



**City of Alpine**  
**REGULAR CITY COUNCIL MEETING**  
**803 W. Holland Avenue, Alpine, Texas 79830**  
**Tuesday, January 18, 2022 - 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 January 18, 2022 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 the Public Comment and Public Hearing section of the agenda. 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 not later than five minutes before 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 and Pledge of Allegiance to the Flag.**
- 2. Determination of a Quorum and Proof of Notice of the Meeting.**
- 3. Public Comments** – (limited to 3 minutes per person)
- 4. Presentation, Recognitions, and Proclamations** – None.
- 5. Reports** -

### **City Mayor Report**

### **City Attorney Report**

### **City Manager Report**

- City Updates
- December 2021 Expense/Revenue Finance Report

### **City Staff Update**

- Environmental Services by Adelina Beall, Environmental Services Coordinator
- Gas Department by Randy Guzman, Gas Utility Director

## **6. Public Hearings** –

1. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2022-01-01, an ordinance amending Chapter 23 - City Council to the Alpine Code of Ordinances; Amending Article II - Rules of Procedure; Amending Article III - Rules of Decorum.
2. Public Hearing to obtain citizen views and comments on the first reading of Ordinance 2022-01-02, an ordinance amending Chapter 2 - Administration, Article IV - Finance, establishing Division 3 - Uncollectable Debt.

## **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 December 21, 2021 Special Meeting Minutes (G. Calderon, City Secretary)
2. Approval of January 4, 2022 Regular Meeting Minutes (G. Calderon, City Secretary)
3. Approval of excused absence of Councilor Tandy from January 4, 2022 Regular City Council Meeting (G. Calderon, City Secretary)
4. Approval of Public Utilities Worker II, Worker III, and Foreman job descriptions (M. Antrim, Interim City Manager)
5. Approval of FY 2021 Corrected 4<sup>th</sup> Quarter Investment Report (M. Antrim, Interim City Manager)
6. Approval of FY 2022 1<sup>st</sup> Quarter Investment Report (M. Antrim, Interim City Manager)

**8. Information or Discussion Items –**

1. Discussion with Texas Disposal Systems regarding solid waste, recycling, landfill lease, and operations request for proposal and tentative contract (M. Antrim, Interim City Manager)
2. Parks and Recreation Board Presentation by Chair Darin Nance (M. Antrim, Interim City Manager)
3. Presentation by Charlene Ripley (J. Stokes, City Council)

**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 2022-01-01, an ordinance amending Chapter 23 - City Council to the Alpine Code of Ordinances; Amending Article II - Rules of Procedure; Amending Article III - Rules of Decorum (J. Johnson, City Council)
2. Approve the second and final reading of Ordinance 2022-01-02, an ordinance amending Chapter 2 - Administration, Article IV - Finance, establishing Division 3 - Uncollectable Debt to the Alpine Code of Ordinances (Megan Antrim, Interim City Manager)
3. Approve Resolution 2022-01-07, a resolution adopting an uncollectable debt policy (M. Antrim, Interim City Manager)
4. Approve Resolution 2022-01-08, a resolution tasking the Parks and Recreation Board to pursue 2022 key City objectives (J. Stokes, City Council)

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

**NOTICE:** The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real

property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).


11. **Executive Session** – None.

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

13. **Adjourn.**

### **CERTIFICATION**

I, Megan Antrim, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 9:00 A.M. on January 14, 2022, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. 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@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

  
Megan Antrim, Interim City Manager



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**REPORTS: CITY MANAGER**

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1. City Manager Report by Megan Antrim, Interim City Manager

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**BACKGROUND**

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1. City Updates
2. December 2021 Expense/Revenue Finance Report

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**SUPPORTING MATERIALS**

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1. December 2021 Expense/Revenue Finance Report
2. City Manager City Updates Slide Presentation – provided at City Council Meeting; posted to City of Alpine website following Council meeting

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**STAFF RECOMMENDATION**

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N/A

# CITY OF ALPINE

## SUMMARY OF REVENUES AND EXPENDITURES AS OF DECEMBER 31, 2021

3RD month in Fiscal Year 2021-2022 or 25% completed as of December 31, 2021

REVENUES				EXPENDITURES			
FUND	FY 2022 Budget	FY 2022 Actual	% of FY 2022 Budget	FY 2022 Budget	FY 2022 Actual	% of FY 2022 Budget	
General Fund	\$6,350,060	\$1,566,665	24.67%	\$6,350,060	\$1,105,694	17.41%	
Water/Wastewater/Sanitation Utility Fund	\$5,893,780	\$1,239,662	21.03%	\$5,893,780	\$900,517	15.28%	
Airport Fund	\$655,536	\$178,572	27.24%	\$655,536	\$220,399	33.62%	
Hotel Occupancy Tax Fund	\$879,859	\$50,379	5.73%	\$879,859	\$177,211	20.14%	
Gas Utility Fund	\$2,026,970	\$383,837	18.94%	\$2,026,970	\$338,341	16.69%	
Interest & Sinking Fund	\$148,758	\$72,414	48.68%	\$148,758	\$0	0.00%	

# CITY OF ALPINE - GENERAL FUND - DECEMBER 2021

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0520 NON DEPARTMENTAL REVENUE								
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1000	SALE-CITY PROPERTY/ EASEMENTS	25,000.00	25,000.00		6,950.00	0.00	18,050.00	28
2000	WORKMAN'S COMP REFUND	0.00	0.00		0.00	0.00	0.00	
9000	AUCTION	15,000.00	15,000.00		0.00	0.00	15,000.00	00
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	NON DEPARTMENTAL REVENUE	40,000.00	40,000.00	0.00	6,950.00	0.00	33,050.00	17
0521 INTEREST RESERVE ACCOUNTS								
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0001	TEXSTAR	100.00	100.00		21.13	8.72	78.87	21
0002	TXCLASS CAPITAL IMPROVEMENTS	1,000.00	1,000.00		39.33	16.49	960.67	04
0003	TXCLASS FIRE ASSISTANCE	500.00	500.00		27.51	11.53	472.49	06
0004	TXCLASS CREEK PROJECT	500.00	500.00		31.89	13.40	468.11	06
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	INTEREST RESERVE ACCOUNTS	2,100.00	2,100.00	0.00	119.86	50.14	1,980.14	06
0523 ADMINISTRATIVE REVENUES								
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0090	ENTERPRISE ADMINISTRATIVE FEE	458,344.00	458,344.00		106,586.16	0.00	351,757.84	23
0100	ENTERPRISE FRANCHISE FEE	336,550.00	336,550.00		23,520.58	0.00	313,029.42	07
0612	FY 20 NSF - RETURNED CHECK FEE	0.00	0.00		0.00	0.00	0.00	
1303	BEER & WINE PERMITS	15,000.00	15,000.00		0.00	0.00	15,000.00	00
1304	COIN OPERATEDAMUSEMENT FEE	10,000.00	10,000.00		187.50	187.50	9,812.50	02
1305	REZONING/VARIANCES	1,000.00	1,000.00		120.00	120.00	880.00	12
1306	PEDDLARS/SOLICITORS FEES	500.00	500.00		0.00	0.00	500.00	00
2000	7 % HOT OVERHEAD	0.00	0.00		0.00	0.00	0.00	
2104	COPIES/PUBLIC	100.00	100.00		124.60	0.00	24.60+	125
5203	SERV CHRG/BAD CHECKS	200.00	200.00		0.00	0.00	200.00	00
5220	Discounts Earned (True Value)	0.00	0.00		0.00	0.00	0.00	
5221	DONATIONS	2,000.00	2,000.00		0.55	0.50	1,999.45	00
7000	GENERAL BANK ACCT 2207 INTEREST	1,000.00	1,000.00		70.68	28.78	929.32	07
7500	POST OFFICE GROUND LEASE	3,894.00	3,894.00		733.34	0.00	3,160.66	19
9920	MISC INCOME/FEES	15,000.00	15,000.00		644.58	329.58	14,355.42	04
9921	TML. CONFERENCE	0.00	0.00		0.00	0.00	0.00	
9922	GRANT REIMBURSEMENT	0.00	0.00		0.00	0.00	0.00	
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	ADMINISTRATIVE REVENUES	843,588.00	843,588.00	0.00	131,987.99	666.36	711,600.01	16
0524 MUNICIPAL COURT REVENUES								
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2800	SCHOOL ZONE & BUS VIOLATIONS	200.00	200.00		0.00	0.00	200.00	00
2900	FINES & FEES REVENUE	40,000.00	40,000.00		12,941.48	4,388.41	27,058.52	32
3000	DEFERRED DISPOSITION	0.00	0.00		0.00	0.00	0.00	
3300	MUN COURT TECHNOLOGY FUND	0.00	0.00		16.65	0.00	16.65+	
3350	TECHNOLOGY FUND INTEREST EARNED	0.00	0.00		0.00	0.00	0.00	
3400	MUNICIPAL COURT SECURITY FUND	0.00	0.00		724.66	308.73	724.66+	
3500	TIME PAYMENT FEE	250.00	250.00		0.00	0.00	250.00	00
9000	OVERAGE/SHORTAGE	0.00	0.00		0.00	0.00	0.00	
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	MUNICIPAL COURT REVENUES	40,450.00	40,450.00	0.00	13,682.79	4,697.14	26,767.21	34
0531 POLICE REVENUES								
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0600	REIMBURSEMENTS	2,200.00	2,200.00		0.00	0.00	2,200.00	00

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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0900	LEOSE-STATE COMPTROLLER	1,700.00	1,700.00		0.00	0.00	1,700.00	00
1000	RESTITUTION	0.00	0.00		0.00	0.00	0.00	
1304	POLICE IMPOUNDS	250.00	250.00		0.00	0.00	250.00	00
1305	SPECIAL EVENT REVENUE	0.00	0.00		0.00	0.00	0.00	
1306	OVERSIZED ESCORT FEE	0.00	0.00		0.00	0.00	0.00	
1501	POLICE FINES	0.00	0.00		0.00	0.00	0.00	
1507	POLICE ACCIDENT REPORTS	600.00	600.00		233.00	125.00	367.00	39
1615	ABANDONED VEHICLES & INT	0.00	0.00		0.00	0.00	0.00	
1616	PD/FED EQUIT SHAR & INT	0.00	0.00		0.00	0.00	0.00	
1700	CIVIC CENTER SECURITY	0.00	0.00		0.00	0.00	0.00	
1900	DONATIONS	100.00	100.00		0.00	0.00	100.00	00
9922	INSURANCE CLAIM	0.00	0.00		6,263.00	6,263.00	6,263.00+	
POLICE REVENUES		4,850.00	4,850.00	0.00	6,496.00	6,388.00	1,646.00+	134
0532 FIRE DEPARTMENT REVENUES								
0600	FIRE DEPT REIMBURSEMENT - COUNTY	20,000.00	20,000.00		0.00	0.00	20,000.00	00
FIRE DEPARTMENT REVENUES		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
0534 AD VALOREM TAX REVENUE								
0300	CURRENT TAX COLLEC.	1,992,874.00	1,992,874.00		848,734.69	605,086.74	1,144,139.31	43
0400	Delinquent Property Tax Collection	0.00	0.00		6,294.75	1,562.20	6,294.75+	
0410	M&O - Delinquent Years	0.00	0.00		0.00	0.00	0.00	
0420	I&S Delinquent Years	0.00	0.00		0.00	0.00	0.00	
0502	CURRENT PENALTY & INTEREST	0.00	0.00		364.29	0.00	364.29+	
0504	DELINQUENT PENALTY & INTERE	0.00	0.00		2,648.61	587.73	2,648.61+	
0505	DEALERSHIP INV. TX	0.00	0.00		0.00	0.00	0.00	
0506	EXCESS PROCEEDS-TAX SALES	0.00	0.00		0.00	0.00	0.00	
0507	BPP TAXES	0.00	0.00		286.69	63.39	286.69+	
AD VALOREM TAX REVENUE		1,992,874.00	1,992,874.00	0.00	858,329.03	607,300.06	1,134,544.97	43
0535 BUILDING SERVICES REVENUE								
1301	PLUMBING PERMIT	15,000.00	15,000.00		2,208.51	860.88	12,791.49	15
1302	BUILDING PERMITS	50,000.00	50,000.00		13,341.60	2,829.73	36,658.40	27
1303	ELECTRICAL PERMITS	10,000.00	10,000.00		2,604.20	1,265.90	7,395.80	26
1304	IMPOUNDS	0.00	0.00		0.00	0.00	0.00	
1305	MOVING PERMIT	2,500.00	2,500.00		0.00	0.00	2,500.00	00
1306	SIGN PERMIT	1,000.00	1,000.00		146.18	0.00	853.82	15
1307	FILMING PERMIT	500.00	500.00		0.00	0.00	500.00	00
1308	LANDFILL TIPPING FEES - AISD PROJ	0.00	0.00		0.00	0.00	0.00	
BUILDING SERVICES REVENUE		79,000.00	79,000.00	0.00	18,300.49	4,956.51	60,699.51	23
0538 ANIMAL CONTROL REVENUES								
1301	QUARANTINE	4,500.00	4,500.00		20.00	0.00	4,480.00	00
1303	PET ADOPTIONS	12,500.00	12,500.00		1,450.00	100.00	11,050.00	12
1304	ANIMAL LICENSE FEES	1,500.00	1,500.00		107.00	17.00	1,393.00	07
1305	CREMATIONS	20,000.00	20,000.00		4,080.00	790.00	15,920.00	20
1306	EUTHANIZATIONS	0.00	0.00		0.00	0.00	0.00	



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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
1307	ANIMAL SURRENDER	2,000.00	2,000.00		210.00	90.00	1,790.00	11
1308	MICROCHIP	1,500.00	1,500.00		75.00	15.00	1,425.00	05
1309	ANIMAL IMPOUND	3,000.00	3,000.00		640.00	45.00	2,360.00	21
1310	VACCINES	200.00	200.00		160.00	0.00	40.00	80
1900	DONATIONS	0.00	0.00		0.00	0.00	0.00	
2000	REIMBURSEMENTS	0.00	0.00		0.00	0.00	0.00	
9000	INSURANCE CLAIM	0.00	0.00		4,518.92	0.00	4,518.92+	
ANIMAL CONTROL REVENUES		45,200.00	45,200.00	0.00	11,260.92	1,057.00	33,939.08	25
0542 PARKS & POOL REVENUE								
1100	SWIMMING POOL ADMISSIONS	12,000.00	12,000.00		0.00	0.00	12,000.00	00
1105	Pool Cash Drawer Overage (Shortage	0.00	0.00		0.00	0.00	0.00	
1700	EVENTS SECURITY REVENUE	1,500.00	1,500.00		941.25-	401.25-	2,441.25	63
1703	CIVIC CENTER RENTAL	7,500.00	7,500.00		900.00	400.00	6,600.00	12
1900	PAVILION RENTAL	1,500.00	1,500.00		150.00	50.00	1,350.00	10
3900	SKATE PARK-DONATIONS & INT.	0.00	0.00		0.00	0.00	0.00	
9100	MISC/REFUNDS	100.00	100.00		0.00	0.00	100.00	00
PARKS & POOL REVENUE		22,600.00	22,600.00	0.00	108.75	48.75	22,491.25	00
0544 STREETS REVENUE								
1901	ROAD REPAIR	90,000.00	90,000.00		0.00	0.00	90,000.00	00
5005	FIBER OPTIC EASE.	8,500.00	8,500.00		0.00	0.00	8,500.00	00
6000	GRANT REIMB	0.00	0.00		0.00	0.00	0.00	
7000	REIMBURSEMENTS	200.00	200.00		0.00	0.00	200.00	00
8000	WC SALARY REIMB	0.00	0.00		2,749.11	1,570.92	2,749.11+	
STREETS REVENUE		98,700.00	98,700.00	0.00	2,749.11	1,570.92	95,950.89	03
0548 CITY SALES TAX REVENUES								
0401	CITY SALES TAX	1,850,000.00	1,850,000.00		506,077.11	142,666.00	1,343,922.89	27
0402	ELECTRIC FRANCHISE TAX	62,000.00	62,000.00		9,029.11	4,263.44	52,970.89	15
0403	TELEPHONE FRANCHISE TAX	15,000.00	15,000.00		0.00	0.00	15,000.00	00
0404	T.V. CABLE FRANCHISE TAX	23,000.00	23,000.00		0.00	0.00	23,000.00	00
0406	MIXED BEVERAGE TAX	32,000.00	32,000.00		1,574.29	1,071.13-	30,425.71	05
CITY SALES TAX REVENUES		1,982,000.00	1,982,000.00	0.00	516,680.51	145,858.31	1,465,319.49	26
0599 TRANSFERS								
9100	SYSTEM ADDED TRANSFER IN	1,178,698.00	1,178,698.00		0.00	0.00	1,178,698.00	00
9110	SYSTEM ADDED TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
TRANSFERS		1,178,698.00-	1,178,698.00-	0.00	0.00	0.00	1,178,698.00-	00
0620 NON DEPARTMENTAL EXPENSES								
0201	SOCIAL SECURITY- ELECTION WORKERS	0.00	0.00	0.00	0.00	0.00	0.00	
0202	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
0203	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	
1301	INSURANCE - GENERAL & LIABILITY	7,858.00	7,858.00	0.00	1,556.22	0.00	6,301.78	20

