPERATING BUDGET IMPACT IF COMPLETED

N/A

OPERATING BUDGET IMPACT IF NOT COMPLETED

N/A

PERFORMANCE MEASURES



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## Generator

**RESPONSIBLE DEPARTMENT**

ANIMAL CONTROL SERVICES

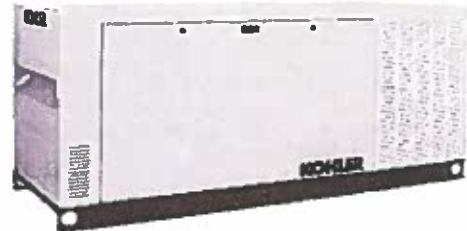
**PROJECT MANAGER**

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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	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**


Annual Maintenance Costs

**OPERATING BUDGET IMPACT IF NOT COMPLETED**

N/A

**PERFORMANCE MEASURES**

## PUEBLO NUEVO PARK IMPROVEMENTS

<b>RESPONSIBLE DEPARTMENT</b>		
PUBLIC WORKS - PARKS DEPARTMENT		
<b>PROJECT MANAGER</b>		
PARKS FOREMAN		
<b>PROJECTED EXPENSE</b>		
\$ 425,000.00	PRIORITY LEVEL	1
<b>PROJECT DESCRIPTION</b>		
Full development of Pueblo Nuevo Park based on the recommendations made by Parks Master Plan		

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

<b>FUNDING SOURCE</b>
Texas Parks and Wildlife Grant
City General Fund Operating Budget - Parks Department


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

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
No Impact

<b>PERFORMANCE MEASURES</b>
-----------------------------

**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## TRACTOR MOWER

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

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 15,000	\$ 20,000				

<b>FUNDING SOURCE</b>
General Fund Operating - Public Works - Parks Department

Possible grant assistance - USDA


<b>OPERATING BUDGET IMPACT IF COMPLETED</b>
Decrease in maintenance costs

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
Increase in maintenance cost

<b>PERFORMANCE MEASURES</b>
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CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028

## KUBOTA MOWER

<b>RESPONSIBLE DEPARTMENT</b>	
PUBLIC WORKS - PARKS DEPARTMENT	
<b>PROJECT MANAGER</b>	
PARKS FOREMAN	
<b>PROJECTED EXPENSE</b>	
\$ 20,250	PRIORITY LEVEL      1
<b>PROJECT DESCRIPTION</b>	
Mower to replace aged existing fleet.	

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,250	\$				

<b>FUNDING SOURCE</b>
General Fund Operating Budget - Public Works - Park Department
USDA Grant

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>
Decreased maintenance costs

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
Increased maintenance costs

<b>PERFORMANCE MEASURES</b>
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**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## 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.

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
<b>FINANCIAL PLAN</b>	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

<b>RESPONSIBLE DEPARTMENT</b>  PUBLIC WORKS - STREETS DEPARTMENT  <b>PROJECT MANAGER</b>  PUBLIC WORKS DIRECTOR  <b>PROJECTED EXPENSE</b>  \$ 100,000.00                      PRIORITY LEVEL      1	
<b>PROJECT DESCRIPTION</b> 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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 45,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	

<b>FUNDING SOURCE</b>	
	General Fund Operating Budget

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>	
	Decreased maintenance costs

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>	
	Increased maintenance costs

<b>PERFORMANCE MEASURES</b>	
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**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## 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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	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

USDA Grant Funding

**OPERATING BUDGET IMPACT IF COMPLETED**

Decreased maintenance costs


**OPERATING BUDGET IMPACT IF NOT COMPLETED**

Continued increase in maintenance costs

**PERFORMANCE MEASURES**

## IN HOUSE - PAVING EQUIPMENT (PACKAGE)

<b>RESPONSIBLE DEPARTMENT</b>	
PUBLIC WORKS - STREET DEPARTMENT	
<b>PROJECT MANAGER</b>	
PUBLIC WORKS DIRECTOR	
<b>PROJECTED EXPENSE</b>	
\$ 872,195.00	PRIORITY LEVEL 1



### Cat® AP400

Asphalt Paver

**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  
4.0-03 - UTILITY COMPACTOR - \$75,050  
02 - ASPHALT COMPACTOR - \$143,665

CB  
CB7 -

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5
PURCHASE	\$ 872,195.00	\$	\$	\$	\$
LEASE	SEE ADDITIONAL INFORMATION				

**FUNDING SOURCE**  
General Fund Operating Budget - Streets Department

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

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
Continued increase in maintenance costs

**PERFORMANCE MEASURES**



## EMPLOYEE LOUNGE AREA

RESPONSIBLE DEPARTMENT \_\_\_\_\_

**PUBLIC WORKS - STREETS DEPARTMENT**

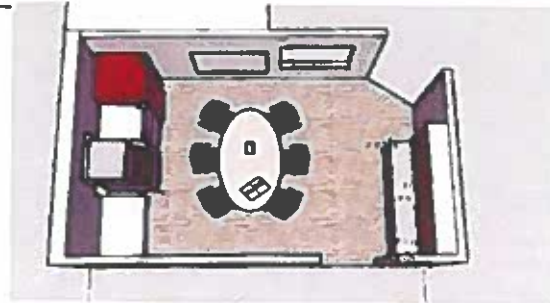
PROJECT MANAGER

**PUBLIC WORKS DIRECTOR**

[illegible]

**\$ 66,997.00**

PRIORITY LEVEL 1



PROJECT DESCRIPTION
---------------------

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

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 36,997.00				

FUNDING SOURCE	
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### General Fund Operating Budget

[illegible]

### Additional maintenance costs

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>					
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**No Impact**


## PERFORMANCE MEASURES

## Construction Estimate

City of Aspen	\$0.00
Mayer-Arson, CPWA	
Director of Finance	
Aspen, To: 10/1/2020	
1-330 057-1204	
Net Cost after allowing	\$6,200.00
Other	\$0.00
<b>Construction Costs</b>	
Building Permit Fees	\$0.00
Impact Fee	\$0.00
Water and Sewer Fees Transfers	\$0.00
Architecture and Engineering	\$0.00
Other	\$0.00
	\$0.00
6. Materials	\$0.00
Concrete	\$0.00
Reinforcing steel	\$0.00
Rebar	\$0.00
Other	\$0.00
	\$0,250.00
Working (not including profits/losses)	\$6,250.00
Subtotal (1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11 + 12 + 13 + 14 + 15 + 16 + 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24 + 25 + 26 + 27 + 28 + 29 + 30 + 31 + 32 + 33 + 34 + 35 + 36 + 37 + 38 + 39 + 40 + 41 + 42 + 43 + 44 + 45 + 46 + 47 + 48 + 49 + 50 + 51 + 52 + 53 + 54 + 55 + 56 + 57 + 58 + 59 + 60 + 61 + 62 + 63 + 64 + 65 + 66 + 67 + 68 + 69 + 70 + 71 + 72 + 73 + 74 + 75 + 76 + 77 + 78 + 79 + 80 + 81 + 82 + 83 + 84 + 85 + 86 + 87 + 88 + 89 + 90 + 91 + 92 + 93 + 94 + 95 + 96 + 97 + 98 + 99 + 100 + 101 + 102 + 103 + 104 + 105 + 106 + 107 + 108 + 109 + 110 + 111 + 112 + 113 + 114 + 115 + 116 + 117 + 118 + 119 + 120 + 121 + 122 + 123 + 124 + 125 + 126 + 127 + 128 + 129 + 130 + 131 + 132 + 133 + 134 + 135 + 136 + 137 + 138 + 139 + 140 + 141 + 142 + 143 + 144 + 145 + 146 + 147 + 148 + 149 + 150 + 151 + 152 + 153 + 154 + 155 + 156 + 157 + 158 + 159 + 160 + 161 + 162 + 163 + 164 + 165 + 166 + 167 + 168 + 169 + 170 + 171 + 172 + 173 + 174 + 175 + 176 + 177 + 178 + 179 + 180 + 181 + 182 + 183 + 184 + 185 + 186 + 187 + 188 + 189 + 190 + 191 + 192 + 193 + 194 + 195 + 196 + 197 + 198 + 199 + 200 + 201 + 202 + 203 + 204 + 205 + 206 + 207 + 208 + 209 + 210 + 211 + 212 + 213 + 214 + 215 + 216 + 217 + 218 + 219 + 220 + 221 + 222 + 223 + 224 + 225 + 226 + 227 + 228 + 229 + 230 + 231 + 232 + 233 + 234 + 235 + 236 + 237 + 238 + 239 + 240 + 241 + 242 + 243 + 244 + 245 + 246 + 247 + 248 + 249 + 250 + 251 + 252 + 253 + 254 + 255 + 256 + 257 + 258 + 259 + 260 + 261 + 262 + 263 + 264 + 265 + 266 + 267 + 268 + 269 + 270 + 271 + 272 + 273 + 274 + 275 + 276 + 277 + 278 + 279 + 280 + 281 + 282 + 283 + 284 + 285 + 286 + 287 + 288 + 289 + 290 + 291 + 292 + 293 + 294 + 295 + 296 + 297 + 298 + 299 + 300 + 301 + 302 + 303 + 304 + 305 + 306 + 307 + 308 + 309 + 310 + 311 + 312 + 313 + 314 + 315 + 316 + 317 + 318 + 319 + 320 + 321 + 322 + 323 + 324 + 325 + 326 + 327 + 328 + 329 + 330 + 331 + 332 + 333 + 334 + 335 + 336 + 337 + 338 + 339 + 340 + 341 + 342 + 343 + 344 + 345 + 346 + 347 + 348 + 349 + 350 + 351 + 352 + 353 + 354 + 355 + 356 + 357 + 358 + 359 + 360 + 361 + 362 + 363 + 364 + 365 + 366 + 367 + 368 + 369 + 370 + 371 + 372 + 373 + 374 + 375 + 376 + 377 + 378 + 379 + 380 + 381 + 382 + 383 + 384 + 385 + 386 + 387 + 388 + 389 + 390 + 391 + 392 + 393 + 394 + 395 + 396 + 397 + 398 + 399 + 400 + 401 + 402 + 403 + 404 + 405 + 406 + 407 + 408 + 409 + 410 + 411 + 412 + 413 + 414 + 415 + 416 + 417 + 418 + 419 + 420 + 421 + 422 + 423 + 424 + 425 + 426 + 427 + 428 + 429 + 430 + 431 + 432 + 433 + 434 + 435 + 436 + 437 + 438 + 439 + 440 + 441 + 442 + 443 + 444 + 445 + 446 + 447 + 448 + 449 + 450 + 451 + 452 + 453 + 454 + 455 + 456 + 457 + 458 + 459 + 460 + 461 + 462 + 463 + 464 + 465 + 466 + 467 + 468 + 469 + 470 + 471 + 472 + 473 + 474 + 475 + 476 + 477 + 478 + 479 + 480 + 481 + 482 + 483 + 484 + 485 + 486 + 487 + 488 + 489 + 490 + 491 + 492 + 493 + 494 + 495 + 496 + 497 + 498 + 499 + 500 + 501 + 502 + 503 + 504 + 505 + 506 + 507 + 508 + 509 + 510 + 511 + 512 + 513 + 514 + 515 + 516 + 517 + 518 + 519 + 520 + 521 + 522 + 523 + 524 + 525 + 526 + 527 + 528 + 529 + 530 + 531 + 532 + 533 + 534 + 535 + 536 + 537 + 538 + 539 + 540 + 541 + 542 + 543 + 544 + 545 + 546 + 547 + 548 + 549 + 550 + 551 + 552 + 553 + 554 + 555 + 556 + 557 + 558 + 559 + 560 + 561 + 562 + 563 + 564 + 565 + 566 + 567 + 568 + 569 + 570 + 571 + 572 + 573 + 574 + 575 + 576 + 577 + 578 + 579 + 580 + 581 + 582 + 583 + 584 + 585 + 586 + 587 + 588 + 589 + 590 + 591 + 592 + 593 + 594 + 595 + 596 + 597 + 598 + 599 + 600 + 601 + 602 + 603 + 604 + 605 + 606 + 607 + 608 + 609 + 610 + 611 + 612 + 613 + 614 + 615 + 616 + 617 + 618 + 619 + 620 + 621 + 622 + 623 + 624 + 625 + 626 + 627 + 628 + 629 + 630 + 631 + 632 + 633 + 634 + 635 + 636 + 637 + 638 + 639 + 640 + 641 + 642 + 643 + 644 + 645 + 646 + 647 + 648 + 649 + 650 + 651 + 652 + 653 + 654 + 655 + 656 + 657 + 658 + 659 + 660 + 661 + 662 + 663 + 664 + 665 + 666 + 667 + 668 + 669 + 670 + 671 + 672 + 673 + 674 + 675 + 676 + 677 + 678 + 679 + 680 + 681 + 682 + 683 + 684 + 685 + 686 + 687 + 688 + 689 + 690 + 691 + 692 + 693 + 694 + 695 + 696 + 697 + 698 + 699 + 700 + 701 + 702 + 703 + 704 + 705 + 706 +	

