



# Main Expense - EMPLOYEES

- Main expense for all departments and funds
- Up to 80% of a departments expense
- Includes more than just salaries & overtime
  - Benefits
    - Insurance – medical, dental, vision, life
    - Retirement
    - Unemployment / Worker's Comp
    - Vacation/Sick
    - Holidays
    - Longevity
    - Uniforms
    - Vehicles
    - IT equipment



CITY OF ALPINE FULL TIME POSITIONS BY DEPARTMENT						
DEPARTMENT	FY 2020-2021		FY 2021-2022		FY 2022-2023	REASON FOR CHANGE
ADMINISTRATION	4		4		5.5	Increase - Addition of Full Time Records Clerk and Transfer of Grant Writer to Admin
MUNICIPAL COURT	0.5		1		1	
POLICE	20		20		19.5	Reduced two part time positions to 1 (Dispatch)
FIRE DEPARTMENT	0.5		0.5		0	Removed
BUILDING SERVICES	3		3		2.5	Reduced - Code Enforcement responsibilities divided with Environmental Services
HUMAN RESOURCES	0.5		0.5		1	Part - Time to Full Time
FINANCE	4		6		5	Reduced - Grant Writer (.5) moved to Administration and HR/Finance moved to FT HR
ANIMAL CONTROL	4.5		5.5		5.5	
BUILDING MAINTENANCE	2		2		0	Combined with open Streets Department positions
PARKS & RECREATION	5		5		6	1 New Position
STREETS	10		10		13	3 New Positions
UTILITY BILLING	2		2		2	
WATER	11		15.5		13	Reduced - Current Fiscal Year request multiple new positions - unable to fill
WASTEWATER	2		3		3	
ENVIRONMENTAL SERVICE	2		3		2.5	Environmental Service Coordinator split with Code Enforcement
HOT	1		1.5		1.5	
AIRPORT	2		2		2	
GAS	7		8		8	Includes 2 Customer Service Clerks
CITY TOTAL	81		92.5		91	

# EMPLOYEES & BENEFITS

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## Proposed 2022-2023 Salaries

- 3 % Cost of Living Increase
- 2 % Merit raise (per an employee)
- Certification Pay Consideration
- Longevity

## Proposed 2022-2023 Health Insurance

- HSA (TASC) \$500 per employee – pro-rated for new hires and eligibility (funds from dedicated health insurance fund – not General Fund)
- Health Insurance – 20% increase per employee
  - Estimated feedback from Blue Cross/Blue Shield is less than 10% - pending

- Life Insurance – no change

## Proposed Retirement

- City obligation – 1.96% (effective 01/01/2023)
- Current obligation – 2.33 % (until 12/31/2022)

# All Departments

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## Insurance

- Property
- Auto

## Workman's Comp

## Unemployment

## Utilities

- Electricity
- Phone/Internet

## Cell Phones

IT needs – ongoing update of computers/  
software

## Office Supplies

## Dues & Memberships

# General Fund

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## NON-DEPARTMENTAL

### Contracts

- Emergent
- Family Crisis
- Library
- Tax Collection
- Appraisal Board
- Audit – Single Audit required

### Elections

### City Memberships/Dues

### IT – website/email

### Employee / Public Relations

## CITY COUNCIL

### Discretionary – proposed reduction

Salaries - Recommend change in pay scale (if approved not effective till May 2023)

### City Attorney Fees

# General Fund

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## ADMINISTRATION

Personal – Full Time records clerk, transfer of Grant Writer, Administrative Assistant

TML Conference – October 2022

Travel/Training

- City Secretary required courses
- City Manager Continuing Education

Muni- Code – update of ordinances

Leased Vehicle

## MUNICIPAL COURT

Proposed no changes

# General Fund

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## POLICE DEPARTMENT

Drug Dog

Copsync (vendor increase in pricing)/ Video Magistrate

Leased vehicles – FY 2021-2022 allotted for 2 additional vehicles – 1 ordered – still pending delivery

## FIRE DEPARTMENT

Removed PT assistant position

Pending inventory to address equipment needs

Increase maintenance vehicle and equipment

# General Fund

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## BUILDING SERVICES

Personal Changes – Fully staffed

Enforcement Clean Up – Illegal Dumping costs over allowed amount per TDS Contract