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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
1400	CUSTODIAL SERVICE-GF DEPTS	6,000.00	6,000.00	0.00	88.10	44.05	5,911.90	01
1401	JANITORIAL SUPPLIES	3,000.00	3,000.00	0.00	513.05	190.45	2,486.95	17
1500	COPY EXPENSE-ALL GF DEPTS	14,000.00	14,000.00	0.00	1,180.30	747.32	12,819.70	08
1602	MAILING - ALL GF DEPTS.	9,000.00	9,000.00	0.00	1,258.80	801.19	7,741.20	14
1700	COMPUTER ASST -ALL GF DEPTS	4,000.00	4,000.00	1,148.31	0.00	0.00	2,851.69	29
1801	DUES/SUB/MEM -ALL GF DEPTS.	12,000.00	12,000.00	0.00	3,223.31	839.50	8,776.69	27
1802	PUB/NOT/ADV - ALL GF DEPTS.	14,000.00	14,000.00	0.00	1,862.50	485.50	12,137.50	13
1900	PRINTING - ALL GF DEPTS.	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	00
2101	AMBULANCE SUBSIDY	160,773.00	160,773.00	0.00	40,193.25	13,397.75	120,579.75	25
2102	LIBRARY SUBSIDY	40,000.00	40,000.00	0.00	9,999.99	3,333.33	30,000.01	25
2104	FAMILY CRISIS CENTER	9,151.00	9,151.00	0.00	2,287.75	0.00	6,863.25	25
2105	CHILDRENS ADVOCACY CENTER	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	100
2120	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
2200	ELECTION EXPENSE	10,000.00	10,000.00	184.00	0.00	0.00	9,816.00	02
2201	INTERNSHIP	0.00	0.00	0.00	0.00	0.00	0.00	
2300	EMPLOYEE RELATIONS	10,000.00	10,000.00	152.00	2,693.11	2,693.11	7,154.89	28
2301	PUBLIC RELATIONS	1,500.00	1,500.00	0.00	45.00	45.00	1,455.00	03
3000	IRS PENALTY/FINE/VOIDED	0.00	0.00	0.00	0.00	0.00	0.00	
4500	APPRAISAL BOARD	71,800.00	71,800.00	0.00	17,579.10	0.00	54,220.90	24
4501	TAX COLLECTION CONTRACT	19,011.00	19,011.00	0.00	0.00	0.00	19,011.00	00
6900	AUDIT	150,000.00	150,000.00	0.00	10,000.00	0.00	140,000.00	07
7900	CO HANDLING FEES	2,500.00	2,500.00	0.00	500.00	0.00	2,000.00	20
8000	BANK NOTES-PUMPER TRUCK	29,800.00	29,800.00	0.00	28,601.70	0.00	1,198.30	96
NON DEPARTMENTAL EXPENSES		582,393.00	582,393.00	1,484.31	126,582.18	22,577.20	454,326.51	22
0622 CITY COUNCIL EXPENSES								
0101	SALARIES	7,500.00	7,500.00	0.00	1,875.00	625.00	5,625.00	25
0201	SOCIAL SECURITY	574.00	574.00	0.00	143.43	47.81	430.57	25
0501	SUPPLIES	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	00
0502	HOSPITALITY	0.00	0.00	20.18	29.24	0.00	49.42	-
1302	LIABILITY INS - ERRORS & OMISSION	0.00	0.00	0.00	0.00	0.00	0.00	
1500	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	
1501	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	
1502	MAYOR DISCRETIONARY	5,000.00	5,000.00	0.00	80.44	40.22	4,919.56	02
1503	WARD 1 DISCRETIONARY	5,000.00	5,000.00	0.00	1,267.72	0.00	3,732.28	25
1504	WARD 2 - DISCRETIONARY	5,000.00	5,000.00	0.00	695.00	0.00	4,305.00	14
1505	WARD 3 - DISCRETIONARY	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
1506	WARD 4 - DISCRETIONARY	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
1507	WARD 5 - DISCRETIONARY	5,000.00	5,000.00	0.00	1,170.20	0.00	3,829.80	23
2000	BUILDING AND STANDARDS COMM	0.00	0.00	0.00	0.00	0.00	0.00	
2121	LEGAL EXPENSES	90,000.00	90,000.00	0.00	12,334.66	12,334.66	77,665.34	14
2122	LEGAL EXPENSES - CIVIL	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
CITY COUNCIL EXPENSES		139,274.00	139,274.00	20.18	17,595.69	13,047.69	121,658.13	13
0623 ADMINISTRATIVE EXPENSES								
0101	SALARIES	199,386.00	199,386.00	0.00	34,671.52	16,599.73	164,714.48	17
0103	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
0104	CM - CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	
0201	SOCIAL SECURITY	15,099.00	15,099.00	0.00	2,629.06	1,262.10	12,469.94	17
0202	INSURANCE - GROUP	24,491.00	24,491.00	0.00	3,998.38	1,537.85	20,492.62	16
0203	RETIREMENT	4,611.00	4,611.00	0.00	776.61	371.83	3,834.39	17

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0204	UNEMPLOYMENT	1,260.00	1,260.00	0.00	0.00	225.13-	1,260.00	00
0205	INS - WORKMEN'S COMP	550.00	550.00	0.00	102.00	0.00	448.00	19
0501	SUPPLIES	8,000.00	8,000.00	0.00	1,232.98	484.63	6,767.02	15
0900	FUEL & OIL	1,000.00	1,000.00	124.44	74.43	74.43	801.13	20
1101	ELECTRICITY	5,000.00	5,000.00	0.00	197.88	197.88	4,802.12	04
1500	TRAINING	2,500.00	2,500.00	670.00	1,248.36	250.00	581.64	77
1501	TRAVEL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
1700	IT EQUIPMENT/ SOFTWARE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
2200	TML CONFERENCE	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	10,000.00	10,000.00	405.00	1,291.97	430.57	8,303.03	17
2750	CELL PHONE EXPENSES	1,500.00	1,500.00	37.50	216.92	108.43	1,245.58	17
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
3000	CODIFICATION-ORDINANCE	10,000.00	10,000.00	0.00	2,659.47	2,384.47	7,340.53	27
9800	CIP - COMPUTERS/IT	10,000.00	10,000.00	0.00	1,483.59	1,048.15	8,516.41	15
9801	LEASED VEHICLE	8,100.00	8,100.00	0.00	2,023.74	674.58	6,076.26	25
9802	FY 20 - RECORDS MANG. PROG	0.00	0.00	0.00	0.00	0.00	0.00	
ADMINISTRATIVE EXPENSES		309,122.00	309,122.00	1,236.94	52,606.91	25,199.52	255,278.15	17
0624 MUNICIPAL COURT EXPENSES								
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0101	SALARIES	31,250.00	31,250.00	0.00	7,325.90	3,362.40	23,924.10	23
0103	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
0105	CONTRACT LABOR	19,200.00	19,200.00	0.00	8,750.00	5,950.00	10,450.00	46
0201	SOCIAL SECURITY	2,381.00	2,381.00	0.00	560.43	257.22	1,820.57	24
0202	INSURANCE - GROUP	6,927.00	6,927.00	0.00	1,707.42	615.14	5,219.58	25
0203	RETIREMENT	727.00	727.00	0.00	164.11	75.32	562.89	23
0204	UNEMPLOYMENT	252.00	252.00	0.00	0.00	41.39-	252.00	00
0205	INS - WORKMEN'S COMP	37.00	37.00	0.00	20.40	0.00	16.60	55
0208	FINE COLLECTION/FTA FEES	100.00	100.00	0.00	0.00	0.00	100.00	00
0501	OFFICE SUPPLIES	2,000.00	2,000.00	44.44	542.33	0.00	1,413.23	29
0502	SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	00
1500	TRAINING	2,000.00	2,000.00	0.00	100.00	0.00	1,900.00	05
1501	TRAVEL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
2000	CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	4,500.00	4,500.00	0.00	1,004.73	334.91	3,495.27	22
2750	Cell Phone Expense	0.00	0.00	0.00	0.00	0.00	0.00	
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
MUNICIPAL COURT EXPENSES		73,999.00	73,999.00	44.44	20,175.32	10,553.60	53,779.24	27
0631 POLICE EXPENSES								
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0101	SALARIES	956,357.00	956,357.00	0.00	205,217.54	96,624.45	751,139.46	21
0103	OVERTIME	47,818.00	47,818.00	0.00	14,176.92	6,553.01	33,641.08	30
0104	EVENT SECURITY	0.00	0.00	0.00	401.25	401.25	401.25-	
0201	SOCIAL SECURITY	76,619.00	76,619.00	0.00	16,279.78	7,761.59	60,339.22	21
0202	INSURANCE GROUP	131,523.00	131,523.00	0.00	32,000.23	10,432.13	99,522.77	24
0203	RETIREMENT	23,398.00	23,398.00	0.00	4,910.12	2,320.18	18,487.88	21
0204	UNEMPLOYMENT	5,544.00	5,544.00	0.00	0.00	214.57-	5,544.00	00
0205	INS - WORKMEN'S COMP	20,655.00	20,655.00	0.00	6,727.53	0.00	13,927.47	33
0400	SAFETY PROGRAM	2,000.00	2,000.00	0.00	454.03	20.00	1,545.97	23
0501	OFFICE SUPPLIES	8,000.00	8,000.00	1,026.80	656.43	656.43	6,316.77	21
0502	FIELD SUPPLIES	6,000.00	6,000.00	212.92	1,037.49	161.78	4,749.59	21
0510	UNIFORMS	10,000.00	10,000.00	946.19	1,031.39	910.71	8,022.42	20

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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0700	MAINT - EQUIPMENT	3,500.00	3,500.00	0.00	44.25	0.00	3,455.75	01
0701	MAINT-VEHICLE	7,500.00	7,500.00	0.00	3,570.89	1,356.48	3,929.11	48
0713	MAINT - DRUG DOG	0.00	0.00	0.00	0.00	0.00	0.00	
0900	FUEL & OIL	24,500.00	24,500.00	0.00	4,887.12	2,331.05	19,612.88	20
1101	ELECTRICITY	8,400.00	8,400.00	0.00	472.10	455.37	7,927.90	06
1301	LAW ENFORCEMENT LIABILITY INS	23,708.00	23,708.00	0.00	6,615.75	0.00	17,092.25	28
1401	JANITORIAL SUPPLIES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
1500	TRAINING	5,000.00	5,000.00	0.00	210.61	0.00	4,789.39	04
1501	TRAVEL	5,000.00	5,000.00	0.00	40.29	0.00	4,959.71	01
1700	FY20 - IT/SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	12,500.00	12,500.00	0.00	3,283.23	1,094.41	9,216.77	26
2750	CELL PHONE EXPENSES	12,500.00	12,500.00	0.00	1,912.35	988.23	10,587.65	15
2800	DRUG TESTING	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	00
3000	HEPATITIS SHOTS	0.00	0.00	0.00	0.00	0.00	0.00	
3100	INFORMANT MONEY	0.00	0.00	0.00	0.00	0.00	0.00	
3300	INVESTIGATIVE EXPENSES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	00
3700	COPSYNC / SOUTHERN SOFTWARE	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	00
7000	CODE RED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
7001	FEDERAL WARNING SYSTEM	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
8001	LEASED VEHICLES	80,800.00	80,800.00	0.00	11,393.07	3,797.69	69,406.93	14
9300	FY 21 - TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	
9922	INSURANCE CLAIMS - PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	
POLICE EXPENSES		1,497,922.00	1,497,922.00	2,185.91	315,322.37	135,650.19	1,180,413.72	21
0632 FIRE DEPT EXPENSES								
0101	SALARIES	14,742.00	14,742.00	0.00	0.00	0.00	14,742.00	00
0201	SOCIAL SECURITY	1,125.00	1,125.00	0.00	0.00	0.00	1,125.00	00
0202	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
0203	RETIREMENT	7,000.00	7,000.00	0.00	2,160.00	0.00	4,840.00	31
0204	UNEMPLOYMENT	252.00	252.00	0.00	0.00	0.00	252.00	00
0205	INS - WORKMANS COMP	6,345.00	6,345.00	0.00	117.50	0.00	6,227.50	02
0501	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	00
0502	FIELD SUPPLIES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
0700	MAINT - EQUIPMENT	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	00
0701	MAINT-VEHICLES	2,000.00	2,000.00	0.00	1,093.52	1,093.52	906.48	55
0900	FUEL & OIL	2,500.00	2,500.00	0.00	603.49	355.93	1,896.51	24
1301	LIABILITY/AUTO COVERAGE	6,385.00	6,385.00	0.00	1,623.25	0.00	4,761.75	25
1500	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00	00
1501	TRAVEL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
2700	TELEPHONE EXPENSES	1,800.00	1,800.00	0.00	490.55	330.35	1,309.45	27
2750	CELL PHONE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
3702	FIRE CALLS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
9002	CIP - BREATHING APPARATUS	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	00
FIRE DEPT EXPENSES		122,774.00	122,774.00	0.00	6,088.31	1,779.80	116,685.69	05
0635 BUILDING SERVICES EXPENSES								
0101	SALARIES	145,434.00	145,434.00	0.00	9,740.52	4,197.88	135,693.48	07
0103	OVERTIME	2,000.00	2,000.00	0.00	166.68	38.81	1,833.32	08
0105	CONTRACT LABOR	0.00	0.00	0.00	9,865.29	4,569.60	9,865.29	
0201	SOCIAL SECURITY	11,097.00	11,097.00	0.00	757.91	324.11	10,339.09	07

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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0202	INSURANCE-GROUP	20,735.00	20,735.00	0.00	1,845.42	615.14	18,889.58	09
0203	RETIREMENT	3,389.00	3,389.00	0.00	221.91	94.90	3,167.09	07
0204	UNEMPLOYMENT	756.00	756.00	0.00	0.00	173.73-	756.00	00
0205	INS-WORKERS COMP	500.00	500.00	0.00	141.75	0.00	358.25	28
0501	OFFICE SUPPLIES	5,000.00	5,000.00	0.00	154.67	0.00	4,845.33	03
0502	FIELD SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	00
0510	UNIFORMS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
0701	MAINT-VEHICLE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
0900	FUEL & OIL	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	00
1301	LIABILITY/AUTO COVERAGE	1,141.00	1,141.00	0.00	282.50	0.00	858.50	25
1500	TRAINING	3,500.00	3,500.00	658.15	0.00	0.00	2,841.85	19
1501	TRAVEL	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
1700	IT EQUIPMENT/SOFTWARE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
2000	VEHICLE ABATEMENT	0.00	0.00	0.00	788.42	788.42	788.42-	
2100	ENFORCEMENT CLEAN UP	500.00	500.00	0.00	0.00	0.00	500.00	00
2700	TELEPHONE EXPENSES	3,500.00	3,500.00	0.00	784.62	261.54	2,715.38	22
2750	CELL PHONE EXPENSES	1,250.00	1,250.00	0.00	80.44	40.22	1,169.56	06
2800	DRUG TESTING	150.00	150.00	0.00	0.00	0.00	150.00	00
3500	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	
8001	LEASED VEHICLE	12,000.00	12,000.00	0.00	1,360.62	453.54	10,639.38	11
9000	PLANNING	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
BUILDING SERVICES EXPENSES		231,352.00	231,352.00	658.15	26,190.75	11,210.43	204,503.10	12
0636 HUMAN RESOURCE EXPENSES								
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0101	SALARIES	20,246.00	20,246.00	0.00	6,220.41	2,354.00	14,025.59	31
0103	OVERTIME	0.00	0.00	0.00	128.92	0.00	128.92-	
0201	SOCIAL SECURITY	1,545.00	1,545.00	0.00	472.75	176.47	1,072.25	31
0202	INSURANCE	3,456.00	3,456.00	0.00	1,114.58	310.47	2,341.42	32
0203	RETIREMENT	466.00	466.00	0.00	142.23	52.73	323.77	31
0204	UNEMPLOYMENT	252.00	252.00	0.00	0.00	0.00	252.00	00
0205	WORKMEN COMP	37.00	37.00	0.00	10.20	0.00	26.80	28
0501	SUPPLIES	1,000.00	1,000.00	0.00	161.19	15.12	838.81	16
1500	TRAINING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
1501	TRAVEL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
1700	IT EQUIPMENT/ SOFTWARE	500.00	500.00	0.00	0.00	0.00	500.00	00
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
HUMAN RESOURCE EXPENSES		32,627.00	32,627.00	0.00	8,250.28	2,908.79	24,376.72	25
0637 FINANCE DEPT EXPENSES								
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0101	SALARIES	295,527.00	295,527.00	0.00	65,876.01	29,704.40	229,650.99	22
0103	OVERTIME	8,866.00	8,866.00	0.00	603.23	216.00	8,262.77	07
0201	SOCIAL SECUIRTY	23,226.00	23,226.00	0.00	4,911.01	2,226.37	18,314.99	21
0202	INSURANCE-GROUP	34,560.00	34,560.00	0.00	9,415.22	3,293.06	25,144.78	27
0203	RETIREMENT	7,002.00	7,002.00	0.00	1,489.16	670.23	5,512.84	21
0204	UNEMPLOYMENT	1,512.00	1,512.00	0.00	0.00	6.29-	1,512.00	00
0205	INS - WORKMEN'S COMP	547.00	547.00	0.00	112.19	0.00	434.81	21
0501	SUPPLIES	5,000.00	5,000.00	83.09	887.93	152.98	4,028.98	19
1500	TRAINING	5,000.00	5,000.00	0.00	737.36	0.00	4,262.64	15
1501	TRAVEL	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
1700	IT EQUIPMENT/ SOFTWARE	20,000.00	20,000.00	0.00	8,310.00	0.00	11,690.00	42
2700	TELEPHONE EXPENSES	10,000.00	10,000.00	30.00	1,291.74	430.58	8,678.26	13

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REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
2750	CELL PHONE EXPENSES	1,250.00	1,250.00	0.00	80.44	40.22	1,169.56	06
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
FINANCE DEPT EXPENSES		422,615.00	422,615.00	113.09	93,714.29	36,727.55	328,787.62	22
0638 ANIMAL CONTROL EXPENSES								
0101	SALARIES	191,213.00	191,213.00	0.00	37,149.78	17,887.08	154,063.22	19
0103	OVERTIME	5,000.00	5,000.00	0.00	433.16	325.94	4,566.84	09
0201	SOCIAL SECURITY	14,971.00	14,971.00	0.00	2,875.06	1,393.28	12,095.94	19
0202	INSURANCE-GROUP	34,559.00	34,559.00	0.00	5,536.26	1,845.42	29,022.74	16
0203	RETIREMENT	4,513.00	4,513.00	0.00	841.88	407.98	3,671.12	19
0204	UNEMPLOYMENT	1,242.00	1,242.00	0.00	0.00	85.24	1,242.00	00
0205	INS-WORKMEN'S COMP	4,262.00	4,262.00	0.00	1,369.50	0.00	2,892.50	32
0501	SUPPLIES	2,500.00	2,500.00	299.51	1,304.23	471.66	896.26	64
0502	FIELD SUPPLIES	3,500.00	3,500.00	0.00	299.00	0.00	3,201.00	09
0510	UNIFORMS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
0700	MAINT - EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	00
0701	MAINT-VEHICLE	1,200.00	1,200.00	0.00	190.63	190.63	1,009.37	16
0900	FUEL & OIL	4,500.00	4,500.00	0.00	840.68	386.42	3,659.32	19
1101	ELECTRICITY	3,500.00	3,500.00	0.00	580.46	276.36	2,919.54	17
1301	LIABILITY/AUTO COVERAGE	3,443.00	3,443.00	0.00	857.00	0.00	2,586.00	25
1401	JANITORIAL SUPPLIES	5,000.00	5,000.00	156.68	1,025.85	433.07	3,817.47	24
1500	TRAINING	1,500.00	1,500.00	0.00	525.00	0.00	975.00	35
1501	TRAVEL	1,500.00	1,500.00	1,097.34	1,513.04	451.72	1,110.38	174
1700	IT/SOFTWARE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
2700	TELEPHONE EXPENSES	4,000.00	4,000.00	0.00	1,253.22	417.74	2,746.78	31
2750	CELL PHONE EXPENSES	2,000.00	2,000.00	0.00	321.76	160.88	1,678.24	16
2800	DRUG TESTING	150.00	150.00	0.00	0.00	0.00	150.00	00
3200	ANIMAL CARE	23,000.00	23,000.00	0.00	2,368.85	190.70	20,631.15	10
3301	SPAY & NEUTER PROGRAM	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
8001	LEASED VEHICLE	0.00	0.00	0.00	4,843.89	1,614.63	4,843.89	
9000	CIP - INCINERATOR	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
9001	CIP - HVAC SYSTEM	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	00
9922	INSURANCE CLAIMS	0.00	0.00	0.00	4,768.92	4,768.92	4,768.92	
ANIMAL CONTROL EXPENSES		379,553.00	379,553.00	1,553.53	68,898.17	31,137.19	309,101.30	19
0641 BUILDING MAINTENANCE								
0101	SALARIES	66,110.00	66,110.00	0.00	11,164.95	2,563.95	54,945.05	17
0103	OVERTIME	1,983.00	1,983.00	0.00	347.86	0.00	1,635.14	18
0201	SOCIAL SECURITY	5,196.00	5,196.00	0.00	825.23	184.27	4,370.77	16
0202	INSURANCE	13,824.00	13,824.00	0.00	3,233.92	680.82	10,590.08	23
0203	RETIREMENT	1,587.00	1,587.00	0.00	257.89	57.44	1,329.11	16
0204	UNEMPLOYMENT	504.00	504.00	0.00	0.00	0.00	504.00	00
0205	WORKMEN COMP	130.00	130.00	0.00	0.00	0.00	130.00	00
0501	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
0502	FIELD SUPPLIES	1,000.00	1,000.00	7.98	515.19	387.32	476.83	52
0503	FY20 - PEST CONTROL - ALL GF	10,800.00	10,800.00	0.00	0.00	0.00	10,800.00	00
0510	UNIFORMS	500.00	500.00	0.00	102.40	40.96	397.60	20
0700	MAINT EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
0701	MAINT VEHICLE	750.00	750.00	0.00	0.00	0.00	750.00	00
0708	FIRE SAFETY INSPECTION	2,600.00	2,600.00	0.00	0.00	0.00	2,600.00	00
1301	LIABILITY/AUTO COVERAGE	1,049.00	1,049.00	0.00	272.25	0.00	776.75	26