Other	\$0.00
Plumbing (sanitary fixtures)	\$11,000.00
Electrical (sanitary fixtures)	\$2,400.00
HVAC	\$3,800.00
Other	\$0.00
Insulation	\$33,830.00
Drywall	\$1,800.00
Interior trim	\$4,200.00
Floors	\$1,700.00
Ceiling	\$0.00
Painting	\$2,000.00
Lighting	\$0.00
Cabinets	\$0.00
Countertops	\$0.00
Appliances	\$2,000.00
Furniture	\$0.00
Plumbing fixtures	\$3,800.00
Fixtures	\$0.00
Other	\$0.00
Landscaping	\$400.00
Outdoor structures (deck, gazebo, pergola)	\$0.00
Driveway/pavement	\$0.00
Clear Lot	\$0.00
Other	\$0.00

## FLEET MAINTENANCE FACILITY

<b>RESPONSIBLE DEPARTMENT</b>  PUBLIC WORKS - STREETS DEPARTMENT  <b>PROJECT MANAGER</b>  PUBLIC WORKS DIRECTOR  <b>PROJECTED EXPENSE</b>  \$ 60,000.00                      PRIORITY LEVEL        1	
<b>PROJECT DESCRIPTION</b> 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.	

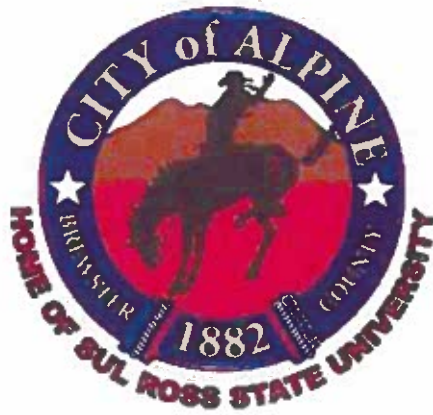
FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 30,000.00				

<b>FUNDING SOURCE</b>	
General Fund Operating Budget	

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>	
Additional utilities and maintenance costs	

<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>	
No Impact	

<b>PERFORMANCE MEASURES</b>	
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**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
2024 – 2028 UTILITIES**

## GENERATORS - WELL FIELDS

RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

PROJECT MANAGER

UTILITIES DIRECTOR

PROJECTED EXPENSE

\$ 567,084.00

PRIORITY LEVEL 1



PROJECT DESCRIPTION

The City of Alpine applied for FEMA funding in 2021-2022 to assist with addressing the needs of backup generators/pumps within the City's water distribution system; specifically the wells and boosters. The application included four (4) fixed generators, transfer switches, site pad preparations, and engineering.

FINANCIAL PLAN	2023-2024 Year 1	2024-2025 Year 2	2025-2026 Year 3	2026-2027 Year 4	2027-2028 Year 5	
	\$ 567,084.00		\$ -	\$ -	\$ -	

FUNDING SOURCE

Reserve Account - Funds committed prior by City Council  
FEMA

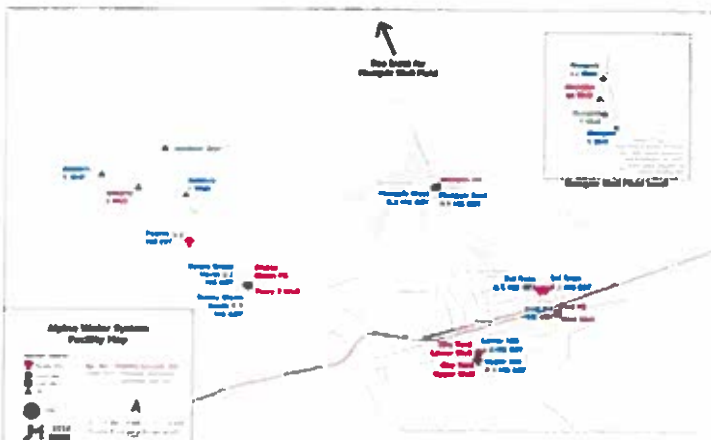
OPERATING BUDGET IMPACT IF COMPLETED

Additional fuel costs

OPERATING BUDGET IMPACT IF NOT COMPLETED

Inability to provide water services during an emergency/power failure

PERFORMANCE MEASURES





## WASTEWATER TREATMENT PLANT

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 5,600,000.00

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 - completed FY 2022-2023. FY 2022-2023 - \$5.6 million dollar grant application submitted through Congressman Tony Gonzales Office.\*\*\*

FINANCIAL PLAN	2023-2024 Year 1	2024-2025 Year 2	2025-2026 Year 3	2026-2027 Year 4	2027-2028 Year 5
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Project dependent on additional outside funding sources.

### 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



## OLD INFRASTRUCTURE LOCATION AND REPLACEMENT

<b>RESPONSIBLE DEPARTMENT</b>		 
UTILITIES - WATER/WASTEWATER/SANITATION		
<b>PROJECT MANAGER</b>		
UTILITIES DIRECTOR		
<b>PROJECTED EXPENSE</b>		
\$ 500,000.00	<b>PRIORITY LEVEL</b> 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. \*\*\*FY 2022-2023 - City staff initiated required location and inventory of infrastructure as required by EPA & TCEQ for Lead and Copper. PIF (Project Information Form) submitted to Texas Water Development Board on behalf of City that would provide possible funding\*\*\*

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
FINANCIAL PLAN	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  
FY 2024 - FY 2028**

**UTILITY GIS SYSTEM**

<b>RESPONSIBLE DEPARTMENT</b>  UTILITIES - WATER/WASTEWATER/SANITATION  <b>PROJECT MANAGER</b>  UTILITIES DIRECTOR  <b>PROJECTED EXPENSE</b>  \$ 50,000.00 to \$ 250,000.00 <b>PRIORITY LEVEL</b> 1	
<b>PROJECT DESCRIPTION</b> 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. ***FY 2022-2023 - Initiated discussion with ESRI. Gas Utility currently utilizes ESRI as the GIS software and the City may be able to overlap the utilities and maintain autonomy.***	

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	\$ -	\$ -	\$ -	

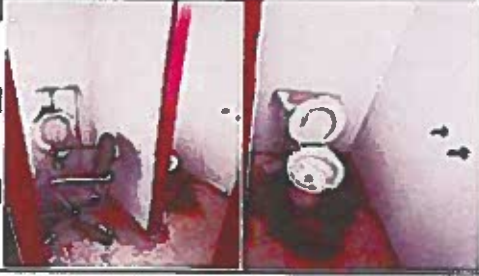
<b>FUNDING SOURCE</b>	Utility operating budget
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<b>OPERATING BUDGET IMPACT IF COMPLETED</b>	Additional maintenance cost, training, and staffing
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<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>	
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<b>PERFORMANCE MEASURES</b>	Performance Measures will be dependent on data sets available through software.
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## FACILITY MAINTENANCE