Abatement – removal of condemned (2018 never demolished) structures

## HUMAN RESOURCES

Personal Changes – Part time to Full Time

Drug Testing increase to cover all departments, reduction in other departments

# General Fund

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## FINANCE DEPARTMENT

Personal – reduced cost

IT – Accounting Software

Travel/Training– increase to cover new employees

## ANIMAL CONTROL

Travel/Training – increase to cover new employees

Animal Care / Cat Condos

Spay & Neuter Program

Leased Vehicles

# General Fund

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## BUILDING MAINTENANCE

ACO Building Maintenance

New Fleet Facility – Street Dept

Reduced personal – combined with Street Department to fill staffing needs

On going maintenance of City buildings/facilityes

## PARKS & RECREATION

Additional employee

Portion (\$75k) of required match for Texas Parks and Wildlife Grant – Pueblo Nuevo Park

Park Maintenance

Pool Maintenance

Leased Vehicles

# General Fund

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## STREET DEPARTMENT

3 additional positions

City seal coating / Patching

Sign Replacement

Contracted Paving

ACCE

Paving Equipment

Leased Vehicles

## STREET DEPARTMENT CONTINUED

Vehicle Maintenance

Equipment Maintenance – growing expense

Travel & Training– State CDL requirements changed in 2021 requiring additional training requirements creating an additional expense, heavy equipment training

# Public Utilities

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- **Utility Billing (1/2)**

- Personal
- Software Annual Maintenance
- Mailing – postage and mailing supplies
- Administration Fee

- **Water**

- Personal
- Recurring / Required
  - JD Water District Fees
  - TCEQ Fees
  - Membership/Dues
  - Insurance
  - Debt payments
  - Administration / Franchise Fee

## **Water Continued**

- Maintenance
  - Well Fields
  - Storage Tanks
  - Distribution – Line Maintenance
  - Fire Hydrants
  - SCADA
  - Chemicals
- Leased Vehicles
- Vehicle and Equipment Maintenance
- Equipment Replacement - Backhoe
- Fuel & Oil
- Safety Equipment
- Travel & Training – TCEQ required
- Facility Maintenance
- Uniforms

# Public Utilities

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- **Wastewater**

- Personal
- Facility Maintenance
  - Distribution – Line Maintenance
  - Chemicals
  - Testing
  - SCADA
- Wastewater Treatment Plant
- TCEQ Fees
- Travel/Training – TCEQ required
- Safety Equipment
- Leased Vehicles
- Uniforms
- Administration / Franchise Fee

- **Environmental Services**

- Personal
- Recycling Center – Maintenance
  - Glass Crusher
  - Building
- Travel and Training
- Uniforms
- TCEQ Fees – Landfill Permit
- Projects
  - Clean Ups
  - Public Education programs
  - Tire Disposal
- Administration / Franchise Fee

# Airport

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- Personal
- Travel & Training
- Facility Maintenance
- Equipment Maintenance
- Fuel Storage Maintenance
- Fuel
- AWOS Contract
- Administration Fees
- Taxiway – remaining portion
- City Matching for TxDOT Aviation 90/10 – Airport Master Plan update

# HOT

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## Visitor Center

- Personal
- Facility Maintenance
- Advertising / Mailings

Expenses are regulated by State Law

## Tourism Director

### Events

- 51% of revenue required by State Law for Advertising
- Arts
- Historical Restoration
- Sporting Events
- Transportation
- Signage

# Gas Utility

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Personal

Natural Gas Purchases

Mandated line replacement

Meter Replacement program

Rail Road Commission Fees

Travel & Training– required every 3 years – all employees

Public Education

Uniforms - FR

Equipment & Vehicle Maintenance

Mailing – utility billing

Safety Equipment

Rectifier

# DEBT

2022-2023 Debt Payments										
Description of Debt	Final Payment	Principal		Interest	Unencumbered (Water/Wastewater)	Interest & Sinking	Total Payment		Fund	
RB W&S System Series 2003 A	9/1/2021	\$0.00		\$0.00	\$0.00		\$0.00		WATER	
CO Series 2005 TWDB	3/1/2036	\$138,000.00		\$0.00	\$138,000.00		\$138,000.00		WATER	
CO Series 2011	3/1/2031	\$65,000.00		\$27,389.25	\$40,651.27	\$51,737.98	\$92,389.25		WATER/ I&S	
GO Refunding Bonds Series 2011	3/1/2024	\$155,000.00		\$8,463.79	\$65,385.52	\$98,078.27	\$163,463.79		WATER/ I&S	
CO Combo Tax & Revenue Series 2012	3/1/2022	\$0.00		\$0.00	\$0.00		\$0.00		WASTEWATER	
Pumper Truck	10/1/2021	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		GENERAL	
				Total	\$244,036.79	\$149,816.25	\$393,853.04			