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT USED BALANCE	USED PCT
REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
1500	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00	00
1501	TRAVEL	500.00	500.00	0.00	0.00	0.00	500.00	00
6000	MAINT - CITY HALL	6,000.00	6,000.00	1,001.46	1,633.89	3.99	3,364.65	44
6001	MAINT - POLICE DEPT	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	00
6002	MAINT - ANIMAL SHELTER	3,000.00	3,000.00	28.98	1,447.00	349.00	1,524.02	49
6003	MAINT - SUNSHINE HOUSE	3,000.00	3,000.00	0.00	41.56	21.32	2,958.44	01
6004	MAINT - NEIGHBORHOOD CENTER	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	00
6005	MAINT - MAINTENANCE YARD	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	00
BUILDING MAINTENANCE		186,033.00	186,033.00	1,038.42	19,842.14	4,289.07	165,152.44	11
0642 PARKS & POOL EXPENSES								
=====								
0101	SALARIES	246,535.00	246,535.00	0.00	53,215.04	24,132.72	193,319.96	22
0103	OVERTIME	7,396.00	7,396.00	0.00	412.10	134.40	6,983.90	06
0201	SOCIAL SECURITY	19,375.00	19,375.00	0.00	4,078.46	1,832.40	15,296.54	21
0202	INSURANCE - GROUP	41,471.00	41,471.00	0.00	8,274.94	3,353.82	33,196.06	20
0203	RETIREMENT	5,917.00	5,917.00	0.00	1,201.27	543.60	4,715.73	20
0204	UNEMPLOYMENT	1,764.00	1,764.00	0.00	0.00	923.57-	1,764.00	00
0205	INS - WORKMEN'S COMP	3,463.00	3,463.00	0.00	1,090.25	0.00	2,372.75	31
0501	SUPPLIES	2,500.00	2,500.00	94.99	152.42	9.67	2,252.59	10
0502	FIELD SUPPLIES	8,000.00	8,000.00	350.09	2,197.52	937.21	5,452.39	32
0510	UNIFORMS	2,500.00	2,500.00	0.00	298.00	122.88	2,202.00	12
0700	MAINT - EQUIPMENT	5,000.00	5,000.00	0.00	132.47	0.00	4,867.53	03
0701	MAINT - VEHICLES	2,500.00	2,500.00	32.97	7.50	0.00	2,459.53	02
0707	MAINTENANCE - POOL	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
0709	SUPPLIES - CIVIC CENTER	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
0730	MAINT - ALL PARKS	20,000.00	20,000.00	0.00	2,573.20	1,370.00	17,426.80	13
0731	LUJAN PARK - COUNCIL APPROVED	0.00	0.00	0.00	0.00	0.00	0.00	
0732	TREE DONATION	0.00	0.00	0.00	540.00	540.00	540.00-	
0900	FUEL & OIL	7,500.00	7,500.00	0.00	1,422.71	344.89	6,077.29	19
1101	Electricity	16,773.00	16,773.00	0.00	1,516.57	1,116.32	15,256.43	09
1301	LIABILITY/AUTO COVERAGE	5,376.00	5,376.00	0.00	1,435.75	0.00	3,940.25	27
1500	TRAINING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
1501	TRAVEL	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
1700	IT EQUIPMENT/ SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	4,000.00	4,000.00	0.00	1,639.96	372.75	2,360.04	41
2750	CELL PHONE EXPENSES	1,800.00	1,800.00	0.00	241.32	120.66	1,558.68	13
2800	DRUG TESTING	600.00	600.00	0.00	0.00	0.00	600.00	00
3500	MASTER PARK PLAN - ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	
8001	LEASED VEHICLE	13,450.00	13,450.00	0.00	3,361.83	1,120.61	10,088.17	25
9000	CIP- FENCING	20,250.00	20,250.00	0.00	0.00	0.00	20,250.00	00
9001	CIP - PUBLIO NUEVO PARK - TPWD MATC	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	00
PARKS & POOL EXPENSES		525,670.00	525,670.00	478.05	83,791.31	35,128.36	441,400.64	16
0644 STREET DEPT EXPENSES								
=====								
0101	SALARIES	427,042.00	427,042.00	0.00	95,400.64	45,474.39	331,641.36	22
0103	OVERTIME	12,812.00	12,812.00	0.00	894.53	135.24	11,917.47	07
0105	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	
0201	SOCIAL SECURITY	33,561.00	33,561.00	0.00	7,265.18	3,448.79	26,295.82	22
0202	INSURANCE - GROUP	76,029.00	76,029.00	0.00	13,562.34	4,685.30	62,466.66	18
0203	RETIREMENT	10,250.00	10,250.00	0.00	2,157.02	1,021.66	8,092.98	21
0204	UNEMPLOYMENT	2,772.00	2,772.00	0.00	0.00	0.00	2,772.00	00

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0001 GENERAL FUND							EFFECTIVE MONTH - 12	
0205	INS - WORKMEN'S COMP	15,103.00	15,103.00	0.00	4,774.90	0.00	10,328.10	32
0501	OFFICE SUPPLIES	3,500.00	3,500.00	0.00	639.51	373.46	2,860.49	18
0502	FIELD SUPPLIES	16,000.00	16,000.00	264.27	2,384.43	1,070.67	13,351.30	17
0510	UNIFORMS	6,500.00	6,500.00	0.00	506.77	243.93	5,993.23	08
0700	MAINT - EQUIPMENT	20,000.00	20,000.00	278.11	4,730.37	2,178.15	14,991.52	25
0701	MAINT - VEHICLES	10,000.00	10,000.00	49.57	943.46	647.28	9,006.97	10
0718	STREET SIGNS	10,000.00	10,000.00	0.00	956.00	956.00	9,044.00	10
0719	STREET MAINTENANCE MATERIALS	60,000.00	60,000.00	2,316.47	12,274.56	2,455.11	45,408.97	24
0900	FUEL	15,000.00	15,000.00	0.00	2,599.44	651.53	12,400.56	17
0901	OIL	0.00	0.00	0.00	0.00	0.00	0.00	
1101	ELECTRICITY	55,000.00	55,000.00	0.00	10,303.07	10,129.88	44,696.93	19
1301	LIABILITY/AUTO COVERAGE	7,282.00	7,282.00	0.00	2,138.00	0.00	5,144.00	29
1500	TRAINING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	00
1501	TRAVEL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
1700	IT EQUIPMENT/ SOFTWARE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
2000	CONTRACT	35,000.00	35,000.00	0.00	11,913.00	5,826.00	23,087.00	34
2700	TELEPHONE EXPENSES	4,500.00	4,500.00	0.00	1,083.42	361.14	3,416.58	24
2750	CELL PHONE EXPENSES	1,500.00	1,500.00	0.00	291.70	145.85	1,208.30	19
2800	DRUG TESTING	375.00	375.00	0.00	0.00	0.00	375.00	00
3500	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	
8001	LEASED VEHICLE	18,000.00	18,000.00	0.00	3,340.86	1,113.62	14,659.14	19
8100	EASEMENT/ROAD SEAL (ANNUAL)	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
9000	CAP IMPROVEMENT STREETS	350,000.00	350,000.00	0.00	32,371.16	6,199.33	317,628.84	09
9001	CAP - STREET PROJECT FY20 &FY21	550,000.00	550,000.00	0.00	44,384.89	0.00	505,615.11	08
9002	ACCE STREET IMPROVMENTS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	00
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	STREET DEPT EXPENSES	1,846,726.00	1,846,726.00	2,908.42	254,915.25	87,117.33	1,588,902.33	14
0800 FUND TRANSFER GROUP								
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0100	TRANSFER ACCT.	0.00	0.00		0.00	0.00	0.00	
0300	Grant Reimbursements	0.00	0.00		0.00	0.00	0.00	
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	FUND TRANSFER GROUP	0.00	0.00	0.00	0.00	0.00	0.00	
GENERAL FUND								
	INCOME TOTALS	6,350,060.00	6,350,060.00		1,566,665.45	772,593.19	4,783,394.55	25
	EXPENSE TOTALS	6,350,060.00	6,350,060.00	11,721.44	1,093,972.97	417,326.72	5,244,365.59	17



# CITY OF ALPINE - WATER/ WASTEWATER/ SANITATION - DECEMBER 2021

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 12	
0550	INTEREST RESERVE ACCOUNTS							
0500	RB 03 RESERVE INTEREST	0.00	0.00		12.17	4.17	12.17+	
0501	TXCLASS - INTEREST	1,500.00	1,500.00		109.36	45.91	1,390.64	07
	INTEREST RESERVE ACCOUNTS	1,500.00	1,500.00	0.00	121.53	50.08	1,378.47	08
0551	INTEREST REVENUES							
7000	W/S/S INTEREST	2,500.00	2,500.00		142.65	50.86	2,357.35	06
7001	WATER CUSTOMER DEPOSIT INTEREST	1,500.00	1,500.00		40.74	14.18	1,459.26	03
9000	Overage in Cash Drawer	0.00	0.00		0.00	0.00	0.00	
	INTEREST REVENUES	4,000.00	4,000.00	0.00	183.39	65.04	3,816.61	05
0553	WATER REVENUES							
0601	WATER BILLING	1,800,000.00	1,800,000.00		408,595.64	152,625.43	1,391,404.36	23
0602	BULK WATER	0.00	0.00		0.00	0.00	0.00	
0611	MISC INCOME	2,000.00	2,000.00		123.67	123.67	1,876.33	06
0612	RETURNED CHECK FEE	500.00	500.00		90.00	60.00	410.00	18
0613	TAMPERING FEE	1,500.00	1,500.00		4,159.65	3,109.65	2,659.65+	277
1309	SERVICE RECONNECT	25,000.00	25,000.00		5,180.00	945.00	19,820.00	21
1600	INSURANCE CLAIMS	0.00	0.00		0.00	0.00	0.00	
1901	ROAD CUT FEE	10,000.00	10,000.00		4,500.00	2,000.00	5,500.00	45
6500	WATER LINE EXTENSION FEES	15,000.00	15,000.00		0.00	0.00	15,000.00	00
6600	WATER TAP FEES	40,000.00	40,000.00		5,400.00	1,000.00	34,600.00	14
7000	BILLING ADJUSTMENTS	0.00	0.00		3,666.46-	751.54-	3,666.46	
7005	CONTRIBUTED CAPITAL	0.00	0.00		0.00	0.00	0.00	
8000	WC SALARY REIMB	0.00	0.00		0.00	0.00	0.00	
9000	OVERAGE/UNDERAGE CASH DRAWER	0.00	0.00		38.15-	19.15	38.15	
9001	AUCTION	0.00	0.00		0.00	0.00	0.00	
9002	INSURANCE CLAIMS	0.00	0.00		33,797.38	33,797.38	33,797.38+	
9800	BAD DEBT RECOVERY UTILITY DEPT	0.00	0.00		0.00	0.00	0.00	
	WATER REVENUES	1,894,000.00	1,894,000.00	0.00	458,141.73	192,928.74	1,435,858.27	24
0554	SEWER REVENUES							
0602	SEWER BILLING	700,000.00	700,000.00		206,686.48	68,929.47	493,313.52	30
0605	LIQUID SEWAGE DUMPING FEE	25,000.00	25,000.00		3,600.00	3,600.00	21,400.00	14
0606	SEWER TAP FEES	25,000.00	25,000.00		10,800.00	3,600.00	14,200.00	43
0610	SEWER LINE EXTENSION FEES	0.00	0.00		0.00	0.00	0.00	
0611	MISC/REFUNDS	0.00	0.00		0.00	0.00	0.00	
0700	INFRASTRUCTURE IMPROVEMENTS	0.00	0.00		0.00	0.00	0.00	
1901	ROAD CUT FEE	0.00	0.00		0.00	0.00	0.00	
7000	BILLING ADJUSTMENTS	0.00	0.00		0.00	0.00	0.00	
8000	WC SALARY REIMB	0.00	0.00		0.00	0.00	0.00	
	SEWER REVENUES	750,000.00	750,000.00	0.00	221,086.48	76,129.47	528,913.52	29
0555	SANITATION/ RECYCLE REVENUE							
0603	SANITATION/RECYCLE BILLING	1,965,000.00	1,965,000.00		516,185.21	172,745.48	1,448,814.79	26
0604	SALES TAX COLLECTED	145,000.00	145,000.00		35,924.69	11,999.44	109,075.31	25

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 12	
0611	MISC	0.00	0.00		0.00	0.00	0.00	
7000	BILLING ADJUSTMENTS	0.00	0.00		0.00	0.00	0.00	
7001	LANDFILL/ASSURANCE INTEREST	150.00	150.00		8.26	2.83	141.74	06
7500	LANDFILL LEASE	125,000.00	125,000.00		7,905.58	0.00	117,094.42	06
8000	KEEP ALPINE BEAUTIFUL (GBG)	0.00	0.00		0.00	0.00	0.00	
8001	GRANT / REIMBURSEMENTS	0.00	0.00		0.00	0.00	0.00	
8002	COUNTY INTERLOCAL AGREEMENT	40,000.00	40,000.00		0.00	0.00	40,000.00	00
8003	TIRE DISPOSAL FEES	1,500.00	1,500.00		105.00	25.00	1,395.00	07
SANITATION/ RECYCE REVENUE		2,276,650.00	2,276,650.00	0.00	560,128.74	184,772.75	1,716,521.26	25
0599 TRANSFERS								
9100	SYSTEM ADDED TRANSFER IN	967,630.00	967,630.00		0.00	0.00	967,630.00	00
9110	SYSTEM ADDED TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
TRANSFERS		967,630.00-	967,630.00-	0.00	0.00	0.00	967,630.00-	00
0651 UTILITY BILLING DEPARTMENT								
0100	FRANCHISE FEE	205,983.00	205,983.00	0.00	19,581.09	0.00	186,401.91	10
0101	UTILITY CLERKS SALARY	59,008.00	59,008.00	0.00	12,362.14	3,404.13	46,645.86	21
0103	OVERTIME	1,769.00	1,769.00	0.00	168.99	73.03	1,600.01	10
0201	SOCIAL SECURITY	4,634.00	4,634.00	0.00	915.09	266.00	3,718.91	20
0202	INSURANCE - GROUP	13,824.00	13,824.00	0.00	3,520.70	615.14	10,303.30	25
0203	RETIREMENT	1,415.00	1,415.00	0.00	280.71	77.89	1,134.29	20
0204	UNEMPLOYMENT	504.00	504.00	0.00	0.00	319.24-	504.00	00
0205	WORKMANS COMP	231.00	231.00	0.00	81.59	0.00	149.41	35
0900	ADMINISTRATIVE FEE	10,788.00	10,788.00	0.00	1,798.00	0.00	8,990.00	17
1400	OFFICE SUPPLIES	2,500.00	2,500.00	162.50	980.55	0.00	1,356.95	46
1401	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
1500	COPY EXPENSE-ALL EF DEPTS	6,000.00	6,000.00	0.00	1,452.20	1,047.20	4,547.80	24
1602	MAILING - ALL EF DEPTS.	30,000.00	30,000.00	34.84	5,160.15	2,552.38	24,805.01	17
1700	IT EQUIPMENT/ SOFTWARE	10,000.00	10,000.00	0.00	7,169.58	0.00	2,830.42	72
1801	DUES/SUB/MEM -ALL EF DEPTS.	500.00	500.00	0.00	0.00	0.00	500.00	00
1802	PUB/NOT/ADV - ALL EF DEPTS.	2,000.00	2,000.00	0.00	686.50	213.75	1,313.50	34
1803	FINES & PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00	
1901	UNIFORMS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	00
UTILITY BILLING DEPARTMENT		351,656.00	351,656.00	197.34	54,157.29	7,930.28	297,301.37	15
0653 WATER EXPENSES								
0090	ADMINISTRATIVE FEE	142,050.00	142,050.00	0.00	23,675.00	0.00	118,375.00	17
0101	SALARIES	552,792.00	552,792.00	0.00	109,129.43	44,800.77	443,662.57	20
0103	OVERTIME	27,640.00	27,640.00	0.00	7,993.89	3,688.69	19,646.11	29
0201	SOCIAL SECURITY	44,287.00	44,287.00	0.00	8,726.06	3,634.25	35,560.94	20
0202	INSURANCE - GROUP	96,811.00	96,811.00	0.00	17,148.29	5,814.37	79,662.71	18
0203	RETIREMENT	12,741.00	12,741.00	0.00	2,623.63	1,086.19	10,117.37	21
0204	UNEMPLOYMENT	4,032.00	4,032.00	0.00	0.00	331.15-	4,032.00	00
0205	INSURANCE - WORKMEN'S COMP	7,929.00	7,929.00	0.00	2,456.77	0.00	5,472.23	31
0501	OFFICE SUPPLIES	4,000.00	4,000.00	208.63	576.46	39.40	3,214.91	20
0502	FIELD SUPPLIES	15,000.00	15,000.00	1,008.33	2,847.41	2,550.51	11,144.26	26
0503	SAFETY EQUIPMENT	5,000.00	5,000.00	1,055.60	1,066.04	498.70	2,878.36	42
0508	CHEMICALS	12,000.00	12,000.00	0.00	2,782.75	500.95	9,217.25	23