<b>RESPONSIBLE DEPARTMENT</b>		
UTILITIES - WATER/WASTEWATER/SANITATION		
<b>PROJECT MANAGER</b>		
UTILITIES DIRECTOR		
<b>PROJECTED EXPENSE</b>		
\$ 40,000.00	PRIORITY LEVEL 2	
<b>PROJECT DESCRIPTION</b>		
Update current facilities - flooring, restrooms, removal and construction of pergola/awning. Pergola currently is falling apart and is unsafe to residents and employees. Facility locations include 309 W Sul Ross and 109 N. 8th Street		

FINANCIAL PLAN	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	

<b>FUNDING SOURCE</b>
Utility operating budget

<b>OPERATING BUDGET IMPACT IF COMPLETED</b>
Reduced maintenance costs


<b>OPERATING BUDGET IMPACT IF NOT COMPLETED</b>
Increased maintenance costs

<b>PERFORMANCE MEASURES</b>
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**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN**  
**FY 2024 - FY 2028**

## EASTSIDE SEWER EXTENSION

<b>RESPONSIBLE DEPARTMENT</b>	
UTILITIES - WATER/WASTEWATER/SANITATION	
<b>PROJECT MANAGER</b>	
UTILITIES DIRECTOR	
<b>PROJECTED EXPENSE</b>	
<div style="display: flex; justify-content: space-between;"> <span>\$ 1,700,000.00</span> <span>PRIORITY LEVEL 2</span> </div>	

**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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	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

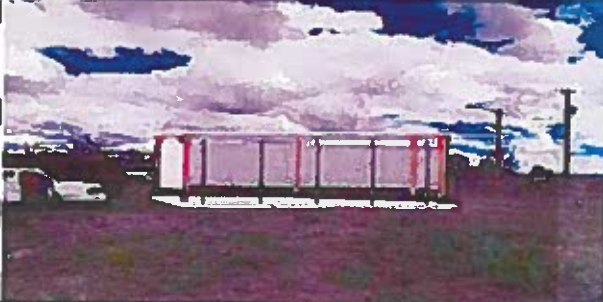
**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
 Reduced Economic Development

**PERFORMANCE MEASURES**

### Attachment 5 – Opinion of Probable Cost

Item	Description	Unit	Quantity	Unit Cost	Total Cost
<b>Construction Costs</b>					
1	Bonds and Mobilization	LS	1	\$50,000.00	\$50,000.00
2	Proposed Hwy 87 Lift Station	LS	1	\$350,000.00	\$350,000.00
3	Pre-cast Concrete Manhole	EA	17	\$5,000.00	\$85,000.00
4	6" DR21 CL200 PVC Sewer Force Main	LF	2,250	\$30.00	\$67,500.00
5	6" SDR 35 PVC Sewer Line	LF	6,550	\$30.00	\$196,500.00
6	6" SDR 35 PVC Sewer Line	LF	1,850	\$30.00	\$55,500.00
7	14" Bore and Steel Encasement	LF	120	\$200.00	\$24,000.00
8	6" and 8" Stick Bores	LF	2,200	\$100.00	\$220,000.00
9	Force Main Connection	EA	1	\$1,500.00	\$1,500.00
10	Street Service Connections	EA	23	\$1,000.00	\$23,000.00
11	Metal Detectable Tops	LF	10,450	\$0.25	\$2,612.50
Construction Sub-Total					\$1,250,112.50
Contingencies (10%)					\$125,011.25
<b>CONSTRUCTION TOTAL</b>					<b>\$1,375,123.75</b>
<b>Non-Construction Costs</b>					
Engineering and Surveying (15%)					\$206,268.56
Inspection					\$80,000.00
ROW Acquisition					\$25,000.00
<b>ENGINEERING SERVICES TOTAL</b>					<b>\$311,268.56</b>
<b>PROJECT TOTAL</b>					<b>\$1,686,392.31</b>

## HOUSEHOLD HAZARDOUS WASTE

<b>RESPONSIBLE DEPARTMENT</b>  UTILITIES - WATER/WASTEWATER/SANITATION  <b>PROJECT MANAGER</b>  ENVIRONMENTAL SERVICES COORDINATOR  <b>PROJECTED EXPENSE</b>  \$ 37,000.00                      PRIORITY LEVEL                      2	
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**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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 20,000.00	\$ 17,000.00	\$ -	\$ -	\$ -	

**FUNDING SOURCE**  
 Utility operating budget  
 SWAC Grant funding

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

**OPERATING BUDGET IMPACT IF NOT COMPLETED**  
 Cost increase to cover illegal dumping

**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	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$	\$	

### FUNDING SOURCE

Utility operating budget

### OPERATING BUDGET IMPACT IF COMPLETED

No Impact

### OPERATING BUDGET IMPACT IF NOT COMPLETED

No Impact

### PERFORMANCE MEASURES

### Typical Smart Water Meter System

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





## Musquiz Well Refurbishment

### RESPONSIBLE DEPARTMENT

UTILITIES - WATER/WASTEWATER/SANITATION

### PROJECT MANAGER

UTILITIES DIRECTOR

### PROJECTED EXPENSE

\$ 125,000.00

PRIORITY LEVEL 2



### PROJECT DESCRIPTION

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

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
FINANCIAL PLAN	Year 1	Year 2	Year 3	Year 4	Year 5	
	\$ 75,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	

### FUNDING SOURCE

Utility operating budget

Will need to re quote project

### OPERATING BUDGET IMPACT IF COMPLETED

Decrease maintenance and demand on current operational wells

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued maintenance and demand on operational wells

### PERFORMANCE MEASURES



## SMART WATER METERS

### RESPONSIBLE DEPARTMENT

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.

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
FINANCIAL PLAN	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  
Infrastructure Bill

### OPERATING BUDGET IMPACT IF COMPLETED

Increase revenue from improved meter readings  
Reduced meter reading and billing time

### OPERATING BUDGET IMPACT IF NOT COMPLETED

Continued loss of revenue from inaccurate meter readings

### PERFORMANCE MEASURES

Improved customer service satisfaction  
Increased revenue

### 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.



**CITY OF ALPINE CAPITAL IMPROVEMENT PLAN  
FY 2024 - FY 2028**

## MANHOLES

<b>RESPONSIBLE DEPARTMENT</b>  UTILITIES - WATER/WASTEWATER/SANITATION  <b>PROJECT MANAGER</b>  UTILITIES DIRECTOR  <b>PROJECTED EXPENSE</b>  \$ 200,000.00	<b>PRIORITY LEVEL</b> 2
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**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	2023-2024 Year 1	2024-2025 Year 2	2025-2026 Year 3	2026-2027 Year 4	2027-2028 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**





**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**

**September 5, 2023**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 2- Ordinance 2023-09-01- Tax Rate  
Agenda Submitted by: M. Antrim, City Manager

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**SYNOPSIS**

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2. Approve the first reading of Ordinance 2023-09-01, an ordinance levying ad valorem taxes for use and support of the Municipal Government of the City of Alpine, Texas for the 2023-2024 Fiscal Year; Providing for the Apportioning of each levy for specific purposes; and providing when taxes shall become due and when the same shall become delinquent if not paid. (M. Antrim, City Manager)

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**BACKGROUND**

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- Proposed Tax Rate - \$0.466326
  - Maintenance & Operations - \$0.438532 – Interest and Sinking - \$0.027794
- 2023 Taxable Values - \$554,320,718 (2022 Taxable Values - \$437,117,603)
  - 217 accounts under protest
  - \$56,499,056 total value under protest
- No New Revenue Rate - \$0.338853
- Voter Approval Rate - \$0.505648
- De Minis Rate - \$0.430382
- Debt Rate - \$0.207794

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**SUPPORTING MATERIALS**

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1. Ordinance 2023-08-01 – FY 2023-2024 Proposed Budget

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**STAFF RECOMMENDATION**

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**Recommendation: APPROVE**

STATE OF TEXAS

CITY OF ALPINE

CITY OF ALPINE

**ORDINANCE 2023-09-01**

**AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ALPINE, TEXAS FOR THE 2023-2024 FISCAL YEAR; PROVIDING FOR THE APPORTIONING OF EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN THE SAME SHALL BECOME DELINQUENT IF NOT PAID.**

**WHEREAS**, a budget was presented to the City Council for the Fiscal Year 2023-2024 for the support of the municipal government of Alpine, Texas; and

**WHEREAS**, where a public hearing was ordered by the City Council and published notice of said hearing was caused to be given by the City Council; and

**WHEREAS**, said notice was published in the Alpine Avalanche and the public hearing was held to discuss tax revenues according to said notices.

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

**SECTION 1.** That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Alpine, Texas, and to provide an Interest and Sinking fund for the 2023/2024 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City subject to taxation, a rate of \$0.466326 on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

1. For the maintenance and support of general government (General Fund), \$0.438532 on each \$100 valuation of property; and
2. For the interest and sinking fund, \$0.027794 on each \$100 valuation of property.

**SECTION 2.** This tax rate will raise more taxes for maintenance and operations than last year's tax rate.

**SECTION 3.** The tax rate for Maintenance & Operations will effectively increase by 0.79% and will increase taxes for Maintenance & Operations on a \$100,000 home at approximately \$7.90.

**SECTION 4.** That taxes levied under this ordinance shall be due October 1, 2023, and if not paid on or before January 31, 2024, shall immediately become delinquent.

**SECTION 5.** All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Alpine, Texas is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and

ordinances of the City of Alpine, Texas and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City of Alpine, Texas. All delinquent taxes shall bear interest from the date of delinquency at the rate prescribed by state law.

**SECTION 6.** That this ordinance shall take effect and be in force from the date after its publication.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ON THE 19<sup>TH</sup> DAY OF SEPTEMBER 2023.**

**INTRODUCTION & FIRST READING**  
SEPTEMBER 5, 2023

**SECOND & FINAL READING**  
SEPTEMBER 19, 2023

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Catherine Eaves, Mayor

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**SEPTEMBER 5, 2023**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 3 – Resolution 2023-09-01  
Agenda Sponsor: M. Antrim, City Manager  
Memo Submitted By: G. Calderon, City Secretary

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**SYNOPSIS**

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Approve Resolution 2023-09-01, a resolution of the City Council amending approving Appendix A: Utility Fees; Setting the rates and fees for City Utility Services for the Fiscal Year 2023-2024. (M. Antrim, City Manager)

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**BACKGROUND**

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- Ordinance 2021-01-02 and Ordinance 2021-04-04 established an updated utilities fee structure which provides that the City Council set utilities fees by annual City Council resolution.
- The City Manager and Utilities Department Heads are recommending no changes to the fee structure for the upcoming fiscal year.
- This resolution supersedes Resolution 2022-09-01.

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**SUPPORTING MATERIALS**

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1. Resolution 2023-09-01.

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**STAFF RECOMMENDATION**

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**APPROVE:** City Staff supports approval of this resolution.

City Manager  
City Secretary  
Interim Director of Utilities  
Director of Gas Utility

Megan Antrim  
Geoffrey Calderon  
Andrew Devaney  
Randy Guzman

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2023-09-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS  
AMENDING APPENDIX A: UTILITY FEES; SETTING THE RATES AND FEES FOR  
CITY UTILITY SERVICES FOR THE FISCAL YEAR 2023-2024.**

**WHEREAS**, the City Council of the City of Alpine has cause in its legislative pursuit to modify systems, processes, and fees that enhance the City's mission of providing quality service to the citizens of Alpine; and

**WHEREAS**, the City Council passed ordinance 2021-04-04 which established a streamlined fee structure that improved the readability of utility fees and basic account charges; and

**WHEREAS**, pursuant to Ordinance 2021-04-04, the City Council shall pass an annual resolution updating the fee schedule in the utilities appendix; and

**WHEREAS**, with Fiscal Year 2023-2024 quickly approaching, the City Council has determined that the same utility rates and fees should be implemented as Fiscal Year 2022-2023.

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

**SECTION I.** All of the premises attached in the form hereto described as Exhibit "A" are hereby found to be true and correct findings of the City Council of the City of Alpine.

**SECTION II.** The City Manager is hereby directed to implement the updated Utility Fees.

**SECTION III.** This resolution is effective October 1, 2023.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 5<sup>th</sup> DAY OF SEPTEMBER 2023 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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Catherine Eaves, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary

**EXHIBIT "A"**

<b>APPENDIX A: UTILITIES FEES</b>			
<b>SECTION</b>	<b>DESCRIPTION</b>	<b>CODE SECTION</b>	<b>FEE</b>
<b>I.</b>	<b>Franchise Application</b>	Sec. 98-2	
	Franchise Application Fee		\$250.00
	<b>Security Deposit Fees</b>	Sec. 98-4	
	Residential water, sewer, and sanitation		\$200.00
	Small Commercial water, sewer, and sanitation		\$250.00
	Laundromats, recreational vehicle parks, washaterias, and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels, and concrete plants		\$1,500.00
<b>II.</b>	<b>Water and Sewer Extensions</b>	Sec. 98-49	
	1" or less Water extension of front footage, per linear foot		\$30.00
	Greater than 1" water extension of front footage, per linear foot		At Cost
	Water extension of front footage, per linear foot outside CCR		At Cost
	4" Sewer extension of front footage, per linear foot		\$35.00
	Greater than 4" sewer extension of front footage, per linear foot		At Cost
	Sewer extension of front footage outside CCR		At Cost
	<b>Water Taps and Meter Settings</b>	Sec. 98-49	
	¾ inch tap		\$1,325.00
	1 inch tap		\$1,620.00
	1½ inch tap		\$2,025 or AT COST
	2 inch tap		\$2,700 or AT COST
	Greater than 2 inch tap		AT COST + \$60/hour of labor and \$100/hour for Equipment

	Water tap Impact fee		\$500.00 / Each street cut required
	Residential 4 inch sewer tap		\$1,620.00
	All other sewer taps		AT COST + \$60/hour of labor and \$100/hour for Equipment
	Sewer tap Impact fee		\$500.00 / Each street cut required
<b>III.</b>	<b>Meter and Cutoff</b>	Sec. 98-82	
	5/8 - inch meter		\$110.00
	3/4 - inch meter		\$110.00
	<b>(a) Minimum charges for metered accounts - Residential Rates</b>	Sec. 98-93	
	¾-inch		\$8.00
	1-inch		\$11.00
	1½-inch		\$16.00
	2-inch		\$20.00
	<b>Minimum charges for metered accounts - Commercial and Sul Ross State University Rates</b>	Sec. 98-93 (a)	
	¾-inch		\$9.00
	1-inch		\$12.00
	1½-inch		\$17.00
	2-inch		\$21.00
	3-inch		\$34.00
	4-inch		\$43.00
	6-inch		\$58.00
	8-inch		\$69.00
	<b>(b) Residential and Commercial water rates per meter</b>	Sec. 98-93 (b)	
	Minimum for the first 2,000 gallons		\$8.57
	For every 1,000 gallons over 2,000 gallons		\$3.30
	For every 1,000 gallons over 5,000 gallons		\$3.35
	For every 1,000 gallons over 12,000 gallons		\$3.40

	For every 1,000 gallons over 25,000 gallons		\$3.50
	For every 1,000 gallons over 100,000 gallons		\$3.60
	<b>(c) Bulk water rates</b>	Sec. 98-93 (c)	
	For first 1,000 gallons		\$50.00
	For the next 1,000 gallons and thereafter/per 1,000		\$45.00
	Effluent bulk water		
<b>IV.</b>	<b>Delinquency</b>	Sec. 98-86	
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Meter re-read after 1st re-read within 1 year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation fee off		\$25.00
	Meter testing fee		At Cost
	Faulted Meters		Expense of the City
	Non-Faulted meters		Expense of the customer at cost
	<b>Tampering Fee</b>	Sec. 98-89	\$150.00 + Damages, any additional cost to fix, gas usage, and possible criminal charges
<b>V.</b>	<b>(a) Sewer rates</b>	Sec. 98-123	
	(1) Residential flat rate		\$15.50
	(2) Commercial		
	Minimum rates for the first 4,000 gallons on the average water consumption of the previous 12 months		\$14.55
	Minimum rates for every 1,000 gallons over 4,000		\$2.78
	Camera Fee		\$75.00
	<b>Liquid sewage wastes fees</b>	Sec. 98-196	
	0 to 300 gallons		\$50.00
	Spillage cleanup fee		\$100.00



<b>VI.</b>	<b>Gas rates, deposits, and penalties</b>	Sec. 98-333	
	<b>(a) Gas rates</b>		
	Gas rates are set by City Council via Contract with Natural Gas Vendor		
	To Determine the Spot Rate: Cost of gas 5% allowance for losses, Contracted Rate $\times$ 1.05 = Amount		
	Plus cost of service, City of Alpine		\$10.00
	-		
	<b>Excess flow valve (EFV) in gas distribution systems: Effective June 20, 2017</b>	Sec. 98-333	
	Poly Services		\$250.00
	Steel Services		\$750.00
	<b>(b) Deposits</b>	Sec. 98-333	
	Residential deposits		\$200.00
	Small commercial to include but not be limited to grocery stores, shops, storages, automatic laundry, automobile parking lots, bakery, bank, barber and beauty shops, billiard or pool hall, cafeteria, clinic, cleaning and pressing shops, drug store, filling station, florists shop, ice retail distributing, mortuaries, picture theater, office, radio repair and sales, real estate office, restaurants, taverns, radio studio, shoe repair, stores and shops for the sale of products at retail, stores and shops for custom work or the making of articles to be sold at retail on the premises, and studios (art, music, photo, etc.)		\$250.00
	Laundromats, recreational vehicle parks, washaterias and any small business franchise		\$500.00
	Housing units, industrial and/or agricultural users, motels and concrete plants		\$1,500.00

	<b>(c) Penalties, disconnect, reconnect, and other miscellaneous service fees</b>	Sec. 98-333	
	Meter re-read after first re-read within one year of service		\$25.00
	Vacation fee on		\$25.00
	Vacation off		\$25.00
	Customers with 500 MCF'S and over shall receive a \$3.00 per MMBTU discount.		
	Disconnect Fee		\$35.00
	Reconnect Fee		\$35.00
	Late Fee		%5 of Gas Billed
	Meter Guard Fee		\$200.00
	<b>Tampering fee</b>	Sec. 98-334	\$150.00 + Damages, any additional cost to fix, gas usage, and possible criminal charges
	<b>Emergency Shut Off Valves - Customer Side</b>		\$25.00 (If Gas Department Installs)
	<b>Gas tap fees</b>	Sec. 98-335	
	Retirement of gas tap		\$375.00
	1" gas tap		\$1,000.00
	Retirement of gas tap & relocate		\$1,375.00
	Over 1" gas tap		At Cost
	Main Extensions		\$10.00 per linear foot
	Gas tap Impact fee...\$500.00 each cut required		\$500.00 each cut required
<b>VII.</b>	<b>Garbage</b>		
	Garbage rates are set by City Council via Contract with Disposal Company		
	Garbage Permit Deposit		\$200.00



## **CITY COUNCIL MEETING AGENDA ITEM COVER MEMO**

**September 5, 2023**

To: Honorable Mayor and City Council

Agenda Item: Action Item 4- Resolution 2023-09-02- Prohibited Use of TikTok and Prohibited Technologies Security Policy

Agenda Submitted by: M. Antrim, City Manager

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### **SYNOPSIS**

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4. Approve Resolution 2023-09-02, a resolution adopting a policy prohibiting the installation or use of TikTok on city devices or for use of that application for official city related business pursuant to Texas SB 1893. (M. Antrim, City Manager)

---

### **BACKGROUND**

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- Effective September 1, 2023 – Senate Bill 1893 prohibits the use of certain social media applications and services on devices owned or leased by governmental agencies; including state, municipal, county, or special purpose districts.
- TikTok is included in the list of prohibited media applications, as well as several others.
- This list is maintained and updated by the Department of Information Resources (DIR) and the Texas Department of Public Safety (DPS).
- The City is working with our network provider and cell phone providers to ensure all State recommended sites be blocked from access on our network and cell phones.