ACT	ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT USED	
NUM ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN						EFFECTIVE MONTH - 12	
0510 UNIFORMS	6,000.00	6,000.00	0.00	1,614.66	359.74	4,385.34	27
0700 MAINT - EQUIPMENT	15,000.00	15,000.00	42.58	245.00	225.00	14,712.42	02
0701 MAINT - VEHICLES	15,000.00	15,000.00	955.34	3,459.92	287.88	10,584.74	29
0711 DISTRIBUTION SYSTEM MAINT	150,000.00	150,000.00	18,887.47	31,009.82	30,958.85	100,102.71	33
0900 FUEL & OIL	25,000.00	25,000.00	0.00	5,853.27	2,286.38	19,146.73	23
1101 ELECTRICITY	95,000.00	95,000.00	0.00	8,505.79	8,207.12	86,494.21	09
1200 FAR WT WATER PLANNING GROUP	1,982.00	1,982.00	0.00	0.00	0.00	1,982.00	00
1301 INSURANCE - GENERAL & LIABILITY	7,913.00	7,913.00	0.00	2,409.50	0.00	5,503.50	30
1500 TRAINING	9,000.00	9,000.00	1,153.25	498.50	498.50	7,348.25	18
1501 TRAVEL	3,000.00	3,000.00	751.76	620.66	620.66	1,627.58	46
1600 BUILDING MAINTENANCE	30,000.00	30,000.00	94.03	664.82	0.00	29,241.15	03
1700 IT EQUIPMENT/ SOFTWARE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
1701 CONSULTING/CONTRACT SERVICES	10,000.00	10,000.00	1,100.00	0.00	0.00	8,900.00	11
1801 DUES/SUB/MEM	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	00
1902 ROAD REPAIR	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
2120 Contingency/MISC/VOIDED	0.00	0.00	0.00	0.00	0.00	0.00	
2700 TELEPHONE EXPENSES	8,500.00	8,500.00	30.00	2,599.35	866.45	5,870.65	31
2750 CELL PHONE EXPENSES	10,000.00	10,000.00	0.00	1,662.48	831.24	8,337.52	17
2800 DRUG TESTING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
3500 ENGINEERING	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	00
4000 JD WATER DISTRICT FEES	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00	00
4802 SCADA	50,000.00	50,000.00	0.00	1,018.00	0.00	48,982.00	02
4803 MUSQUIZ WELL FIELD	200,000.00	200,000.00	86.28	1,043.85	7.49	198,869.87	01
4804 MUSQUIZ PUMP STATION	35,000.00	35,000.00	105.64	44.65	0.00	34,849.71	00
4805 SUNNY GLENN WELL FIELD	0.00	0.00	58.93	0.00	0.00	58.93-	
4806 SUNNY GLENN PUMP STATION	0.00	0.00	0.00	0.00	0.00	0.00	
4901 SAMPLES	0.00	0.00	0.00	1,006.60	1,006.60	1,006.60-	
4902 TCEQ WATR FEE (YR#90220001)	7,500.00	7,500.00	0.00	7,301.00	7,301.00	199.00	97
6004 TANK MAINTENANCE	50,000.00	50,000.00	6,700.00	117.04	0.00	43,182.96	14
6100 SEP TCEQ ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
6500 LINE EXTENSIONS/ NEW CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
8001 LEASED VEHICLES	0.00	0.00	0.00	42,970.46	34,058.86	42,970.46-	
9301 Bond Issue Cost Amortization	0.00	0.00	0.00	0.00	0.00	0.00	
9400 CIP - BACKHOE	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	00
9500 Depreciation Expense - Water	0.00	0.00	0.00	0.00	0.00	0.00	
9600 CIP - FIRE HYDRANTS	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
9700 LINE MAINTENANCE	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	00
9800 BOND ADMINISTRATIVE FEE	0.00	0.00	0.00	0.00	0.00	0.00	
9801 Principal - RB W&S Series 2003A	0.00	0.00	0.00	0.00	0.00	0.00	
9802 Interest - RB W&S Series 2003A	0.00	0.00	0.00	0.00	0.00	0.00	
9803 Principal - CO Series 2005 TWDB	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	00
9805 Principal - CO Series 2011	26,400.00	26,400.00	0.00	0.00	0.00	26,400.00	00
9806 Interest - CO Series 2011	13,215.00	13,215.00	0.00	0.00	0.00	13,215.00	00
9807 Principal - GO Ref Bond Series 201	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	00
9808 Interest - GO Ref Bond Series 2011	5,560.00	5,560.00	0.00	0.00	0.00	5,560.00	00
9922 INSURANCE CLAIMS - PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	
9999 RESERVE - FINANCIAL POLICY	0.00	0.00	0.00	0.00	0.00	0.00	
WATER EXPENSES	2,160,852.00	2,160,852.00	32,237.84	291,671.10	149,798.45	1,836,943.06	15
0654 SEWER EXPENSES							
0090 ADMINISTRATIVE FEE	88,611.00	88,611.00	0.00	14,768.50	0.00	73,842.50	17
0101 SALARIES	182,259.00	182,259.00	0.00	43,345.31	20,776.57	138,913.69	24
0103 OVERTIME	9,112.00	9,112.00	0.00	3,695.73	1,280.01	5,416.27	41

ACT		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT	USED
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 12	
0201	SOCIAL SECURITY	14,602.00	14,602.00	0.00	3,419.92	1,625.00	11,182.08	23
0202	INSURANCE - GROUP	27,650.00	27,650.00	0.00	7,678.91	2,666.41	19,971.09	28
0203	RETIREMENT	4,459.00	4,459.00	0.00	1,053.71	494.07	3,405.29	24
0204	UNEMPLOYMENT	1,008.00	1,008.00	0.00	0.00	36.25-	1,008.00	00
0205	INS - WORKMEN'S COMP	7,929.00	7,929.00	0.00	2,436.38	0.00	5,492.62	31
0501	OFFICE SUPPLIES	5,000.00	5,000.00	24.53	1,404.61	1,377.92	3,570.86	29
0502	FIELD SUPPLIES	600.00	600.00	0.00	0.00	0.00	600.00	00
0508	CHEMICALS - CHLORINE	13,000.00	13,000.00	0.00	3,310.78	1,724.43	9,689.22	25
0509	CHEMICALS - SULFUR DIOXIDE	10,000.00	10,000.00	0.00	1,014.13	501.63	8,985.87	10
0510	UNIFORMS	1,500.00	1,500.00	0.00	133.12	51.20	1,366.88	09
0700	MAINT - EQUIPMENT	20,000.00	20,000.00	299.07	551.51	0.00	19,149.42	04
0701	MAINT - VEHICLES	2,000.00	2,000.00	0.00	21.50	0.00	1,978.50	01
0704	WWTP FACILITY MAINT	85,000.00	85,000.00	0.00	5,882.71	4,740.39	79,117.29	07
0705	COLLECTION SYSTEM MAINTENANCE	75,000.00	75,000.00	2,042.24	22,224.98	18,089.66	50,732.78	32
0900	FUEL & OIL	10,000.00	10,000.00	0.00	2,128.21	141.32	7,871.79	21
1101	ELECTRICITY	45,000.00	45,000.00	0.00	3,435.72	2,560.00	41,564.28	08
1301	INSURANCE - GENERAL & LIABILITY	7,913.00	7,913.00	0.00	2,565.50	0.00	5,347.50	32
1500	TRAINING	2,000.00	2,000.00	0.00	320.00	285.00	1,680.00	16
1501	TRAVEL	3,000.00	3,000.00	0.00	11.36	11.36	2,988.64	00
1700	IT EQUIPMENT/ SOFTWARE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
1801	DUES/SUB/MEM	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
1902	ROAD REPAIR	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
2120	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	6,500.00	6,500.00	0.00	1,349.58	449.86	5,150.42	21
2750	CELL PHONE EXPENSES	2,000.00	2,000.00	0.00	241.32	120.66	1,758.68	12
2800	DRUG TESTING	250.00	250.00	0.00	0.00	0.00	250.00	00
3000	HEPATITIS SHOTS	500.00	500.00	0.00	0.00	0.00	500.00	00
3100	SAFETY EQUIPMENT	4,000.00	4,000.00	131.95	590.58	288.35	3,277.47	18
3500	ENGINEERING	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	00
4802	SCADA	3,000.00	3,000.00	0.00	570.00	570.00	2,430.00	19
4901	SAMPLES	10,000.00	10,000.00	0.00	2,503.35	878.35	7,496.65	25
4902	ANNUAL SEWER INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	
4903	TCEQ (YR-010117-001)2 PRMTS	15,000.00	15,000.00	100.00	14,290.82	102.38	609.18	96
6100	TCEQ ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
8001	LEASED VEHICLE	5,856.00	5,856.00	0.00	1,463.94	487.98	4,392.06	25
9000	CIP - CLARIFIER	0.00	0.00	0.00	0.00	0.00	0.00	
9001	CIP - WWTP	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00	00
9500	Depreciation Expense - Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
9801	Principal - CO Combo Tax&Rev 2012	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	00
9802	Interest - CO Combo Tax&Rev 2012	486.00	486.00	0.00	0.00	0.00	486.00	00
SEWER EXPENSES		1,207,735.00	1,207,735.00	2,597.79	140,412.18	59,186.30	1,064,725.03	12
0655 SANITATION/RECYCLE EXPENSES								
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0090	ADMINISTRATIVE FEE	161,003.00	161,003.00	0.00	26,833.83	0.00	134,169.17	17
0101	SALARIES	102,898.00	102,898.00	0.00	20,915.44	8,800.58	81,982.56	20
0201	SOCIAL SECURITY	7,832.00	7,832.00	0.00	1,600.07	673.27	6,231.93	20
0202	INSURANCE - GROUP	13,824.00	13,824.00	0.00	1,845.42	615.14	11,978.58	13
0203	RETIREMENT	2,392.00	2,392.00	0.00	468.54	197.15	1,923.46	20
0204	UNEMPLOYMENT	1,008.00	1,008.00	0.00	0.00	272.55-	1,008.00	00
0205	INS - WORKMEN'S COMP	2,674.00	2,674.00	0.00	842.00	0.00	1,832.00	31
0501	SUPPLIES	500.00	500.00	27.51	33.58	0.00	438.91	12
0502	FIELD SUPPLIES	1,800.00	1,800.00	137.65	322.60	256.28	1,339.75	26
0510	UNIFORMS	550.00	550.00	0.00	0.00	0.00	550.00	00

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0004 ENTERPRISE: WATER/SEWER/SAN							EFFECTIVE MONTH - 12	
0604	SANITATION SALES TAX - STATE	145,000.00	145,000.00	0.00	31,922.54	10,765.81	113,077.46	22
0701	VEHICLE MAINTENANCE	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	00
0900	FUEL & OIL	500.00	500.00	0.00	99.25	42.64	400.75	20
1101	ELECTRICITY	1,250.00	1,250.00	0.00	38.33	20.13	1,211.67	03
1301	INSURANCE - GENERAL & LIABILITY	481.00	481.00	0.00	157.25	0.00	323.75	33
1500	TRAINING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	00
1501	TRAVEL	500.00	500.00	0.00	0.00	0.00	500.00	00
2021	VOIDED CHECKS	0.00	0.00	0.00	0.00	0.00	0.00	
2700	TELEPHONE EXPENSES	2,500.00	2,500.00	0.00	784.62	261.54	1,715.38	31
2750	CELL PHONE EXPENSES	900.00	900.00	0.00	340.96	183.56	559.04	38
2800	DRUG TESTING	125.00	125.00	0.00	0.00	0.00	125.00	00
4902	TCEQ/SOLID WSTE (QTR-#2197)	0.00	0.00	0.00	0.00	0.00	0.00	
5000	WASTE/RECYCLE COLL FEES	1,705,000.00	1,705,000.00	0.00	290,541.80	145,526.40	1,414,458.20	17
5001	TIPPING FEES DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	
8000	ENVIRONMENTAL SERVICES	20,000.00	20,000.00	81.73	2,250.49	389.40	17,667.78	12
8001	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	
9500	Depreciation Expense - Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	
SANITATION/RECYCLE EXPENSES		2,173,537.00	2,173,537.00	246.89	378,996.72	167,459.35	1,794,293.39	17
ENTERPRISE: WATER/SEWER/SAN								
INCOME TOTALS		5,893,780.00	5,893,780.00		1,239,661.87	453,946.08	4,654,118.13	21
EXPENSE TOTALS		5,893,780.00	5,893,780.00	35,279.86	865,237.29	384,374.38	4,993,262.85	15

# CITY OF ALPINE - AIRPORT - DECEMBER 2021

ACT	ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT USED	
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE PCT
REPORTING FUND: 0005 ENTERPRISE: AIRPORT							EFFECTIVE MONTH - 12
0527 AIRPORT REVENUE							
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1602	FUEL SALES	610,000.00	610,000.00		178,379.02	64,991.34	431,620.98 29
1603	OIL SALES	0.00	0.00		0.00	0.00	0.00
1604	MAP SALES	0.00	0.00		0.00	0.00	0.00
1702	GROUND LEASE (HANGER)	14,000.00	14,000.00		166.68	0.00	13,833.32 01
5100	TXDOT RAMP GRANT	10,000.00	10,000.00		0.00	0.00	10,000.00 00
5200	MISC FEES/REFUNDS/INSURANCE	0.00	0.00		0.00	0.00	0.00
5201	TEXAS CLASS - INTEREST	0.00	0.00		3.95	1.68	3.95+
5300	AUCTION SALES	0.00	0.00		0.00	0.00	0.00
7001	AIRPORT BANK ACCT INTEREST	500.00	500.00		22.45	8.16	477.55 04
7002	RESERVE ACCOUNT - CIP MATCH	21,036.00	21,036.00		0.00	0.00	21,036.00 00
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	AIRPORT REVENUE	655,536.00	655,536.00	0.00	178,572.10	65,001.18	476,963.90 27
0599 AIRPORT TRANSFERS							
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9100	SYSTEM ADDED TRANSFER IN	0.00	0.00		0.00	0.00	0.00
9110	SYSTEM ADDED TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00
9120	SYSTEM ADDED TRANSFER WITHIN	0.00	0.00		0.00	0.00	0.00
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	AIRPORT TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
0627 Airport Expenses							
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0090	ADMINISTRATIVE FEE	48,558.00	48,558.00	0.00	8,093.00	0.00	40,465.00 17
0101	SALARIES	95,063.00	95,063.00	0.00	27,160.34	12,482.80	67,902.66 29
0103	OVERTIME	2,807.00	2,807.00	0.00	379.82	82.49	2,427.18 14
0201	SOCIAL SECURITY	7,353.00	7,353.00	0.00	2,099.97	958.85	5,253.03 29
0202	INSURANCE - GROUP	13,824.00	13,824.00	0.00	3,608.08	1,230.28	10,215.92 26
0203	RETIREMENT	2,180.00	2,180.00	0.00	616.91	281.48	1,563.09 28
0204	UNEMPLOYMENT	504.00	504.00	0.00	0.00	0.00	504.00 00
0205	INS - WORKMEN'S COMP	2,052.00	2,052.00	0.00	709.50	0.00	1,342.50 35
0501	SUPPLIES	1,500.00	1,500.00	69.88	1,303.04	173.11	127.08 92
0502	FIELD SUPPLIES	200.00	200.00	0.00	106.09	0.00	93.91 53
0510	UNIFORMS	150.00	150.00	0.00	35.84	15.36	114.16 24
0601	LICENSES AND FEES	285.00	285.00	100.00	102.38	102.38	82.62 71
0701	MAINT - EQUIPMENT	1,000.00	1,000.00	0.00	685.82	610.34	314.18 69
0702	MAINT - VEHICLE	1,000.00	1,000.00	0.00	131.74	0.00	868.26 13
0704	FACILITY MAINT	10,000.00	10,000.00	761.30	4,002.91	873.90	5,235.79 48
0708	FIRE SAFETY INSPEC	150.00	150.00	0.00	0.00	0.00	150.00 00
0900	FUEL & OIL	800.00	800.00	0.00	457.55	173.70	342.45 57
1001	MISC/VOIDED EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
1101	ELECTRICITY	5,500.00	5,500.00	0.00	476.84	404.90	5,023.16 09
1301	AIRPORT LIABILITY INSURANCE	2,020.00	2,020.00	0.00	578.00	0.00	1,442.00 29
1500	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00 00
1501	TRAVEL	300.00	300.00	0.00	0.00	0.00	300.00 00
1700	IT EQUIPMENT/ SOFTWARE	1,500.00	1,500.00	0.00	19.99	19.99	1,480.01 01
2000	AV/JET FUEL/OIL PURCHASES	403,410.00	403,410.00	0.00	114,733.46	43,675.54	288,676.54 28
2120	AWOS CONTRACT	5,966.00	5,966.00	0.00	0.00	0.00	5,966.00 00
2700	TELEPHONE EXPENSES	5,500.00	5,500.00	0.00	1,419.30	473.10	4,080.70 26
2750	CELL PHONE EXPENSE	1,000.00	1,000.00	0.00	160.88	80.44	

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT BALANCE	USED PCT
REPORTING FUND: 0005 ENTERPRISE: AIRPORT							EFFECTIVE MONTH - 12	
	Airport Expenses	655,536.00	655,536.00	53,517.18	166,881.46	61,638.66	435,137.36	34
	ENTERPRISE: AIRPORT							
	INCOME TOTALS	655,536.00	655,536.00		178,572.10	65,001.18	476,963.90	27
	EXPENSE TOTALS	655,536.00	655,536.00	53,517.18	166,881.46	61,638.66	435,137.36	34

# CITY OF ALPINE - TOURISM - DECEMBER 2021

ACT		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT USED
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE PCT
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REPORTING FUND: 0006 Tourism HOT Fund							EFFECTIVE MONTH - 12
0556 Promotion & Tourism Revenues							
=====							
0408	HOT HOTEL OCCUPANCY TAX	600,000.00	600,000.00		0.00	0.00	600,000.00 00
0410	HOT INTEREST ACCT #7082339	0.00	0.00		113.26	37.53	113.26+
0411	TEXAS CLASS - INTEREST	0.00	0.00		12.01	5.06	12.01+
0412	STR PERMIT FEE	0.00	0.00		1,400.00	700.00	1,400.00+
0413	GO TEXAN REIMBURSEMENT	0.00	0.00		0.00	0.00	0.00
0501	HOT - VALUE LODGE/ALPINE LODGING	0.00	0.00		5,718.57	3,335.44	5,718.57+
0502	HOT - ANTELOPE LODGE	0.00	0.00		5,591.71	2,736.52	5,591.71+
0503	HOT - QUALITY INN	0.00	0.00		17,869.64	8,077.23	17,869.64+
0504	HOT - HIGHLAND INN	0.00	0.00		0.00	0.00	0.00
0505	HOT - THE HOLLAND HOTEL	0.00	0.00		0.00	0.00	0.00
0506	HOT - LA LOMA INN	0.00	0.00		0.00	0.00	0.00
0507	HOT - MOTEL BIEN VENIDO	0.00	0.00		0.00	0.00	0.00
0508	HOT - TRAVEL LODGE/OAK TREE INN	0.00	0.00		0.00	0.00	0.00
0509	HOT - STUDIO GUEST HOUSE	0.00	0.00		0.00	0.00	0.00
0511	HOT - AMERICA'S BEST/SUNDAY HOUSE	0.00	0.00		4,773.79	0.00	4,773.79+
0512	HOT - THE WHITE HOUSE INN	0.00	0.00		0.00	0.00	0.00
0513	HOT - THE MAVERICK INN	0.00	0.00		0.00	0.00	0.00
0514	HOT - QUARTER CIRCLE 7	0.00	0.00		10,437.70	4,525.44	10,437.70+
0515	HOT - ALPINE GUEST LOFTS	0.00	0.00		0.00	0.00	0.00
0516	HOT - HAMPTON INN	0.00	0.00		0.00	0.00	0.00
0517	HOT - BREWSTER CO. LODGING	0.00	0.00		0.00	0.00	0.00
0518	HOT - CASA VIDA	0.00	0.00		163.75	0.00	163.75+
0519	HOT - HOLIDAY INN EXPRESS	0.00	0.00		0.00	0.00	0.00
0520	HOT - STONE HOUSE	0.00	0.00		0.00	0.00	0.00
0521	CAVE MESA	0.00	0.00		0.00	0.00	0.00
0522	CASITA OM	0.00	0.00		0.00	0.00	0.00
0523	LITTLE TIN GUEST HOUSE	0.00	0.00		0.00	0.00	0.00
0524	SUNSHINE RENTALS	0.00	0.00		0.00	0.00	0.00
0525	HOT - AMERICANA GUEST QTRS	0.00	0.00		0.00	0.00	0.00
0526	KIOWA 2	0.00	0.00		0.00	0.00	0.00
0527	BUDDY/LESLIE BISE	0.00	0.00		0.00	0.00	0.00
0528	KIOWA	0.00	0.00		0.00	0.00	0.00
0529	Alpine Vacation Rentals, LLC	0.00	0.00		0.00	0.00	0.00
0530	HOT-Alpine Creek Cottage, L.L.C.	0.00	0.00		0.00	0.00	0.00
0531	HUANG	0.00	0.00		0.00	0.00	0.00
0532	Lockhart Hacienda	0.00	0.00		0.00	0.00	0.00
0533	HOT - TINY HOUSE	0.00	0.00		0.00	0.00	0.00
0534	HOT - Alpine Guest Lodging	0.00	0.00		0.00	0.00	0.00
0535	Marsha Wells-Sole Prop	0.00	0.00		0.00	0.00	0.00
0536	Casa Blanca	0.00	0.00		0.00	0.00	0.00
0537	ZIMMER - GATED GARDENS	0.00	0.00		0.00	0.00	0.00
0538	DESERT PEARL	0.00	0.00		0.00	0.00	0.00
0539	PURPLE DOOR GUESTHOUSE	0.00	0.00		0.00	0.00	0.00
0540	SUE'S CASA	0.00	0.00		0.00	0.00	0.00
0541	JESSICA POSTOL - AIRBNB	0.00	0.00		0.00	0.00	0.00
0542	R & S GARCIA	0.00	0.00		0.00	0.00	0.00
0543	RIPPEL - BRBO	0.00	0.00		0.00	0.00	0.00
0544	DOWNTOWN CASITA - WILLIAMS	0.00	0.00		0.00	0.00	0.00
0545	PAJARO BLANCO - ANNE HILSCHER	0.00	0.00		0.00	0.00	0.00
0546	TED ST CASITA - BOW	0.00	0.00		0.00	0.00	0.00
0547	ALPINE SUNSET RETREAT	0.00	0.00		0.00	0.00	0.00
0548	BOMBERO 18, LLC	0.00	0.00		0.00	0.00	0.00
0549	LANGRIDGE LODGE	0.00	0.00		0.00	0.00	0.00



ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT USED BALANCE	USED PCT
REPORTING FUND: 0006 Tourism HOT Fund							EFFECTIVE MONTH - 12	
0550	LUXURY FARM HOUSE	0.00	0.00		0.00	0.00	0.00	
0551	WEST TEXAS GETAWAY	0.00	0.00		0.00	0.00	0.00	
0552	ALPINE PROPERTY RENTALS	0.00	0.00		1,685.81	1,685.81	1,685.81+	
0553	SKYE BLUE SERVICES- PEACH HOUSE	0.00	0.00		0.00	0.00	0.00	
0554	QUIETT - HANCOCK HOUSE	0.00	0.00		0.00	0.00	0.00	
0555	TEXSKY - BIRDNEST	0.00	0.00		0.00	0.00	0.00	
0556	HINSHAW - CASE PINON	0.00	0.00		0.00	0.00	0.00	
0557	EVANS - MURAL HOUSE	0.00	0.00		0.00	0.00	0.00	
0558	CONCHA RAMOS	0.00	0.00		0.00	0.00	0.00	
0559	WINDMILL HOUSE - HURST	0.00	0.00		0.00	0.00	0.00	
0560	EL NIDO - SANDRA PRATT	0.00	0.00		0.00	0.00	0.00	
0561	KIM LANGRIDGE - LANGRIDGE LODGE	0.00	0.00		0.00	0.00	0.00	
0562	COVINGTON - BEACH HOUSE	0.00	0.00		0.00	0.00	0.00	
0563	ALPINE BED & BREAKFAST - RABBITS T	0.00	0.00		1,990.71	934.78	1,990.71+	
0564	TEAM HOUSING	0.00	0.00		0.00	0.00	0.00	
0565	SOUTHERN CHARM - MCGUIRE	0.00	0.00		0.00	0.00	0.00	
0566	DANNICA INVESTMENTS - M. QUIROGA	0.00	0.00		0.00	0.00	0.00	
0567	ALPINE 360 PROPERTIES	0.00	0.00		0.00	0.00	0.00	
0568	CASA ACERO - EAGLE PASS	0.00	0.00		0.00	0.00	0.00	
0569	CAJITA VERDE - BLECHA	0.00	0.00		106.54	53.13	106.54+	
0570	PAIGE LOSOYA - CACTUS STREET	0.00	0.00		0.00	0.00	0.00	
0571	ADOBE VISTA - SCHWERTFEGER	0.00	0.00		0.00	0.00	0.00	
0572	EL NOPAL CASITA - LIM/ROTHEY	0.00	0.00		0.00	0.00	0.00	
0573	5TH STREET - ROGGOW	0.00	0.00		0.00	0.00	0.00	
0574	BIRD'S NEST - BRANT	0.00	0.00		0.00	0.00	0.00	
0575	MYERS - 202 LOCKHART	0.00	0.00		0.00	0.00	0.00	
0576	CASA OCOTILLO - HARPOLD	0.00	0.00		0.00	0.00	0.00	
0577	OH HI HOUSE - BIENVENIDO BIG BEND	0.00	0.00		0.00	0.00	0.00	
0578	THE VILLA	0.00	0.00		0.00	0.00	0.00	
0579	CASA DE ARROZ	0.00	0.00		211.24	165.51	211.24+	
0580	THE COWBOY HOUSE	0.00	0.00		304.11	194.63	304.11+	
9920	MISC/CONTRIBUTIONS	279,859.00	279,859.00		0.00	0.00	279,859.00	00
Promotion & Tourism Revenues		879,859.00	879,859.00	0.00	50,378.84	22,451.08	829,480.16	06
0599 TRANSFERS								
=====								
9100	SYSTEM ADDED TRANSFER IN	0.00	0.00		0.00	0.00	0.00	
9110	SYSTEM ADDED TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
9120	SYSTEM ADDED TRANSFER WITHIN	0.00	0.00		0.00	0.00	0.00	
TRANSFERS		0.00	0.00	0.00	0.00	0.00	0.00	
0656 PROMOTION & TOURISM Expenses								
=====								
0100	7 % FISCAL FEE	38,618.00	38,618.00	0.00	6,436.33	0.00	32,181.67	17
0101	SALARIES - VISITOR CENTER EMP	58,522.00	58,522.00	0.00	10,946.25	4,858.00	47,575.75	19
0103	OVERTIME	0.00	0.00	0.00	154.50	154.50	154.50-	
0201	SOCIAL SECURITY	4,458.00	4,458.00	0.00	849.23	383.47	3,608.77	19
0202	INSURANCE	6,913.00	6,913.00	0.00	18.00	6.00	6,895.00	00
0203	RETIREMENT	1,362.00	1,362.00	0.00	248.66	112.28	1,113.34	18
0204	UNEMPLOYMENT	504.00	504.00	0.00	0.00	0.00	504.00	00
0205	WORKMEN'S COMP	71.00	71.00	0.00	20.40	0.00	50.60	29
0501	VC - SUPPLIES	3,500.00	3,500.00	0.00	608.69	170.57	2,891.31	17
1001	MISC/VOIDED	0.00	0.00	0.00	0.00	0.00	0.00	

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT USED BALANCE	USED PCT
REPORTING FUND: 0006 Tourism HOT Fund							EFFECTIVE MONTH - 12	
1101	VC - ELECTRICITY	1,500.00	1,500.00	0.00	72.06	31.31	1,427.94	05
1301	LIABILITY/AUTO COVERAGE	440.00	440.00	0.00	0.00	0.00	440.00	00
1500	VC - TRAINING	1,000.00	1,000.00	490.00	490.00	490.00	20.00	98
1501	VC - TRAVEL	6,000.00	6,000.00	388.70	0.00	0.00	5,611.30	06
1602	VC - POSTAGE	1,000.00	1,000.00	0.00	743.59	743.59	256.41	74
1700	IT EQUIPMENT/ SOFTWARE	1,400.00	1,400.00	859.89	0.00	0.00	540.11	61
1801	VC - SUBSCRIPTIONS	500.00	500.00	0.00	0.00	0.00	500.00	00
1900	VC - PRINTING/ADVERTISING	1,500.00	1,500.00	0.00	100.00	0.00	1,400.00	07
2121	FACILITY MAINT/EQUIPMENT	35,500.00	35,500.00	0.00	939.83	573.54	34,560.17	03
2700	VC- TELEPHONE/INTERNET	2,000.00	2,000.00	0.00	468.57	156.19	1,531.43	23
5102	TOURISM DIRECTOR CONTRACT	74,246.00	74,246.00	0.00	18,561.48	6,187.16	55,684.52	25
5104	PROMOTION / ADVERTISING	248,226.00	248,226.00	0.00	50,531.16	8,365.06	197,694.84	20
5105	PROMOTION OF THE ARTS	75,000.00	75,000.00	0.00	6,750.00	0.00	68,250.00	09
5106	HISTORICAL RESTORATION/PRESERVATIO	10,000.00	10,000.00	0.00	2,764.14	2,764.14	7,235.86	28
5109	SPORTING EVENTS	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	00
5111	TRANSPORTATION SYSTEM	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	00
5115	SIGNAGE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
5116	GO TEXAN GRANT	0.00	0.00	0.00	645.00	60.00	645.00-	
5200	VISITOR CENTER REMODEL	280,599.00	280,599.00	0.00	74,125.00	74,125.00	206,474.00	26
9000	RESERVES/FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	
9999	RESERVES - FINANCIAL POLICY	0.00	0.00	0.00	0.00	0.00	0.00	
PROMOTION & TOURISM Expenses		879,859.00	879,859.00	1,738.59	175,472.89	99,180.81	702,647.52	20
Tourism HOT Fund								
INCOME TOTALS		879,859.00	879,859.00		50,378.84	22,451.08	829,480.16	06
EXPENSE TOTALS		879,859.00	879,859.00	1,738.59	175,472.89	99,180.81	702,647.52	20

# CITY OF ALPINE - GAS DEPARTMENT - DECEMBER 2021

ACT		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT USED	
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
REPORTING FUND: 0008 ENTERPRISE: GAS COMPANY							EFFECTIVE MONTH - 12	
0558 GAS REVENUES								
=====								
0110	NATURAL GAS SALES - ALPINE	1,626,690.00	1,626,690.00		321,616.66	193,827.49	1,305,073.34	20
0120	NATURAL GAS SALES - FT. DAVIS	299,730.00	299,730.00		42,781.71	23,419.93	256,948.29	14
0200	SERVICE FEES - ALPINE	10,000.00	10,000.00		2,345.00	1,015.00	7,655.00	23
0201	SERVICE FEES - FT. DAVIS	2,500.00	2,500.00		225.00	105.00	2,275.00	09
0240	SERVICE TAP FEES - ALPINE	4,000.00	4,000.00		4,500.00	0.00	500.00+	113
0241	SERVICE TAP FEES - FT. DAVIS	2,000.00	2,000.00		0.00	0.00	2,000.00	00
0242	EXTENSION FEE - ALPINE	0.00	0.00		0.00	0.00	0.00	
0243	EXTENSION FEE - FORT DAVIS	0.00	0.00		0.00	0.00	0.00	
0250	PENALTY FEES - ALPINE	10,000.00	10,000.00		2,531.74	796.28	7,468.26	25
0251	PENALTY FEES - FT. DAVIS	1,800.00	1,800.00		216.81	33.61	1,583.19	12
0400	MISC. INCOME	1,250.00	1,250.00		469.92	221.90	780.08	38
0401	GAS BANK ACCT INT	1,500.00	1,500.00		110.88	36.80	1,389.12	07
0402	WC REIMBURSEMENT	0.00	0.00		0.00	0.00	0.00	
0403	WTG ROYALTIES	5,000.00	5,000.00		0.00	0.00	5,000.00	00
0500	SALES TAX COLLECTED	52,000.00	52,000.00		9,061.04	4,269.60	42,938.96	17
0612	FY20 - NSF - RETURNED CHECK FEE	0.00	0.00		0.00	0.00	0.00	
1901	ROAD CUT FEE	10,000.00	10,000.00		0.00	0.00	10,000.00	00
7000	BILLING ADJUSTMENTS	0.00	0.00		46.66-	0.65-	46.66	
7001	GAS CUSTOMER DEPOSIT INTEREST	500.00	500.00		25.20	8.94	474.80	05
9000	AUCTION	0.00	0.00		0.00	0.00	0.00	
-----								
	GAS REVENUES	2,026,970.00	2,026,970.00	0.00	383,837.30	223,733.90	1,643,132.70	19
0599 TRANSFERS								
=====								
9100	TRANSFER IN	0.00	0.00		0.00	0.00	0.00	
9110	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
-----								
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	
0658 GAS EXPENSES								
=====								
0090	ADMINISTRATIVE FEE	149,889.00	149,889.00	0.00	24,981.50	0.00	124,907.50	17
0100	FRANCHISE FEE	101,224.00	101,224.00	0.00	3,939.49	0.00	97,284.51	04
0101	SALARIES	465,215.00	465,215.00	0.00	118,868.20	53,156.29	346,346.80	26
0103	OVERTIME	32,215.00	32,215.00	0.00	4,815.32	2,307.09	27,399.68	15
0201	SOCIAL SECURITY	37,573.00	37,573.00	0.00	9,145.11	4,137.36	28,427.89	24
0202	INSURANCE - GROUP	68,764.00	68,764.00	0.00	18,611.28	6,203.76	50,152.72	27
0203	RETIREMENT	9,387.00	9,387.00	0.00	2,770.54	1,242.39	6,616.46	30
0204	UNEMPLOYMENT	2,520.00	2,520.00	0.00	0.00	0.00	2,520.00	00
0205	INS - WORKMEN'S COMP	7,311.00	7,311.00	0.00	2,322.15	0.00	4,988.85	32
0410	NATURAL GAS PURCHASE - ALPINE	535,000.00	535,000.00	0.00	64,819.95	42,442.95	470,180.05	12
0420	NATURAL GAS PURCHASE - FT. DAVIS	80,000.00	80,000.00	0.00	9,809.25	6,646.80	70,190.75	12
0501	OFFICE SUPPLIES	3,500.00	3,500.00	934.07	842.02	475.28	1,723.91	51
0502	FIELD SUPPLIES	15,000.00	15,000.00	0.00	3,099.48	2,342.82	11,900.52	21
0503	SAFETY EQUIPMENT	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	00
0510	UNIFORMS	8,000.00	8,000.00	0.00	2,040.91	778.40	5,959.09	26
0600	EQUIPMENT MAINT.	8,000.00	8,000.00	2,797.98	340.92	299.16	4,861.10	39
0701	VEHICLE MAINT	8,000.00	8,000.00	252.04	2,956.30	155.50	4,791.66	40
0800	CP & METER MAINT	8,250.00	8,250.00	454.32	211.60	0.00	7,584.08	08
0900	FUEL & OIL	13,000.00	13,000.00	0.00	3,269.22	1,657.68	9,730.78	25
1001	MISC/VOIDED	0.00	0.00	0.00	0.00	0.00	0.00	
1100	METERS	25,000.00	25,000.00	0.00	4,492.18	4,492.18	20,507.82	18

ACT NUM	ACCOUNT-TITLE	ORIGINAL BUDGET-AMOUNT	AMENDED BUDGET-AMOUNT	ENCUMBERED YEAR-TO-DATE	ACTIVITY YEAR-TO-DATE	ACTIVITY MONTH-TO-DATE	CURRENT USED BALANCE	USED PCT
REPORTING FUND: 0008 ENTERPRISE: GAS COMPANY							EFFECTIVE MONTH - 12	
1101	ELECTRICITY	5,000.00	5,000.00	0.00	292.24	29.87	4,707.76	06
1200	DISTRIBUTION SYSTEM MAINT	35,000.00	35,000.00	42.80	2,528.02	0.00	32,429.18	07
1301	INSURANCE - GENERAL/AUTO LIABILITY	15,200.00	15,200.00	0.00	4,061.00	0.00	11,139.00	27
1400	EQUIPMENT RENTAL	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	00
1500	TRAINING	10,000.00	10,000.00	0.00	1,100.00	0.00	8,900.00	11
1501	TRAVEL	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	00
1600	POSTAGE/FREIGHT	15,000.00	15,000.00	0.00	4,032.68	4,032.68	10,967.32	27
1700	IT EQUIPMENT/ SOFTWARE	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	00
1800	PENALTIES/FINES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	00
1901	ROAD REPAIR	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	00
2200	CONSULTING/CONTRACT FEES	20,000.00	20,000.00	6,437.50	12,663.69	3,318.10	898.81	96
2300	RR COMMISSION FEES	5,000.00	5,000.00	0.00	562.50	0.00	4,437.50	11
2400	DIG TESS/TEXAS 811	1,200.00	1,200.00	0.00	80.75	37.05	1,119.25	07
2700	TELEPHONE EXPENSES	8,000.00	8,000.00	60.00	1,790.97	622.43	6,149.03	23
2750	CELL PHONE EXPENSES	4,500.00	4,500.00	0.00	609.32	304.66	3,890.68	14
2800	DRUG TESTING	1,200.00	1,200.00	0.00	350.00	0.00	850.00	29
2900	DUES & MEMBERSHIPS	1,000.00	1,000.00	0.00	490.00	490.00	510.00	49
3050	PAP/DAMAGE PREVENTION	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	00
3100	ADVERTISING	2,500.00	2,500.00	0.00	150.00	75.00	2,350.00	06
3800	BUILDING MAINT.	25,000.00	25,000.00	211.51	0.00	0.00	24,788.49	01
3900	SALES TAX REMITTED TO STATE	52,000.00	52,000.00	0.00	11,232.75	3,822.76	40,767.25	22
8001	LEASED VEHICLE	55,000.00	55,000.00	0.00	9,871.83	3,290.61	45,128.17	18
9800	CIP - KABOTA - FY20 EXCAVATOR	0.00	0.00	0.00	0.00	0.00	0.00	
9810	CIP - STOPPLE	0.00	0.00	0.00	0.00	0.00	0.00	
9811	FY20 - CIP - RATIFIER	0.00	0.00	0.00	0.00	0.00	0.00	
9812	CIP - 2021-2022	100,522.00	100,522.00	0.00	0.00	0.00	100,522.00	00
9999	RESERVES - FINANCIAL POLICY	0.00	0.00	0.00	0.00	0.00	0.00	
GAS EXPENSES		2,026,970.00	2,026,970.00	11,190.22	327,151.17	142,360.82	1,688,628.61	17
ENTERPRISE: GAS COMPANY								
INCOME TOTALS		2,026,970.00	2,026,970.00		383,837.30	223,733.90	1,643,132.70	19
EXPENSE TOTALS		2,026,970.00	2,026,970.00	11,190.22	327,151.17	142,360.82	1,688,628.61	17