---

### **SUPPORTING MATERIALS**

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1. Resolution 2023-09-02 and Exhibit – Prohibited Technologies Security Policy

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### **STAFF RECOMMENDATION**

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**Recommendation: APPROVE**

THE STATE OF TEXAS

COUNTY OF BREWSTER

CITY OF ALPINE

**RESOLUTION 2023-09-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ADOPTING A POLICY PROHIBITING THE INSTALLATION OR USE OF TIKTOK ON CITY DEVICES OR FOR USE OF THAT APPLICATION FOR OFFICIAL CITY RELATED BUSINESS PURSUANT TO TEXAS SENATE BILL 1893.**

**WHEREAS**, Pursuant to Texas S.B. 1893 which goes into effect September 1, 2023, the City hereby adopts a policy prohibiting the installation or use of TikTok or any application covered by Chapter 620 of the Texas Government Code on any device owned or leased by the City and requiring removal of the application from those devices if already installed; and

**WHEREAS**, The City shall also adopt a policy prohibiting the employee use of those applications for City-related business; and

**WHEREAS**, TikTok may be installed and used to the extent necessary for providing law enforcement or developing or implementing information security measures, and used in compliance and documented measures to mitigate risks to the security of governmental entity information; and

**WHEREAS**, The City Council authorizes the City Manager to execute all documents necessary to complete this transaction; and

**WHEREAS**, All resolutions and agreements and parts of resolutions and agreements in conflict herewith are hereby repealed to the extent of conflict only.

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

**SECTION 1.** That the Council adopts the Prohibited Technologies Security Policy as listed in Exhibit "A."

**PASSED AND APPROVED THIS THE 5<sup>th</sup> DAY OF SEPTEMBER 2023 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

---

Catherine Eaves, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary

“Exhibit A”



# Prohibited Technologies Security Policy

Date: September 5, 2023

Version: 1.0

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## 1.0 INTRODUCTION

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### 1.1 PURPOSE

Effective September 1, 2023, Texas S.B. 1983 prohibits the use of certain social media applications and services on devices owned or leased by governmental entities; including state, municipal, county, or special purpose districts.

In addition to TikTok, the City of Alpine may add other software and hardware products with security concerns to this policy and will be required to remove prohibited technologies which are on the Department of Information Resources (DIR) prohibited technology list. Throughout this Policy, "Prohibited Technologies" shall refer to TikTok and any additional hardware or software products added to this Policy.

### 1.2 SCOPE

This policy applies to all City of Alpine full and part-time employees including contractors, paid or unpaid interns, and users of City networks. All City of Alpine employees are responsible for complying with the terms and conditions of this policy.

## 2.0 POLICY

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### 2.1 CITY-OWNED DEVICES

Except where approved exceptions apply (as outlined in Section 4.0), the use or download of prohibited applications or websites is prohibited on all city-owned devices, including cell phones, tablets, desktop and laptop computers, and other internet capable devices.

The City of Alpine must identify, track, and control city-owned devices to prohibit the installation of or access to all prohibited applications. This includes the various prohibited applications for mobile, desktop, or other internet capable devices.

The City of Alpine must manage all city-issued mobile devices by implementing the security controls listed below:

- a. Restrict access to “app stores” or non-authorized software repositories to prevent the install of unauthorized applications.
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- c. Maintain the ability to remotely uninstall un-authorized software from mobile devices.
- d. Deploy secure baseline configurations, for mobile devices, as determined by the City of Alpine.

## **2.2 PERSONAL DEVICES USED FOR CITY BUSINESS**

Employees and contractors may not install or operate prohibited applications or technologies on any personal device that is used to conduct state business. City business includes accessing any city owned data, applications, email accounts, non-public facing communications, city email, VoIP, SMS, video conferencing, and any other city databases or applications.

If an employee or contractor has a justifiable need to allow the use of personal devices to conduct city business, they may request that their device be exempt and notice provided to the City.

## **2.3 IDENTIFICATION OF SENSITIVE LOCATIONS**

Sensitive locations must be identified, cataloged, and labeled by the agency. A sensitive location is any location, physical, or logical (such as video conferencing, or electronic meeting rooms) that is used to discuss confidential or sensitive information, including information technology configurations, criminal justice information, financial data, personally identifiable data, sensitive personal information, or any data protected by federal or state law.

Unauthorized devices such as personal cell phones, tablets, or laptops may not enter sensitive locations, which includes any electronic meeting labeled as a sensitive location.

Visitors granted access to secure locations are subject to the same limitations as contractors and employees on unauthorized personal devices when entering secure locations.



## 2.4 NETWORK RESTRICTIONS

The City will block access to prohibited technologies on the city network. To ensure multiple layers of protection, the City of Alpine will also implement additional network-based restrictions to include:

- a. Configure agency firewalls to block access to statewide prohibited services on all agency technology infrastructures, including local networks, WAN, and VPN connections.
- b. Prohibit personal devices with prohibited technologies installed from connecting to agency or state technology infrastructure or city/state data.
- c. Provide a separate network for access to prohibited technologies with the approval of the executive head of the agency.

## 2.5 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, the City will regularly monitor and evaluate additional technologies posing concerns for inclusion in this policy based on recommendations from the Department of Public Service (DPS) and the Department of Information Resources (DIR).

The Department of Information Resources hosts a site that lists all prohibited technologies including apps, software, hardware, or technology providers. The prohibited technologies list current as of September 1, 2023, can be found at Addendum A. New technologies will be added to the list after consultation between DIR and DPS.

The City of Alpine will implement the removal and prohibition of any listed technology. The City of Alpine may prohibit technology threats in addition to those identified by DIR and DPS.

### 3.0 POLICY COMPLIANCE

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All employees shall sign a document annually confirming their understanding of this policy.

Compliance with this policy will be verified through various methods, including but not limited to, IT/security system reports and feedback to agency leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

### 4.0 EXCEPTIONS

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Exceptions to the ban on prohibited technologies may only be approved by the executive head of the City of Alpine. This authority may not be delegated. All approved exceptions to the TikTok prohibition or other prohibited technology must be recorded.

Exceptions to the policy will only be considered when the use of prohibited technologies is required for a specific business need, such as enabling criminal or civil investigations or for sharing of information to the public during an emergency. For personal devices used for city business, exceptions should be limited to extenuating circumstances and only granted for a pre-defined period of time. To the extent practicable, exception-based use should only be performed on devices that are not used for other state business and on non-state networks. Cameras and microphones should be disabled on devices for exception-based use.

### 5.0 VERSION HISTORY

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This table summarizes the major edits, i.e., edits affecting transition points, process changes, system changes, and/or role changes.

Version	Date	Responsible	Revision Summary
1.0	September 5, 2023	City Manager	Document Creation

## ADDENDUM A

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The up-to-date list of prohibited technologies is published at <https://dir.texas.gov/information-security/prohibited-technologies>. The following list is current as of September 1, 2023.

### **Prohibited Software/Applications/Developers**

- TikTok
- Kaspersky
- ByteDance Ltd.
- Tencent Holdings Ltd.
- Alipay
- CamScanner
- QQ Wallet
- SHAREit
- VMate
- WeChat
- WeChat Pay
- WPS Office
- Any subsidiary or affiliate an entity listed above.

### **Prohibited Hardware/Equipment/Manufacturers**

- Huawei Technologies Company
- ZTE Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company
- SZ DJI Technology Company
- Hytera Communications Corporation
- Any subsidiary or affiliate an entity listed above.



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**

**September 5, 2023**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 5- Approval- Alpine Public Library Contract  
Agenda Submitted by: M. Antrim, City Manager

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**SYNOPSIS**

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5. Approve the 2023-2024 Alpine Public Library Agreement (M. Antrim, City Manager)

---

**BACKGROUND**

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- The City of Alpine has supported the Alpine Public Library for over 20 years.
- 2023 – 2024 Agreement reflects a \$5,000 increase from prior years, for a total annual contribution of \$45,000 to the Alpine Public Library.
- The agreement is renewed annual.
- The Alpine Public Library continues to provide a valuable service to the residents of Alpine.

---

**SUPPORTING MATERIALS**

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1. 2023- 2024 Alpine Public Library Agreement

---

**STAFF RECOMMENDATION**

---

**Recommendation: APPROVE**

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**AGREEMENT FOR PUBLIC LIBRARY SERVICES**

**WHEREAS**, the Alpine Public Library Association and the City of Alpine seek to promote the goal of development of the Library, and expand and enrich the services provided to its patrons; and

**WHEREAS**, Alpine Public Library Association is a non-profit organization designed to support the Alpine Public Library by funding new equipment, supplies, public programs, and special projects that are not covered by other funding sources; and

**WHEREAS**, the Alpine Public Library Association seeks to further that support into this Agreement establishing the rights and obligations of both parties as it pertains to use of Library facilities, materials, space, and supportive services.

**NOW, THEREFORE**, for and in consideration of the mutual benefits and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- The City of Alpine, Texas contracts with the Alpine Public Library Association, for the services of a Public Library. The Library Association will provide citizens of Alpine access to books and media standards to those of small city libraries in Texas. Library activities, accomplishments, and goals are attached as "Exhibit A."
- The City of Alpine will pay the Alpine Public Library a fee of \$45,000 annually, distributed through 12 months beginning October 1, 2023, through September 30, 2024. This contract will be renewable each year in the month of September.
- Notice under this Agreement shall be provided to the following addresses:

City of Alpine	Alpine Public Library Association
City Manager	c/o Alpine Public Library
100 N. 13th Street	805 W. Avenue E.
Alpine, Texas 79830	Alpine, Texas 79830
- This agreement shall be effective upon its execution.