# CITY OF ALPINE -I&S - DECEMBER 2021

ACT		ORIGINAL	AMENDED	ENCUMBERED	ACTIVITY	ACTIVITY	CURRENT USED	
NUM	ACCOUNT-TITLE	BUDGET-AMOUNT	BUDGET-AMOUNT	YEAR-TO-DATE	YEAR-TO-DATE	MONTH-TO-DATE	BALANCE	PCT
REPORTING FUND: 0075 INTEREST & SINKING							EFFECTIVE MONTH - 12	
0534	REVENUE							
----	-----	-----	-----	-----	-----	-----	-----	----
0410	CURRENT I & S ADVALOREM	148,758.00	148,758.00		71,555.24	51,014.84	77,202.76	48
0420	DELINQUENT I & S	0.00	0.00		570.96	133.11	570.96+	
0502	PENALTY & INTEREST	0.00	0.00		278.28	51.96	278.28+	
0503	INTEREST/MISC	0.00	0.00		0.00	0.00	0.00	
0504	WATER/SEWER DEBT	0.00	0.00		0.00	0.00	0.00	
7001	I&S BANK INTEREST	0.00	0.00		10.01	4.17	10.01+	
----	-----	-----	-----	-----	-----	-----	-----	----
	REVENUE	148,758.00	148,758.00	0.00	72,414.49	51,204.08	76,343.51	49
0599	TRANSFERS							
----	-----	-----	-----	-----	-----	-----	-----	----
9100	SYSTEM ADDED TRANSFER IN	0.00	0.00		0.00	0.00	0.00	
9110	SYSTEM ADDED TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
----	-----	-----	-----	-----	-----	-----	-----	----
	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	
0600	GENERAL DEBT EXPENSES							
----	-----	-----	-----	-----	-----	-----	-----	----
0200	PRINCIPAL - CO SERIES 2011	33,600.00	33,600.00	0.00	0.00	0.00	33,600.00	00
0201	INTEREST - CO SERIES 2011	16,819.00	16,819.00	0.00	0.00	0.00	16,819.00	00
0300	PRINCIPAL - GO SERIES 2011	90,000.00	90,000.00	0.00	0.00	0.00	90,000.00	00
0301	INTEREST - GO SERIES 2011	8,339.00	8,339.00	0.00	0.00	0.00	8,339.00	00
----	-----	-----	-----	-----	-----	-----	-----	----
	GENERAL DEBT EXPENSES	148,758.00	148,758.00	0.00	0.00	0.00	148,758.00	00
0601	WATER DEBT EXPENSES							
----	-----	-----	-----	-----	-----	-----	-----	----
0200	PRINCIPAL - CO SERIES 2011	0.00	0.00	0.00	0.00	0.00	0.00	
0201	INTEREST - CO SERIES 2011	0.00	0.00	0.00	0.00	0.00	0.00	
0300	PRINCIPAL - GO SERIES 2011	0.00	0.00	0.00	0.00	0.00	0.00	
0301	INTEREST - GO SERIES 2011	0.00	0.00	0.00	0.00	0.00	0.00	
0400	PRINCIPAL - CO 2005 TWDB	0.00	0.00	0.00	0.00	0.00	0.00	
0401	CO 2005 TWDB	0.00	0.00	0.00	0.00	0.00	0.00	
0700	PRINCIPAL - RB SERIES 2003A	0.00	0.00	0.00	0.00	0.00	0.00	
0701	INTEREST - RB SERIES 2003A	0.00	0.00	0.00	0.00	0.00	0.00	
----	-----	-----	-----	-----	-----	-----	-----	----
	WATER DEBT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
0602	SEWER DEBT EXPENSES							
----	-----	-----	-----	-----	-----	-----	-----	----
0500	PRINCIPAL - ARREATOR	0.00	0.00	0.00	0.00	0.00	0.00	
0501	INTEREST - ARREATOR	0.00	0.00	0.00	0.00	0.00	0.00	
0600	PRINCIPAL - CO 12 COMBO REV&TAX	0.00	0.00	0.00	0.00	0.00	0.00	
0601	INTEREST - CO 12 COMBO REV&TAX	0.00	0.00	0.00	0.00	0.00	0.00	
----	-----	-----	-----	-----	-----	-----	-----	----
	SEWER DEBT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
INTEREST & SINKING								
	INCOME TOTALS	148,758.00	148,758.00		72,414.49	51,204.08	76,343.51	49
	EXPENSE TOTALS	148,758.00	148,758.00	0.00	0.00	0.00	148,758.00	00



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**CITY STAFF UPDATE**

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1. Environmental Services by Adelina Beall, Environmental Services Coordinator

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. Slide Presentation will be presented on the day of the City Council Meeting and will be available online at [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) within 24 hours of the meeting.

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**STAFF RECOMMENDATION**

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1. None.



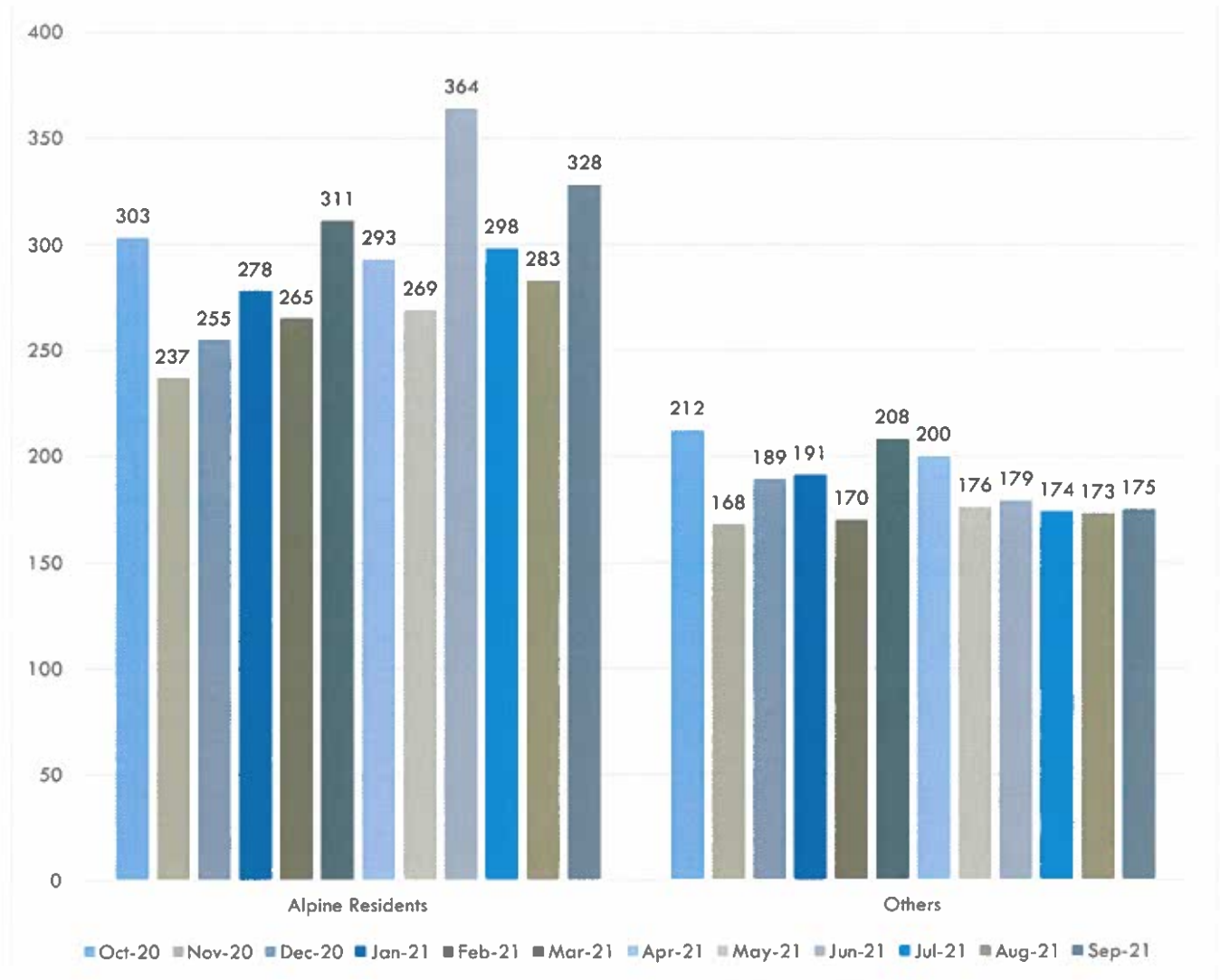
# HAL FLANDERS RECYCLING CENTER



01/18/2021

Recycling Report

## Part 1: Hal Flanders Recycling Center: FY 20-21



### FY 20-21 Total

Alpine Residents = 3,484 (61%)      Others = 2,215 (39%)

### FY 20-21 Monthly Average

Alpine Residents = 290      Others = 185



## Hal Flanders Recycling Center: FY 20-21

<b>Material</b>	<b>Oct. 2020 – Mar. 2021 Drop Offs</b>
Mixed paper	3118
Newspaper	884
Plastic	3140
Cardboard	2684
Aluminum cans	2259
Glass	2442
Tin	2166
Brush	202
Scrap Metal	105
Bulky	51
Used Oil	95

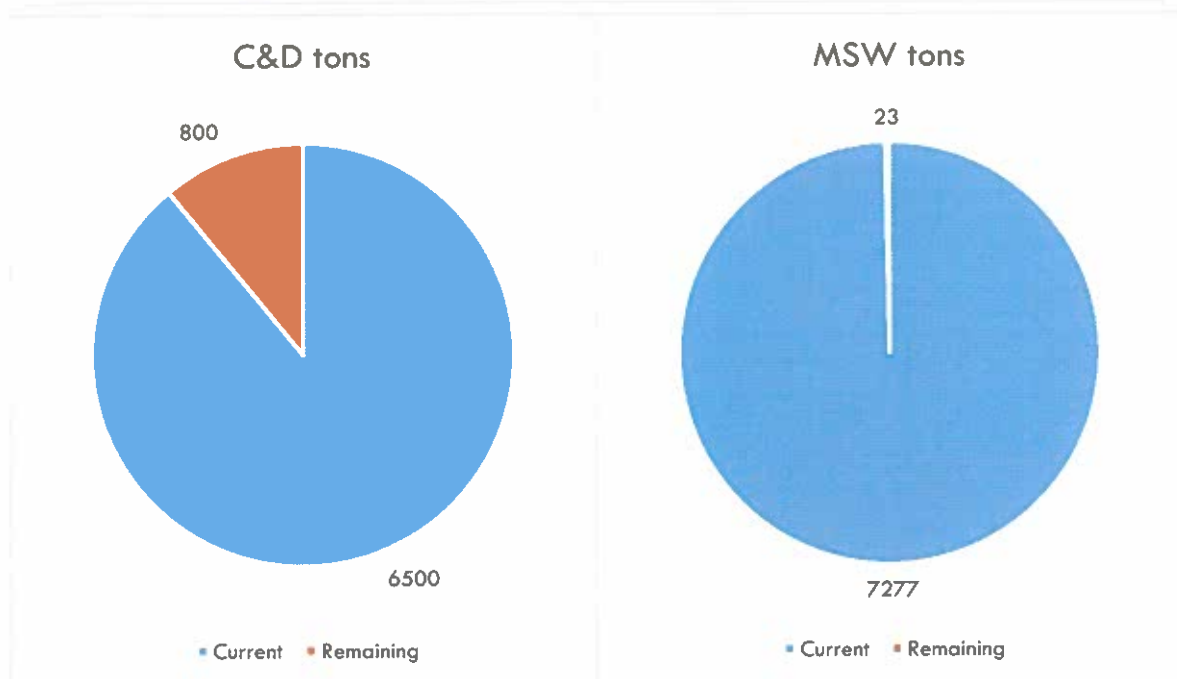
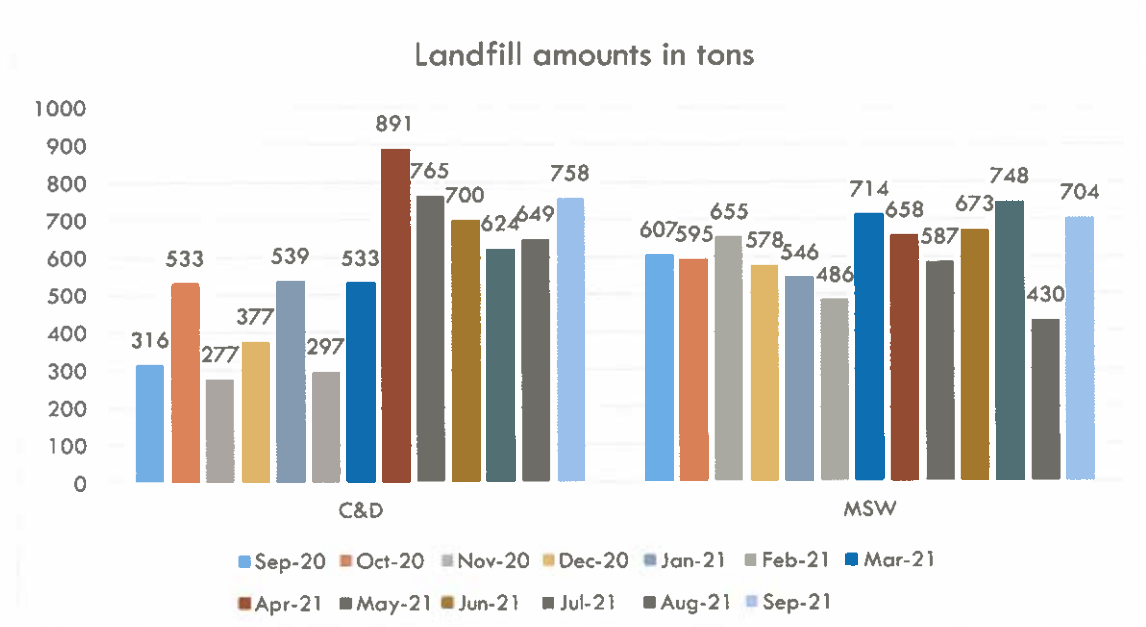
**Staffing:** All positions filled

### 2021 Quarterly Bulk Pick- Up Totals:

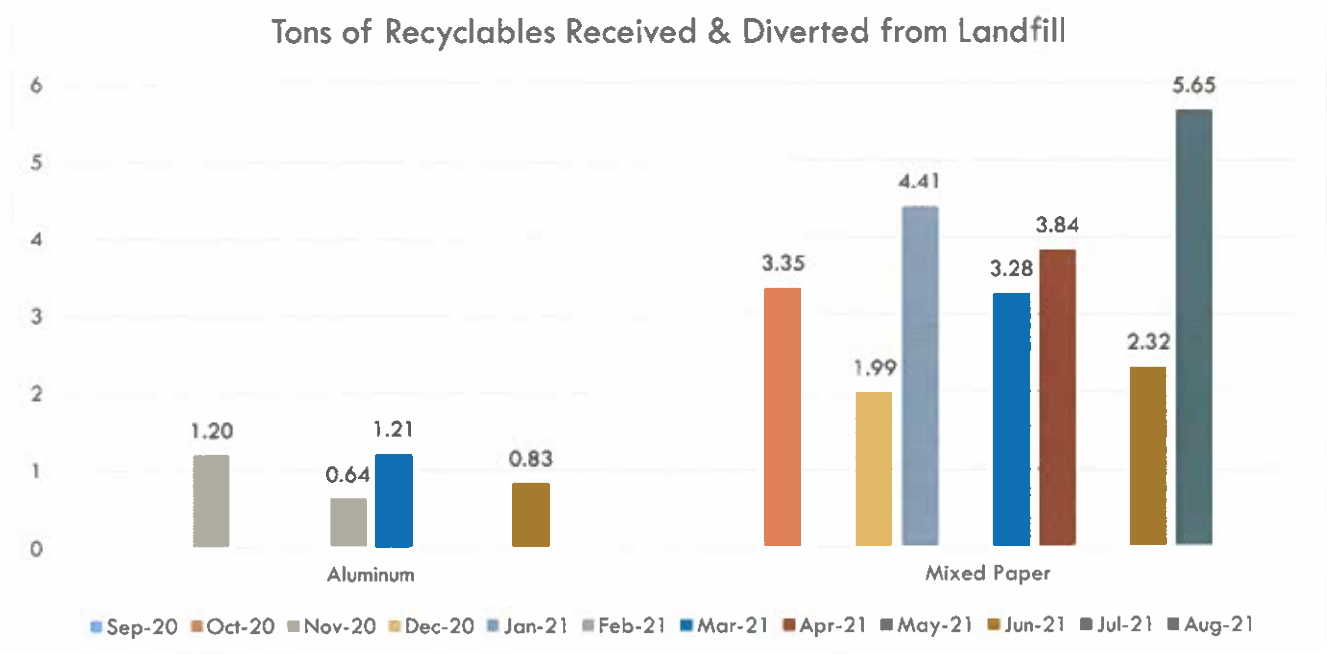
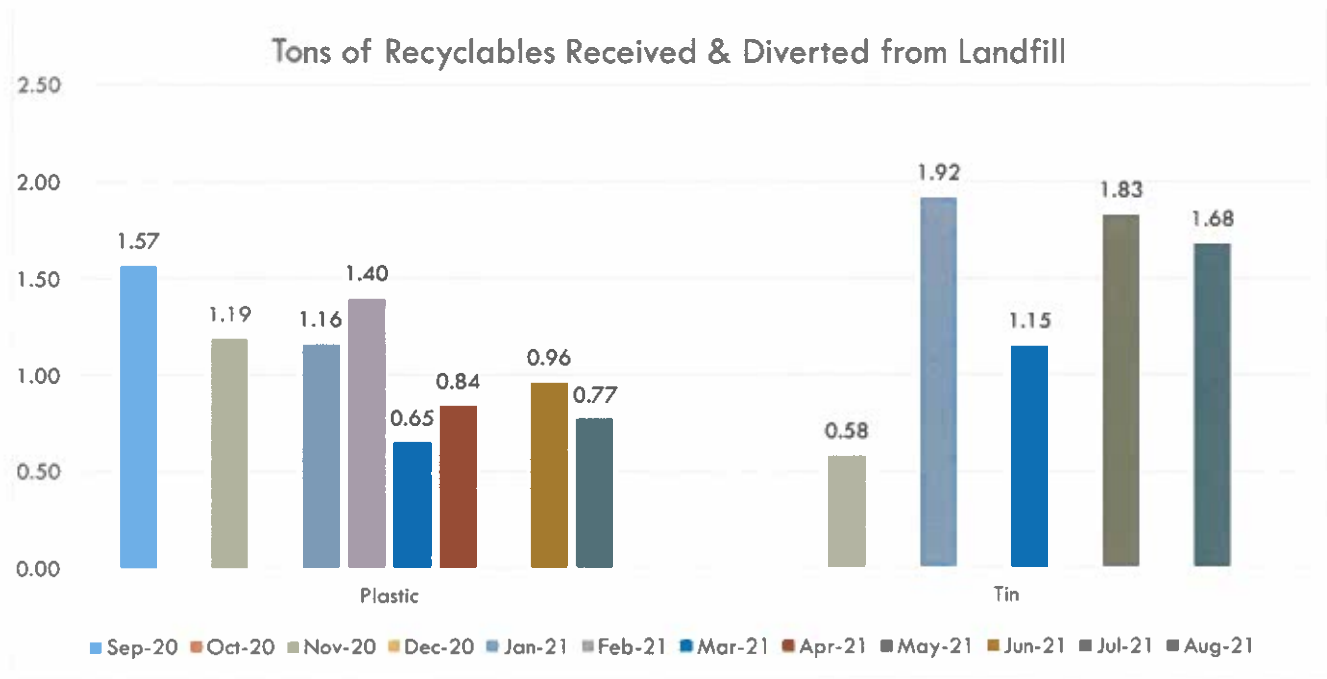
<b>January 2021:</b>		
<i>Bulky Trash:</i>	<i>Brush</i>	<i>Metal:</i>
11.02	0.59	0.43
<b>April 2021:</b>		
<i>Bulky Trash:</i>	<i>Brush</i>	<i>Metal:</i>
9.2	3.8	4.8
<b>July 2021:</b>		
<i>Bulky Trash:</i>	<i>Brush</i>	<i>Metal:</i>
17.72	2.81	0.68
<b>October 2021:</b>		
<i>Bulky Trash:</i>	<i>Brush</i>	<i>Metal:</i>
14.21	0.9	2.57
<b>2021 Total Tons/Item</b>		
<i>Bulky Trash:</i>	<i>Brush</i>	<i>Metal:</i>
52.15	8.1	8.48
<b>2021 Total Tons</b>		<b>68.73</b>

## Part 2: City of Alpine Landfill:

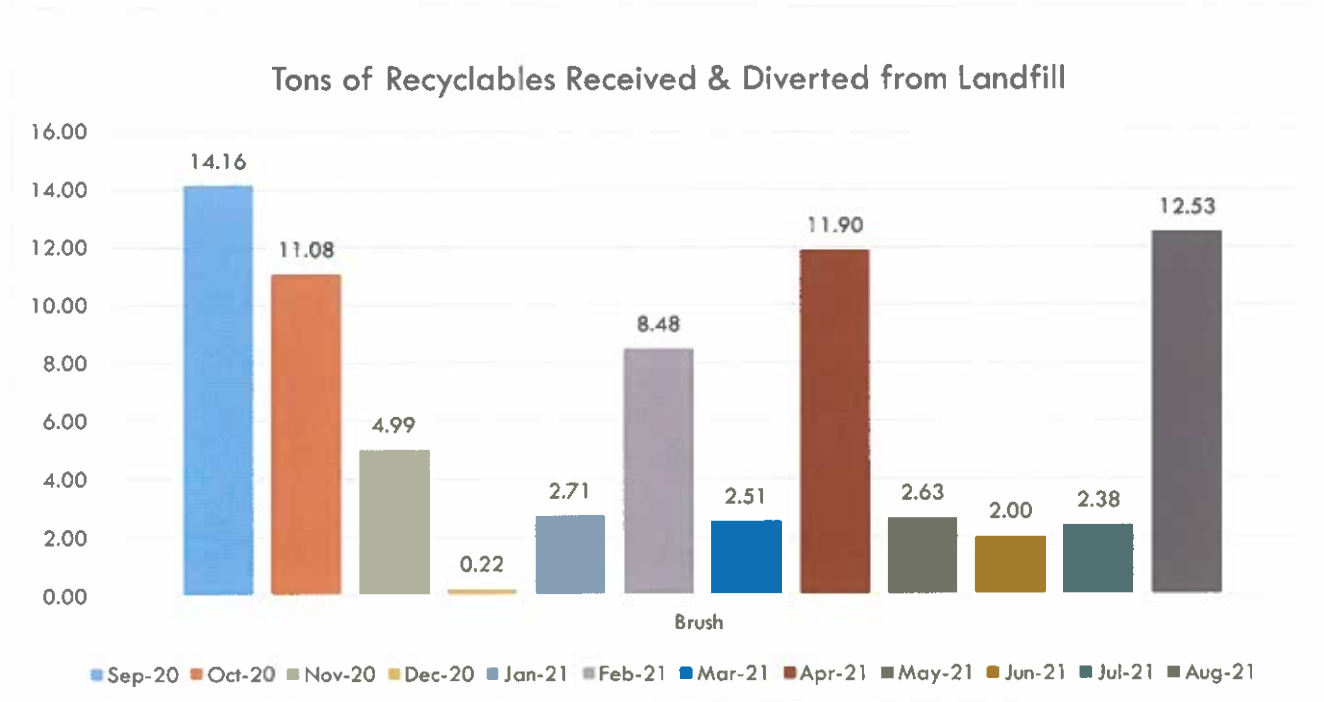
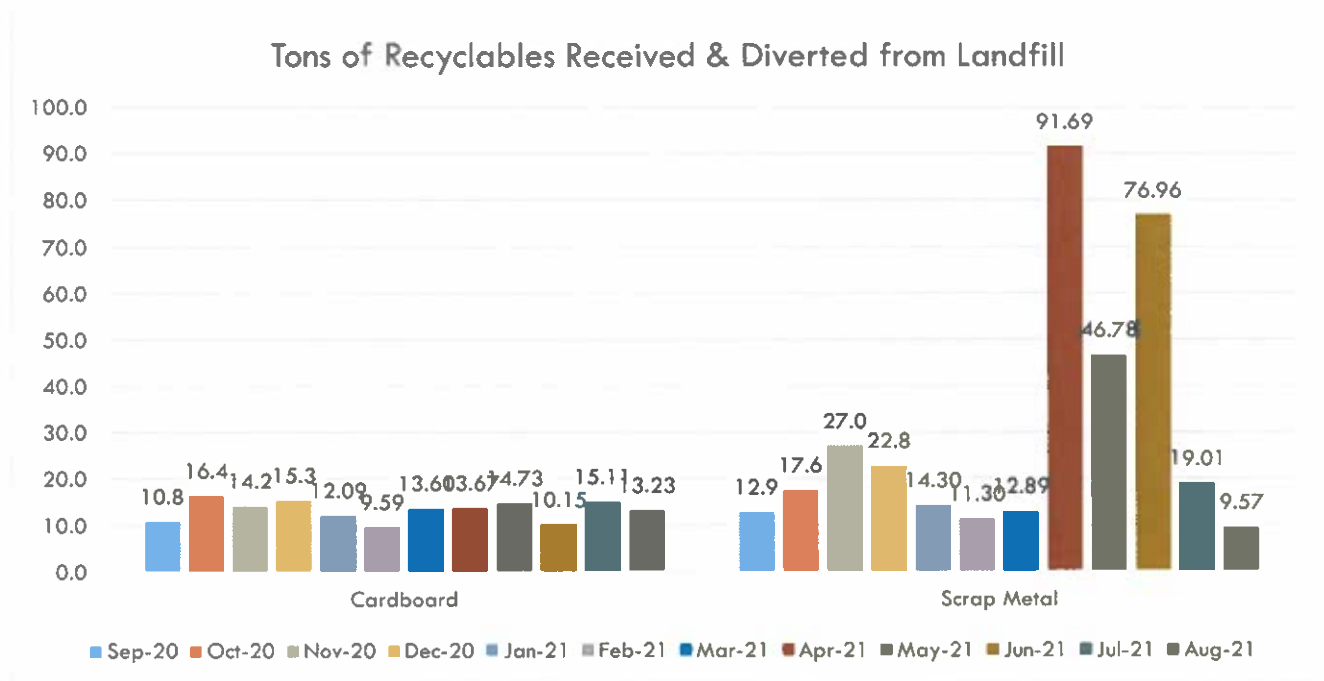
- C&D = construction and demolition
- MSW = municipal solid waste
- Yearly total capacity for each is 7300 tons.
- The yearly total begins on September 1 of each year.

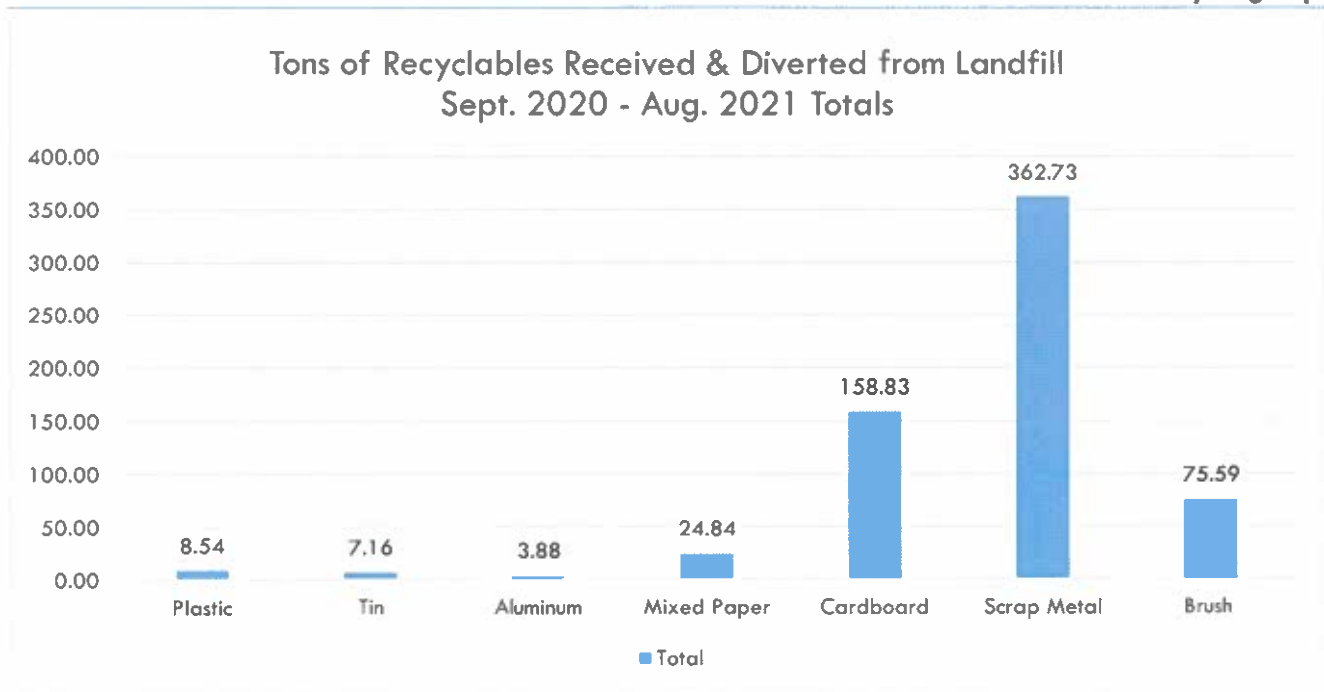


## Recycling received & diverted from landfill – including Hal Flanders contributions:



## Recycling received & diverted from landfill – including Hal Flanders contributions:





***Total Recycled***

***641.57 US Tons***

***~32 days of landfill space***



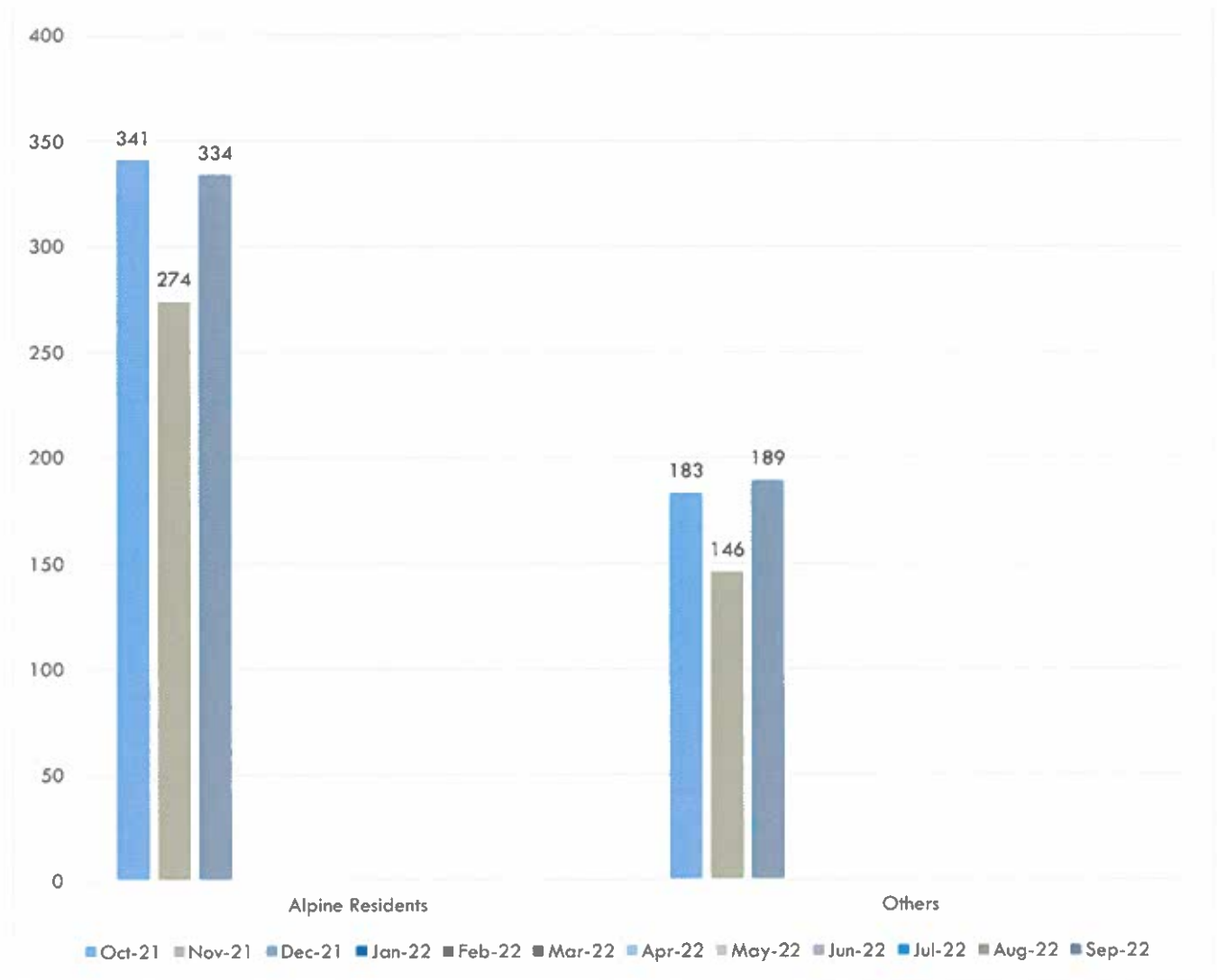
# HAL FLANDERS RECYCLING CENTER



01/18/2022

Recycling Report

## Part 1: Hal Flanders Recycling Center: FY 21-22



### FY 20-21 Total

Alpine Residents = 949 (65%)      Others = 518 (35%)

### FY 20-21 Monthly Average

Alpine Residents = 316      Others = 173

**Hal Flanders Recycling Center: FY 21-22**

<b>Material</b>	<b>Oct. 2021 – Dec. 2021 Drop Offs</b>
Mixed paper	1008
Newspaper	314
Plastic	1098
Cardboard	934
Aluminum cans	813
Glass	858
Tin	725
Brush	64
Scrap Metal	48
Bulky	53
Used Oil	23

**Staffing:** All positions filled

**Electronic Recycling 2021:** 9.49 US Tons

**McDonalds 2021 Coupon Donation:**

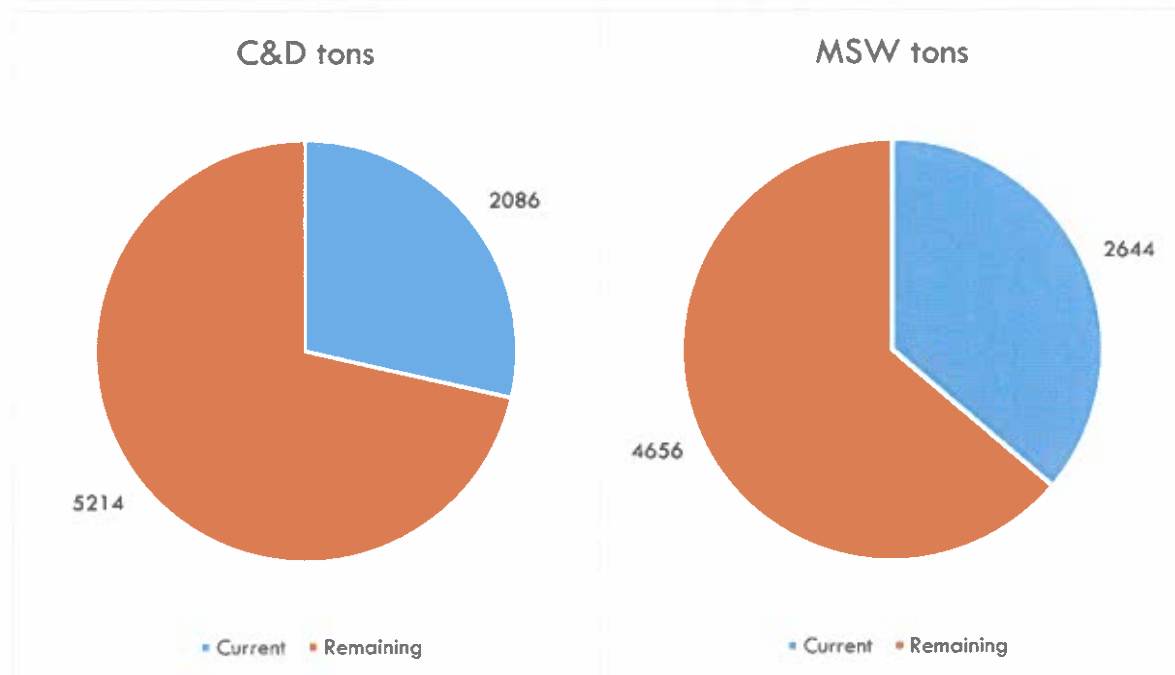
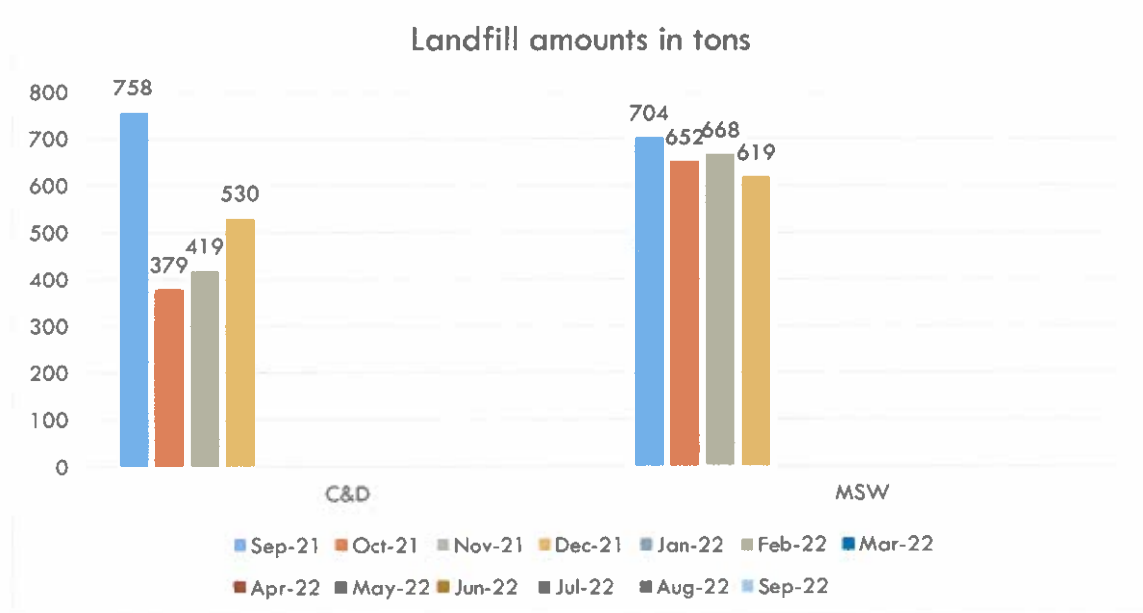
- 75 Crispy Chicken Sandwiches – Value: \$209.25
- 50 Bakery Treat – Value: \$114.50