**EXECUTED THIS 5<sup>th</sup> DAY OF SEPTEMBER 2023.**

CITY OF ALPINE, TEXAS  
A Texas Municipal Corporation

ALPINE PUBLIC LIBRARY ASSOCIATION  
A Non-Profit Organization

---

Megan Antrim, City Manager

---

Don Wetterauer, Executive Director

## **“Exhibit A”**

### **Alpine Public Library FY 2023-2024 Library Activities/Goals**

Prepared for the City of Alpine

August 2023

*Mission: The Alpine Public Library works to build community, encourage literacy, and promote lifelong learning. We endeavor to create and maintain a welcoming facility with relevant and enriching resources that connect our diverse and geographically remote area to the world.*

*Vision: The Alpine Public Library envisions a future in which individuals and families are engaged, lifelong learners.*

APL will:

1. Provide traditional library collections to the residents of Alpine and Brewster County including books, periodicals, DVD's, audio books, and electronic resources. We will continue to provide printing, copying, faxing, scanning, and Notary Public services.
2. Provide free all-ages programming to promote literacy and our nonprofit mission. These include but are not limited to:
  - a. Children's story times and thematic programming for babies and toddlers
  - b. Services for school-age kids and teens including book clubs and STEM (Science, Technology, Engineering, and Math) content
  - c. Services for parents including instructional and family-oriented resources, such as nutritional and health-related content
  - d. Adult programs for entertainment and lifelong learning
    - i. Computer Literacy training for adults
    - ii. English tutoring for adults
    - iii. Lecture series and author visits
    - iv. GED preparation tutoring and testing
    - v. Citizenship classes
    - vi. Other relevant adult programming on various topics
  - e. Services for seniors such as our homebound program
3. Provide free internet-connected computers for patron use, as well as free Wi-Fi connections
4. Provide multi-use space for public meetings and gatherings (not-for-profit use)

FY2023-2024 goals include:

1. Continue our collaboration with area agencies and organizations
2. Continue to meet library accreditation standards of the Texas State Library and Archives Commission (TSLAC)
3. Exceed TSLAC qualitative library standards
4. Provide adult literacy curriculum and opportunities for adult basic education
5. Maintain an increased internet bandwidth and make upgrades to equipment
6. Expand library space to better serve our community



## **CITY COUNCIL MEETING AGENDA ITEM COVER MEMO**

**September 5, 2023**

To: Honorable Mayor and City Council

Agenda Item: Action Item 6- Approval- Family Crisis Center of the Big Bend Agreement

Agenda Submitted by: M. Antrim, City Manager

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### **SYNOPSIS**

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6. Approve the 2023-2024 Family Crisis Center of the Big Bend Agreement. (M. Antrim, City Manager)

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### **BACKGROUND**

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- The City of Alpine has supported the Big Bend Family Crisis Center for over 10 years.
- Prior, the agreement was for three years with an annual increase each year.
- 2023-2024's Agreement is for one (1) year with an annual contribution of \$9,424.77 to be paid quarterly to the Family Crisis Center of the Big Bend.
- The Family Crisis Center of the Big Bend continues to provide a valuable service to the residents of Alpine.

---

### **SUPPORTING MATERIALS**

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1. 2023 - 2024 Big Bend Family Crisis Center of the Big Bend Agreement

---

### **STAFF RECOMMENDATION**

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**Recommendation: APPROVE**

**2023 – 2024 AGREEMENT FOR COMMUNITY SERVICE  
BETWEEN THE CITY OF ALPINE  
AND FAMILY CRISIS CENTER OF THE BIG BEND, INC.**

**STATE OF TEXAS**

**&**

**&**

**COUNTY OF BREWSTER**

**&**

**THIS AGREEMENT** is entered into by and between the City of Alpine, Texas a home rule municipal corporation located in Brewster County, Texas, acting by and through its duly authorized Mayor (hereinafter referred to as “City”), and the Family Crisis Center of the Big Bend, Inc. (hereinafter referred to as “FCCBB”), a nonprofit organization operating in the City of Alpine as an organization described in section 501 (c) (3) of the Internal Revenue Code, acting by and through its duly authorized Executive Director (hereinafter referred to as “Coordinator”).

**WHEREAS**, the purpose of FCCBB is to provide assistance to victims of domestic violence, sexual assault and violent crime and activities as needed to citizens of this community; and

**WHEREAS**, the City Council has found and determined that the services provided to the community by FCCBB fulfills a valid public purpose, and that the value of such services exceed the funding that is to be provided by the City under this Agreement; and

**WHEREAS**, City and FCCBB desire to enter into an Agreement whereby FCCBB will provide assistance to victims of domestic violence, sexual assault and violent crime of the Alpine community and others as referred by City;

**NOW, THEREFORE**, City and FCCBB do hereby covenant and agree as follows:

**SECTION 1  
SCOPE OF SERVICES**

**The Scope of Service shall include:**

**“FCCBB”**

- 1. To coordinate, organize and run the Victim Assistance program and associated activities.**
- 2. To organize volunteers to plan and support the programs and activities to Alpine residents.**
- 3. Order necessary supplies and materials for said program and associated activities.**
- 4. Track services, attendance and costs associated with the program and the associated activities. Prepare and provide reports to the City on a quarterly basis, due 30 days after the conclusion of each calendar quarter. An annual summary report shall be provided to the City by October 31 of each year.**
- 5. Include a place on the board for a Member of the City Council as a voting member.**



**City**

1. **The City Council Member shall serve as liaison to the City to provide guidance and direction to FCCB and monitor activities.**

**SECTION 2  
FCCBB'S OPERATIONS**

1. **"FCCBB" shall operate in accordance with its own approved by-laws, as well as all Federal and State laws and regulations.**
2. **"FCCBB" Board of Trustees shall meet periodically. The time, date, place, and agenda of those meetings shall be solely defined by "FCCBB". The City liaison shall be apprised of all board meetings, and the liaison shall participate as voting member at all scheduled meetings.**
3. **The City shall have the right to review the books and records kept to the services proved by "FCCBB" to the City.**

**SECTION 3  
TERM OF AGREEMENT**

1. **The term of this agreement shall be for a period of twelve (12) months beginning October 1, 2023 and ending September 30, 2024.**
2. **Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Upon termination, or if FCCBB ceases to provide services under this Agreement, FCCBB shall return any unexpended funds paid pursuant to this Agreement.**

**SECTION 4  
FINANCIAL SUPPORT FOR SERVICES**

**City agrees to pay to "FCCBB" the following amounts in quarterly payments by the tenth (10) day of the new quarter to help cover the operational cost of the "FCCBB":**

1. **\$9,424.77 for the period of October 1, 2023 through September 30, 2024**

**SECTION 5  
INDEPENDENT CONTRACTOR  
NO JOINT VENTURE**

In performing the services hereunder, FCCBB is acting as an independent contractor, and shall not be deemed an employee, agent or partner of the City. Neither party shall have the authority to make binding representations or agreements on behalf of the other. This Agreement does not create a Joint Venture. There are no third-party beneficiaries of this Agreement.

**SECTION 6  
NO WAIVER OF GOVERNMENTAL IMMUNITY**

Notwithstanding any provision of this Agreement to the contrary, nothing contained in this Agreement shall be construed to limit or waive any governmental or sovereign immunity of the City, or any immunity applicable to its officers, agents, servants or employees.

**SECTION 7  
NON-ASSIGNABLE**

1. This Agreement sets forth all the agreements between the parties and no modification shall be effective unless reduced to writing and signed by the part to be changed therewith.
2. This Agreement is non-assignable.

This document may be executed in duplicate originals.

IN WITNESS WHEREOF the City and FCCBB have executed this agreement as of this the 5<sup>th</sup> Day of September, 2023.

\_\_\_\_\_  
Catherine Eaves, Mayor  
City of Alpine

\_\_\_\_\_  
Executive Director. FCCBB

Approved as to form and legality:

\_\_\_\_\_  
City Attorney



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**

**September 5, 2023**

To: Honorable Mayor and City Council  
Agenda Item: Action Item 7- Approval- Big Bend Concrete Contract  
Agenda Submitted by: M. Antrim, City Manager

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**SYNOPSIS**

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7. Approve the Big Bend Concrete Contract for concrete and concrete pad services, responsive to the contract awarded to Big Bend Concrete from Request for Proposal 2023-04-01. (M. Antrim, City Manager)

---

**BACKGROUND**

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- The City of Alpine issued a request for proposal for concrete and concrete services in April 2023 after receiving no responses from the first request.
- Two bids were received.
- Council voted to accept the bid proposal from Big Bend Concrete with the amendment to reflect the same pricing format for all sections.
- Big Bend Concrete updated the bid to include the requested information.
- 2020 Projected Project costs - \$199,000
- Total Contract Amount - \$218,250

---

**SUPPORTING MATERIALS**

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1. Concrete and Concrete Pad Services Contract – Big Bend Concrete Co.

---

**STAFF RECOMMENDATION**

---

**Recommendation: APPROVE**

# **CONCRETE AND CONCRETE PAD SERVICES CONTRACT**

**RFP 2023-04-01**

This Contract is signed and effective the \_\_\_\_\_ day of \_\_\_\_\_ 2023, by and between the **CITY OF ALPINE TEXAS**, the “City”, and **BIG BEND CONCRETE CO.**, the “Contractor.”

**WHEREAS**, the City issued a Request for Proposals, **RFP NO. 2023-04-01 CONCRETE AND CONCRETE PAD SERVICES CONTRACT** (“RFP”) to enter into a contract with a supplier to provide services as described in the Scope of Services in the RFP;

**WHEREAS**, the City has reviewed and evaluated the proposals received in response to the RFP and has selected the Contractor’s proposal as the one that is most responsive to the City’s RFP and the City’s needs; and

**WHEREAS**, the City desires to enter into a contract with the Contractor to provide concrete and concrete pad services based upon the City’s RFP and the Contractor’s proposal, which are both hereby incorporated into this Contract by this reference.

**NOW THEREFORE**, the Parties do mutually agree as follows:

## **1. Scope of Services**

- A. The Contractor shall perform all concrete work services (the “Services” or “Work”) identified in the City’s RFP and the Contractor’s proposal.
- B. The Contractor shall submit a written WEEKLY STATUS REPORT at the end of each week via email to City’s Public Works Director at [eddie.molinar@cityofalpine.com](mailto:eddie.molinar@cityofalpine.com), beginning when the contract is initiated through finalization of the contract work. These reports can be brief but should include at a minimum 1) what tasks were completed that week and 2) what will be addressed the following week.

## **2. Term**

The initial term of this Contract is for one (1) year. The Contract will commence on September 15, 2023 **and** terminate on September 14, 2024, unless extended, as set forth in the Option to Extend below.

## **OPTION TO EXTEND THE TERM OF THE CONTRACT:**

The Contract will include two (2) one-year options to extend at the same unit prices if the option is exercised by the City at least thirty (30) days prior to the expiration of the original term of the Alpine Contract for Concrete Services

Big Bend Concrete Services, 2023

Contract or at least thirty (30) days prior to the expiration of the first one-year option if the City exercises the second one-year option.

The City at its sole discretion may exercise any option to extend the term of the contract, by giving the Contractor written notice within the applicable time period.

### **3. Compensation and Billing**

- A. The total amount paid to the Contractor for services under this Contract shall be **two hundred eighteen thousand two hundred and fifty dollars (\$218,250.00)**
- B. The Contractor will submit invoices to the City on the 25<sup>th</sup> day of each month for services furnished between that date and the period covering the prior month's invoice, to include the costs for the basic services under the Contract and the costs for all other provided services, as allowed.
- C. Invoices will be itemized and must include the initial RFP Number (#2023-04-01) for reference.
- D. Do not include Federal Tax, State Tax, or City Tax. The City will furnish a tax exemption certificate upon request.
- E. Discounts, if applicable, will be taken from the date of receipt of goods or date of invoice, whichever is later.
- F. A copy of the bill of lading and the freight waybill, when applicable, will be attached to the invoice.
- G. Payments will be processed after verification and approval of such invoice. Payment shall be made in accordance with the Texas Prompt Payment Act.
- H. Mail or drop-off invoices to:

City of Alpine Public Works Department  
Accounts Payable  
100 North 13<sup>th</sup> Street  
Alpine Texas 79830  
accounts.payable@cityofalpine.com

- I. The Contractor shall advise the Alpine Accounts Payable Section of any changes in its remittance addresses.

#### **4. Termination**

Either party may terminate this Contract if the other party has breached the Contract and fails to correct such breach for a period of thirty (30) days after receipt of written notice to correct the same. In addition, either party may terminate this Contract without cause upon thirty (30) day written notice to the other party of the intention to terminate this Contract. In addition, this Contract may be terminated at any time by a mutual written contract of the Parties. In addition, this Contract shall automatically terminate if the City fails to appropriate or budget money for the payment of the services under this Contract. All payments by the City under this Contract are payable only out of current City revenues.

#### **5. Independent Contractor**

The Contractor shall instruct all of its employees as to work procedures and thoroughly acquaint each employee with his or her duties. The City shall notify the Contractor if any of the Contractor's employees do not perform their duties as necessary to perform the Contractor's duties under this Contract. Nothing contained herein shall be construed as creating the relationship of employer-and-employee between the City and the Contractor or between the City and the Contractor's employees. The Contract shall be deemed at all times to be an independent contractor. In carrying out the terms of this Contract, the Contractor shall select its own employees and such employees shall be and shall act under the exclusive and complete supervision and control of the Contractor.

#### **6. Employees**

- A. The Contractor shall provide an adequate staff for the coordination and expediting of its work. The Contractor shall employ only competent, efficient personnel for the performance of services and shall not use on the work any unfit person or one not skilled in the work assigned; and shall at all times maintain good order and strict discipline among its employees.
- B. The Contractor shall pay or cause to be paid, without cost or expense to the City, all Social Security, Unemployment, and Federal Income Withholding taxes of all employees and that all employees shall be paid wages and benefits as required by federal and state law.

#### **7. Insurance**

- A. The Contractor agrees to maintain the types and amounts of insurance required in this contract throughout the term of the contract. The following insurance policies shall be required:

- 1. Commercial General Liability
- 2. Business Automobile Liability
- 3. Workers' Compensation
- 4. Professional Liability

## 5. Performance and Payment Bond

- B. For each of these policies, the Contractor's insurance coverage shall be primary with respect to the City, its officials, agents, employees, and volunteers. Any insurance or self-insurance carried or obtained by the City, its officials, agents, employees or volunteers, shall be considered in excess of the Contractor's insurance and shall not contribute to it. No term or provision of the indemnification provided by the Contractor to the City pursuant to this contract shall be construed or interpreted as limiting or otherwise affecting the terms of the insurance coverage.

**All Certificates of Insurance and endorsements shall be furnished to the City's Representative at the time of execution of this contract, attached hereto as Exhibit A, and approved by the City *before* work commences.**

### C. General Requirements Applicable to All Policies.

1. Only licensed insurance carriers authorized to do business in the State of Texas shall be accepted.
2. Deductibles shall be listed on the certificate of insurance and are acceptable only on an "occurrence" basis.
3. "Claims made" policies are not accepted, except for Professional Liability insurance.
4. Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the City
5. The Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent. Each certificate shall contain the following provisions and warranties:
  - a. The insurance company is licensed and authorized to do business in the State of Texas
  - b. The insurance policy is underwritten on forms provided by the Texas State Board of Insurance or ISO
  - c. All endorsements and coverages are included according to the requirements of this Contract
  - d. The form of notice of cancellation, termination, or change in coverage provisions is specified in this attachment
6. The City, its officials, agents, employees, and volunteers are to be listed as Additional Insureds on the Commercial General Liability and Business Automobile Liability Policies. The coverages shall contain no special limitations on the scope of protection afforded the City, its officials, employees, and volunteers.

**D. Commercial General Liability Requirements:**

1. Coverage shall be written by a carrier rated "A: VIII" or better in accordance with the current A. M. Best Key Rating Guide.
2. Minimum Combined Single Limit of \$500,000 per occurrence per project for bodily injury and property damage with a \$1,000,000 annual aggregate limit.
3. Coverage shall be at least as broad as Insurance Service's Office Number CG 00 01.
4. No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
5. The coverage shall not exclude: premises/operations; independent contracts; products/completed operations; contractual liability (insuring the indemnity provided herein); and where exposures exist, Explosion, Collapse and Underground coverage.
6. The City shall be listed as Additional Insured, and the policy shall be endorsed to waive rights of subrogation, to be primary and non-contributory with regard to any self-insurance or insurance policy held by the City.

**E. Business Automobile Liability Requirements:**

1. Coverage shall be written by a carrier rated "A: VIII" or better in accordance with the current Best Key Rating Guide.
2. Minimum Combined Single Limit of \$500,000 per occurrence for bodily injury and property damage.
3. The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
4. The coverage shall include owned, leased, or rented autos, non-owned autos, any autos and hired autos.

**F. Workers' Compensation Insurance Requirements:**

1. Pursuant to the requirements set forth in Title 28, Section 110.110 of the Texas Administrative Code, *all* employees of the Contractor, the Contractor, *all* employees of any and all subcontractors, and all other persons providing services must be covered by a workers compensation insurance policy, either directly through their employer's policy (the Contractor's, or subcontractor's policy) or through an executed coverage agreement on an approved DWC form. Accordingly, if a subcontractor does not have his or her own policy and a coverage agreement is used, Contractors and subcontractors *must* use that portion of the form whereby the hiring Contractor agrees to provide coverage to the employees of the subcontractor. The portion of the form that would otherwise allow them not to provide coverage for the employees of an independent Contractor may not be used.
2. The workers compensation insurance shall include the following terms:
  - a. Employer's Liability limits of \$1,000,000 for each accident is required.



- b. "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
- c. Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those listed in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

**G. Professional Liability Requirements:**

- 1. Coverage shall be written by a carrier rated "A:VIII" or better in accordance with the current A. M. Best Key Rating Guide.
- 2. Minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate, with a maximum deductible of \$100,000.00. Financial statements shall be furnished to the City upon request.
- 3. For "claims made" policies, the availability of a 24-month extended reporting period is necessary. The retroactive date shall be shown on the certificate of liability insurance.

**H. Performance/Payment Bond Requirements:**

In accordance with Chapter 2253, Texas Government Code, the City of Alpine requires the following for this public works contract:

A. A **Performance Bond** on the part of the Contractor for one hundred percent (100%) of the contract price, if the amount of the contract is in excess of \$100,000.00. A Performance Bond is one executed in connection with a contract to secure fulfillment of all contractor's obligations under such contract.

B. A **Payment Bond** on the part of the Contractor for one hundred percent (100%) of the contract price, if the amount of the contract is in excess of \$50,000.00. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

The surety company providing the Payment Bond shall designate an agent resident who resides within Brewster County to whom any requisite notices may be delivered and with whom service of process may be rendered in matters arising out of surety ship.

In accordance with Section 3503.004 of the TEXAS INSURANCE CODE, if a Performance or Payment Bond is an amount in excess of ten percent (10%) of the surety's capital and surplus, the City of Alpine will require, as a condition to accepting the bond(s), a written certification from the that the surety has reinsured the portion of the risk that exceeds ten percent (10%) of the surety's capital and surplus with one or more reinsurers who are duly authorized, accredited or trusted to do business in the State of

Texas. If any portion of the surety's obligation is reinsured, the amount reinsured may not exceed 10% of the reinsurer's capital and surplus.

1. The required bonds shall be executed only by a surety company that is authorized to write surety bonds in Texas. If the amount of the bond exceeds \$100,000, the surety company must also: (a) hold a certificate of authority from the United States secretary of the treasury to qualify as a surety on obligations permitted or required under federal law; or (b) have obtained reinsurance for any liability in excess of \$100,000 from a reinsurer that: (1) is an authorized reinsurer in this state; and (2) holds a certificate of authority from the United States secretary of the treasury to qualify as a surety or reinsurer on obligations permitted or required under federal law. To determine whether the surety on the bond or the reinsurer holds a certificate of authority from the United States secretary of the treasury, a party may conclusively rely on the list published in the Federal Register by the United States Department of the Treasury, covering the date on which the bond was executed, of the companies' holding certificates of authority as acceptable sureties on federal bonds and as acceptable reinsuring companies

## **8. INDEMNIFICATION**

**THE CONTRACTOR OR IT'S INSURER WILL INDEMNIFY, DEFEND AND HOLD THE CITY, IT'S OFFICERS, AGENTS AND EMPLOYEES, HARMLESS FOR AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE, (INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND COSTS) FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY, OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES, OR DEATH TO ANY PERSON ARISING OUT OF OR RELATED TO THIS CONTRACT. WITHOUT MODIFYING THE CONDITIONS OF PRESERVING, ASSERTING, OR ENFORCING ANY LEGAL LIABILITY AGAINST THE CITY AS REQUIRED BY ANY LAW, THE CITY WILL PROMPTLY FORWARD TO THE CONTRACTOR EVERY DEMAND, NOTICE, SUMMONS, OR OTHER PROCESS RECEIVED BY THE CITY IN ANY CLAIM OR LEGAL PROCEEDING CONTEMPLATED HEREIN. THE CONTRACTOR WILL 1) INVESTIGATE OR CAUSE THE INVESTIGATION OF ACCIDENTS OR OCCURRENCES INVOLVING SUCH INJURIES OR DAMAGES; 2) NEGOTIATE OR CAUSE TO BE NEGOTIATED THE CLAIM AS THE CONTRACTOR MAY DEEM EXPEDIENT; AND 3) DEFEND OR CAUSE TO BE DEFENDED ON BEHALF OF THE CITY ALL SUITS FOR DAMAGES EVEN IF GROUNDLESS, FALSE OR FRAUDULENT, BROUGHT BECAUSE OF SUCH INJURIES OR DAMAGES. THE CONTRACTOR WILL PAY ALL JUDGMENTS FINALLY ESTABLISHING LIABILITY OF THE CITY IN ACTIONS DEFENDED BY THE CONTRACTOR PURSUANT TO THIS SECTION ALONG WITH ALL ATTORNEYS' FEES AND COSTS INCURRED BY THE CITY INCLUDING INTEREST ACCRUING TO THE DATE OF THE PAYMENT BY THE CONTRACTOR, AND**

**PREMIUMS ON ANY APPEAL BONDS. THE CITY, AT ITS ELECTION, WILL HAVE THE RIGHT TO PARTICIPATE IN ANY SUCH NEGOTIATIONS OR LEGAL PROCEEDINGS TO THE EXTENT OF ITS INTEREST. THE CITY WILL NOT BE RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO THE CONTRACTOR'S PROPERTY FROM ANY CAUSE.**

#### **9. Gratuities**

The City may, by written notice to the Contractor, cancel this contract without liability to the Contractor if it is determined by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any City officer or employee with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making or any determinations with respect to the performing of such a contract. In the event this contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

#### **10. Right To Assurance**

Whenever one party to this contract in good faith has a reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that a demand is made, and no assurance is given within five (5) calendar days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

#### **11. Assignment–Delegation**

No right or interest in this contract will be assigned or delegation of any obligation made by the Contractor without the written permission of the City. Any attempted assignment or delegation by the Contractor will be void and totally ineffective for all purposes unless made in conformity with this paragraph.

#### **12. Interpretation-Parol Evidence**

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade will be relevant to supplement or explain any term used in this contract. Acceptance or supplement or acquiescence in a course of performance rendered under this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection.

#### **13. Availability of Funds**

The awarding of this contract is dependent upon the availability of funding. In the event that funds do not become available, the contract may be terminated, or the scope of services may be amended. Thirty (30) day written notice will be given to the Contractor and there will be no penalty nor removal charges incurred by the City.

#### **14. Workmanship**

The Contractor represents that it is qualified to perform the Work, that the Contractor and its subcontractors, if any, possess current, valid state and/or local licenses to perform the services, and that its services will be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances. The City will notify the Contractor if the work does not comply with such standards.

#### **15. Compliance with Laws and Ordinances**

The Contractor shall indemnify the City and observe and comply with all federal, state, and local laws, ordinances, and regulations which in any manner affect the Contract or the work and, to the extent allowed by law, shall indemnify and save and hold harmless the City against all claims arising from the violation of any such laws, ordinances, and regulations whether by the Contractor or its employees or clients.

#### **16. Venue and Law**

For the purposes of determining the place of the Contract and the law governing the same, this Contract is entered into in the City of Alpine and County of Brewster, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in Alpine, Texas.

#### **17. Severability**

Every provision of this Contract is declared severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

#### **18. Entire Agreement**

This Contract, including the incorporated City's RFP and the Contractor's proposal, constitutes and expresses the entire agreement between the parties regarding the scope of services specified. It shall not be amended or modified except in writing and signed by all parties.

#### **19. Binding Agreement**

The individual signing this Contract acknowledges that he or she is authorized to do so and said individual further warrants that he or she is authorized to commit and bind the Contractor to the terms and conditions of this Contract.

## **20. Dispute Resolution**

If either the Contractor or the City has a claim or dispute, the parties shall first attempt to resolve the matter through this dispute resolution process. The disputing party shall notify the other party in writing as soon as practicable after discovering the claim, dispute, or breach. The notice shall state the nature of the dispute and list the party's specific reasons for such dispute. Within ten (10) business days of receipt of the notice, both parties shall make a good faith effort, in person or through generally accepted means, to resolve any claim, dispute, breach, or other matter in question that may arise out of, or in connection with, this Contract. If the parties fail to resolve the dispute within sixty (60) days of the date of receipt of the notice of the dispute, then the parties may submit the matter to non-binding mediation upon the written consent of authorized representatives of both parties. If the parties cannot resolve the dispute through mediation, then either party shall have the right to exercise any and all remedies available under the law regarding the dispute.

## **21. Force Majeure**

The City and the Contractor will exert all efforts to perform the tasks set forth herein within the proposed schedules. However, neither the City nor the Contractor shall be held responsible for inability to perform under this Contract if such inability is a direct result of a force substantially beyond its control, including but not limited to the following: strikes, riots, civil disturbances, fire, insurrection, war, embargoes, failures of carriers, acts of God acts of the public enemy, health pandemics, or acts of a superior governmental authority.

## **22. Notices**

All notices provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage fully prepaid, and addressed to the proper party at the following addresses:

City: City of Alpine  
Attn: City Manager  
100 North 13<sup>th</sup> Street  
Alpine, Texas 79830

Contractor: Mr. Ryan Kinkade President  
Big Bend Concrete Co.  
1405 W. HWY 90  
Alpine, Texas 79830  
bigbendconcrete@gmail.com

Alternatively, notices shall be sent to such other addresses as the parties may designate to each other in writing from time to time.

Alpine Contract for Concrete Services

Big Bend Concrete Services, 2023

Page **10** of **12**

### **23. Texas Tort Claims Act**

This Contractor expressly agrees that, in all things relating to this Contract, the City is performing a governmental function, as defined by the Texas Tort Claims Act. The Contractor further expressly agrees that every act or omission of the City, which, in any way, pertains to or arises out of this Contract falls within the definition of a governmental function.

### **24. Energy Company Boycotts**

The Contractor represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the Contract, the Contractor shall promptly notify the City.

### **25. Firearm Entities And Trade Associations Discrimination**

The Contractor verifies that: (1) it does not, and will not for the duration of the contract, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the Contract, the Contractor shall promptly notify the City.

### **26. Foreign Terrorist Organizations**

The Contractor represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

### **27. Entities That Boycott Israel**

The Contractor represents and warrants that (1) it does not, and shall not for the duration of the contract, boycott Israel or (2) the verification required by Section 2271.002 of the Texas Government Code does not apply to the contract. If circumstances relevant to this provision change during the course of the Contract, the Contractor shall promptly notify the City.

***SIGNATURE PAGE (TO BE EXECUTED UPON AWARD)***

**IN WITNESS WHEREOF**, the parties have executed this Contract on the \_\_\_\_ day of September 2023.

**CITY OF ALPINE**

**By:** \_\_\_\_\_  
**Catherine Eaves, Mayor**

**ATTEST:**

**By:** \_\_\_\_\_  
**Geoffrey Calderon, City Secretary**

**Approved as to Form:**

**Approved as to Content:**

**By:** \_\_\_\_\_  
**Sylvia Borunda Firth**  
**Assistant City Attorney**

**By:** \_\_\_\_\_  
**Megan Antrim, City Manager**

**CONTRACTOR: Big Bend Concrete, Co.**

**By:** \_\_\_\_\_  
**Ryan Kinkade, President**

**Attachments:**

City of Alpine RFP-2023-0401  
Response to RFP by Big Bend Concrete Services, Co.

## CONCLUSION OVERVIEW

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

**NOTICE:** The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).

**NOTICE:** In compliance with the Americans with Disabilities Act, the City of Alpine will provide reasonable accommodations for persons attending meetings. This facility is wheelchair accessible, and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email [city.secretary@cityofalpine.com](mailto:city.secretary@cityofalpine.com) for further information.

### 11. Executive Session –

#### **Consultation with Attorney § 551.071, Texas Government Code**

Pursuant to Texas Government Code Sec. 551.071 (Consultation with Attorney) receive legal advice related to Pending Legal Requests, Potential Claims, and City Council Legal Requests.

1. Pending claims related to the oath of office for elected and appointed officials. (M. Antrim, City Manager)
2. Pending claims related to the Municipal Court Judge, the Municipal Court, City Attorneys and/or City Prosecutors. (M. Antrim, City Manager)
3. Consultation with attorney regarding the adoption, amendment, and enforcement of ordinances. (M. Antrim, City)

### 12. Action – Executive Session –

1. Action, if any, concerning any of the matters listed in the executive session. (M. Antrim, City Manager)

### 13. Adjourn.