**Total: \$323.75**

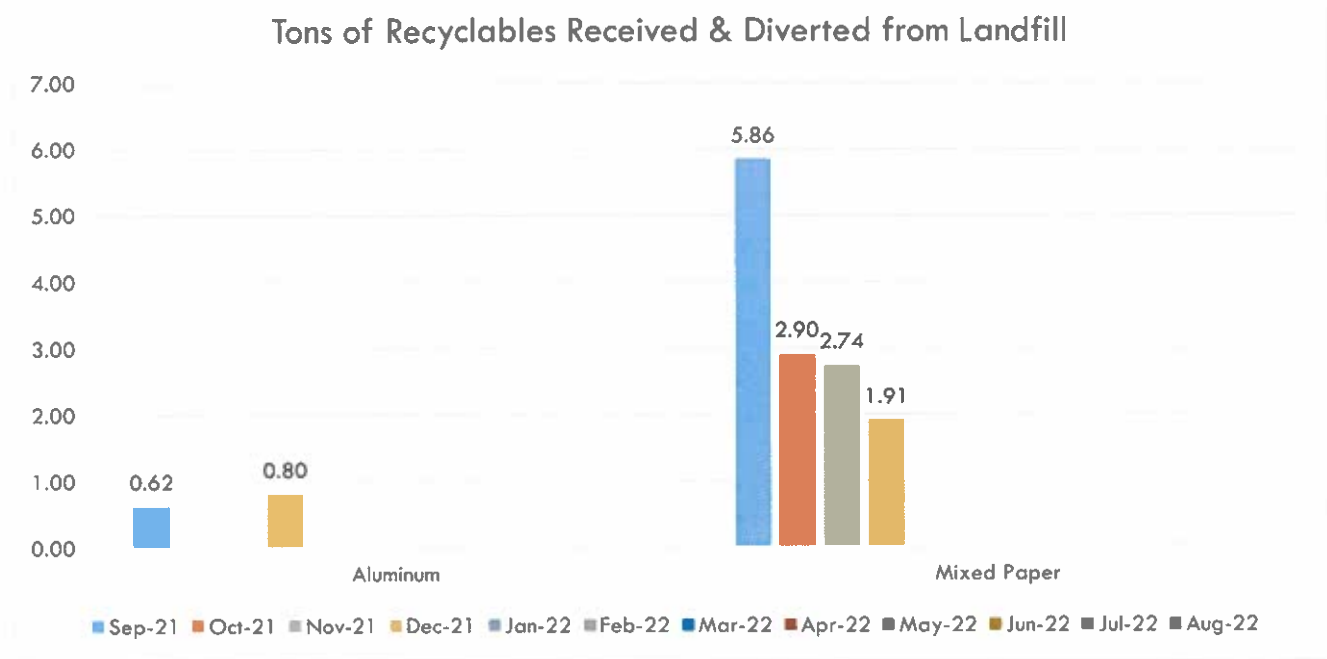
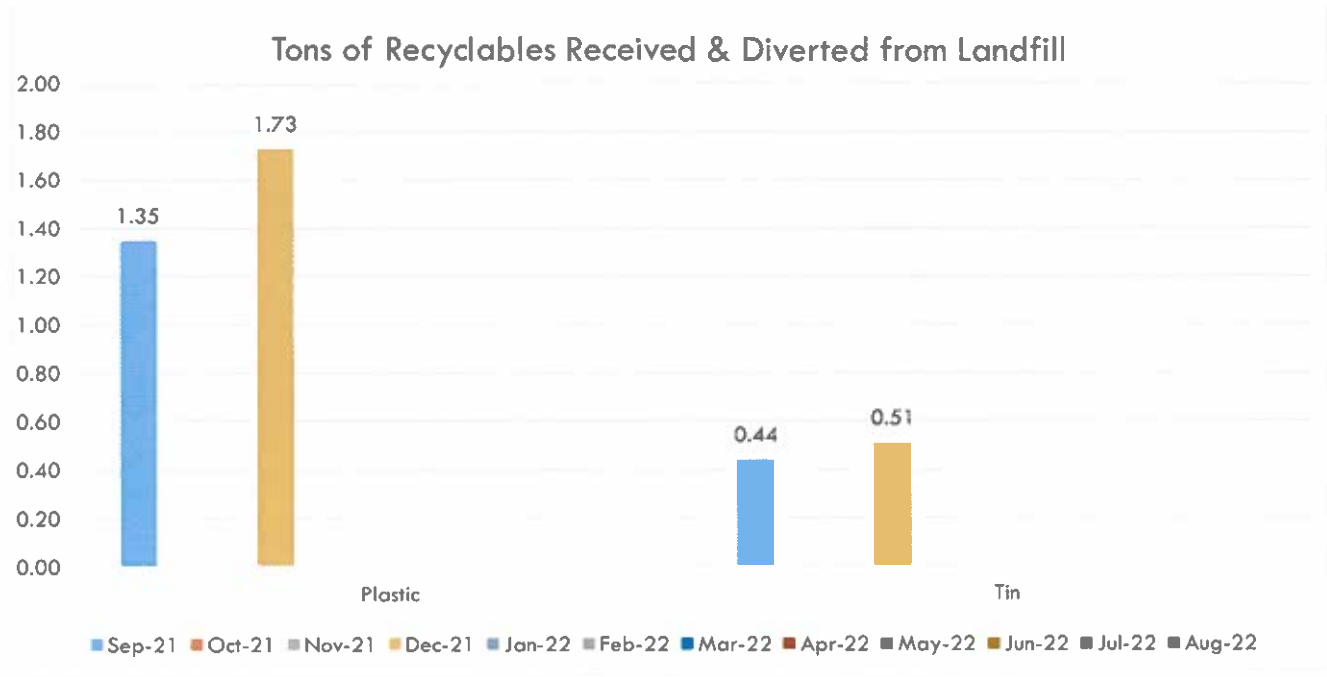


## Part 2: City of Alpine Landfill:

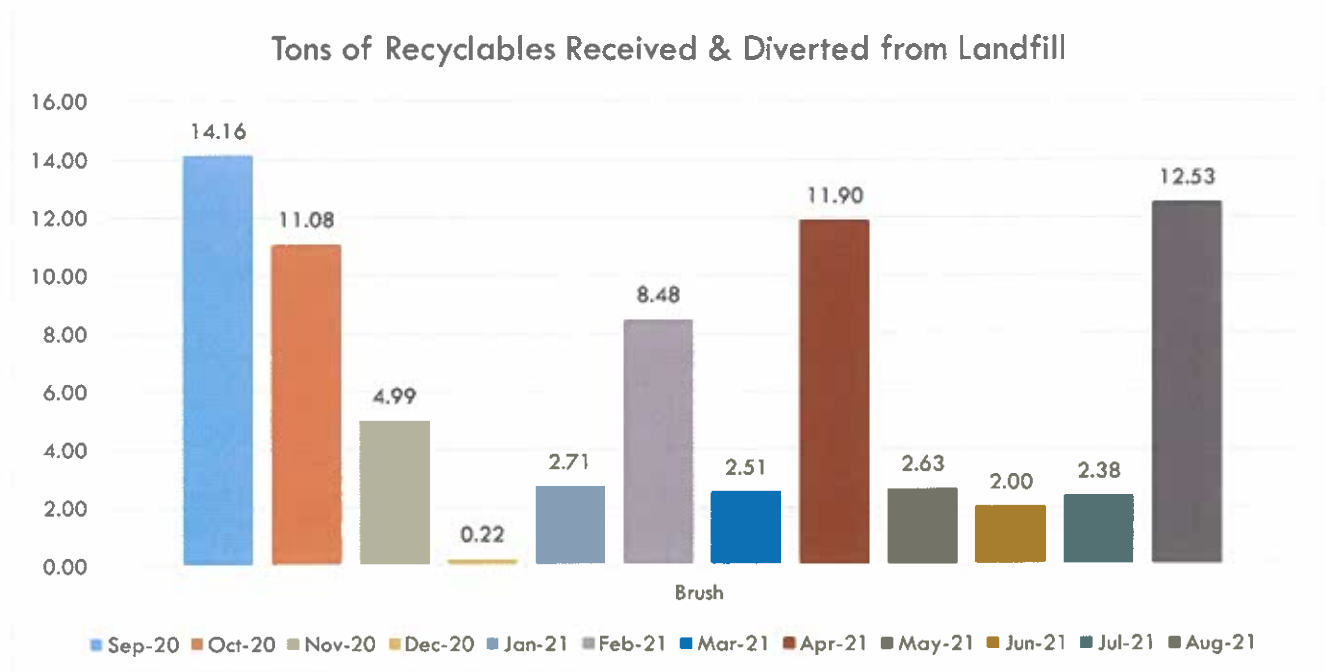
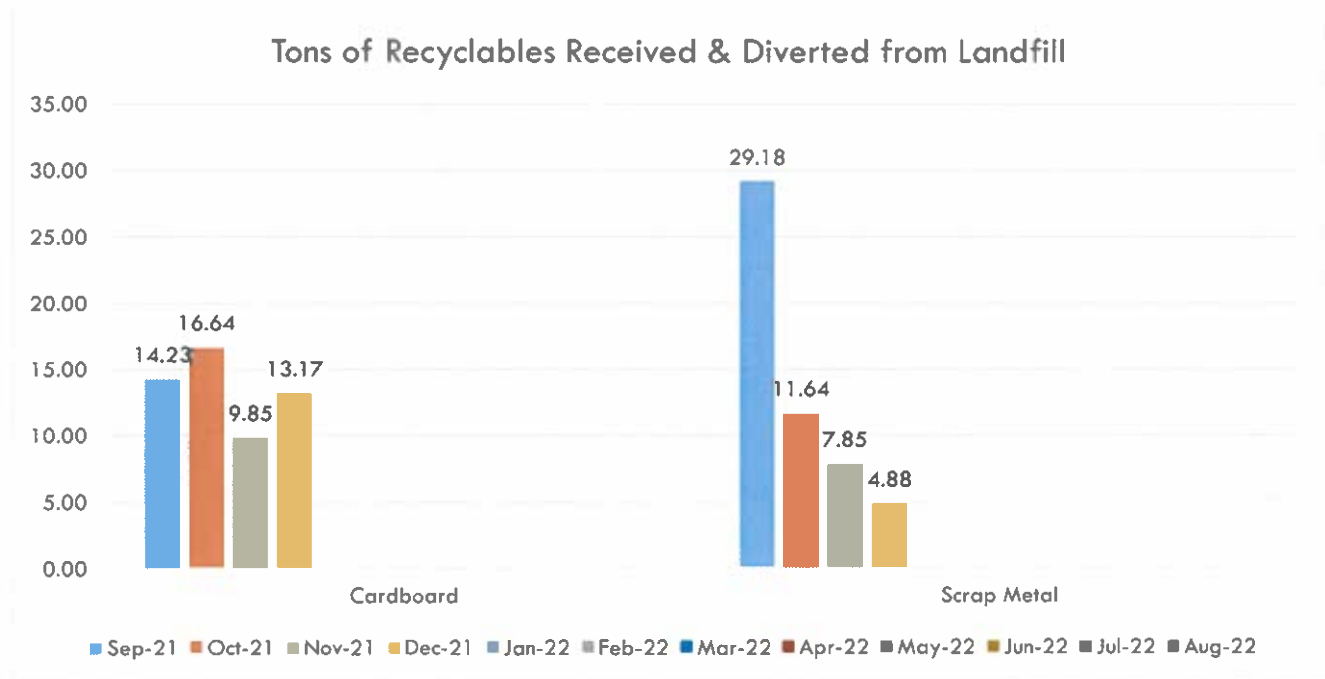
- C&D = construction and demolition
- MSW = municipal solid waste
- Yearly total capacity for each is 7300 tons.
- The yearly total begins on September 1 of each year.

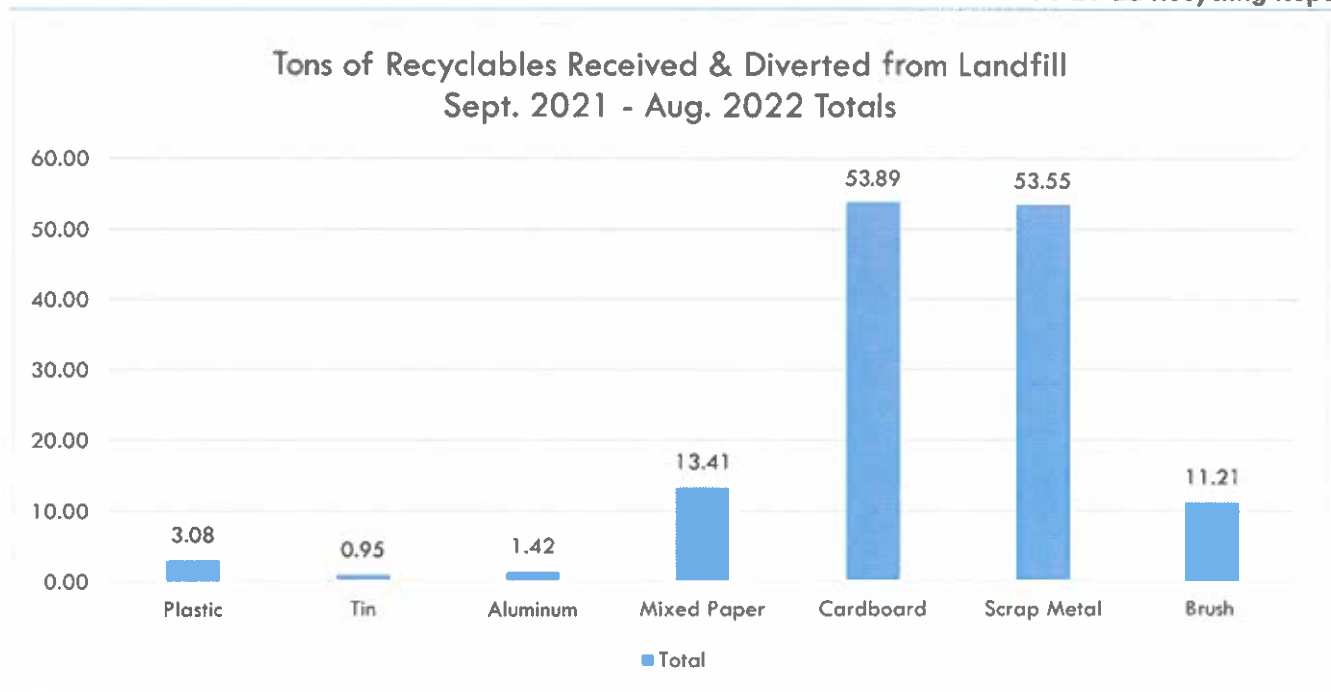


## Recycling received & diverted from landfill – including Hal Flanders contributions:



## Recycling received & diverted from landfill – including Hal Flanders contributions:





***Total Recycled***

***137.51 US Tons***

***~7 days of landfill space***



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**CITY STAFF UPDATE**

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2. Gas Department by Randy Guzman, Gas Utility Director

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. Slide Presentation will be presented on the day of the City Council Meeting and will be available online at [www.cityofalpine.com/reports](http://www.cityofalpine.com/reports) within 24 hours of the meeting.

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**STAFF RECOMMENDATION**

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1. None.



# GAS DEPARTMENT

January 18, 2022

## STEEL – POLY REPLACEMENT

Completed required steel line footage replacement for both Alpine and Fort Davis

Alpine – 1,786 Feet replaced  
For Davis – 1,580 Feet replaced

Initiating process for 2022

DIMP Risk Model updated to include prior year totals  
Risk Model provides required footage for current year

## LEAK SURVEY

Currently working on 10 Grade 3 leaks

Leaks are required to be repaired in the next 3 years  
Estimate completion in the next 6 to 12 months

Leak Survey is completed annually



Orange – Poly

Blue - Steel



Alpine, TX





14. Orange - Poly      Blue - Steel      Fort Davis, Texas



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**PUBLIC HEARINGS**

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1. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2022-01-01, an Ordinance amending Chapter 23 - City Council to the Alpine Code of Ordinances; Amending Article II - Rules of Procedure; Amending Article III - Rules of Decorum.

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. None.

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**STAFF RECOMMENDATION**

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1. None.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**PUBLIC HEARINGS**

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1. Public Hearing to obtain citizen views and comments on the first reading of Ordinance 2022-01-02, an Ordinance amending Chapter 2 - Administration, Article IV - Finance, establishing Division 3 - Uncollectable Debt.

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. None.

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**STAFF RECOMMENDATION**

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1. None.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**CONSENT AGENDA**

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1. Approval of December 21, 2021 Special Meeting Minutes (G. Calderon, City Secretary)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. December 21, 2021 Special Meeting Minutes

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**STAFF RECOMMENDATION**

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1. APPROVE.

**City of Alpine  
Regular City Council Meeting  
Tuesday, December 21, 2022  
Minutes**

**SPECIAL CITY COUNCIL MEETING - 5:30 P.M.**

1. **Call to Order & Pledge of Allegiance** – Mayor Andres Ramos 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 conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. **Determination of a Quorum and Proof of Notice of the Meeting** – Councilor Judy Stokes, Councilor Chris Rodriguez, Councilor Sara Tandy, Councilor Martin Sandate, and Councilor Jerry Johnson attended at the City Council Chambers. Interim City Manager, Megan Antrim, and City Secretary, Geoffrey Calderon, attended at the City Council Chambers. Rod Ponton, City Attorney, attended at the City Council Chambers. City Secretary, Geoffrey Calderon, reported that the agenda was posted at 2:00 P.M. on December 17, 2021.
3. **Public Comments** – (limited to 3 minutes per person) – None.
4. **Presentations, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None
5. **Reports** – Copies of the charts presented during the meeting are posted on the City website at [www.cityofalpine.com/cmreports](http://www.cityofalpine.com/cmreports) – None.  
  
**City Mayor's Report** – None.  
  
**City Attorney's Report** – None.  
  
**City Manager Report** – None.  
  
**City Staff Updates** – None.
6. **Public Hearings** – None.
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.) – None.
8. **Information or Discussion items** – None.
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 Emergency Resolution 2021-12-09, a resolution implementing emergency measures to ensure the continuance of emergency medical services to protect the public health and safety of the residents of Alpine (M. Antrim, Interim City Manager)

**RESOLUTION 2022-12-10:** On a motion by Councilor Stokes and seconded by Councilor Johnson to approve Emergency Resolution 2021-12-09, the City Council voted unanimously to adopt the motion.

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

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

11. Executive Session – None.

12. Action – Executive Session – None.

*There being no further business, the meeting was adjourned.*

13. Adjourn. (5:52 P.M.)

**ATTEST:**

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Andres “Andy” Ramos, Mayor

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Geoffrey R. Calderon, City Secretary

### **CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on December 22, 2021, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. 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 City Secretary’s Office at (432) 837-3301, option 1, or email [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

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Geoffrey R. Calderon, City Secretary





**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

---

**CONSENT AGENDA**

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2. Approval of January 4, 2022 Regular Meeting Minutes (G. Calderon, City Secretary)

---

**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. January 4, 2022 Regular Meeting Minutes

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**STAFF RECOMMENDATION**

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1. APPROVE.

**City of Alpine  
Regular City Council Meeting  
Tuesday, January 4, 2022  
Minutes**

**REGULAR CITY COUNCIL MEETING - 5:30 P.M.**

1. **Call to Order & Pledge of Allegiance** – Mayor Andres Ramos 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 conference in the City of Alpine, Texas. Mayor Ramos 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 Andres Ramos  
Councilor Judy Stokes  
Councilor Chris Rodriguez  
Councilor Martin Sandate  
Councilor Jerry Johnson

**City Staff Present:**

Megan Antrim, Interim City Manager  
Geoffrey R. Calderon, City Secretary  
Darrell Losoya, Chief of Police  
Keith Segar, Director of Utilities  
Abel Hinojos, Airport Supervisor  
Heather Yadon, Visitor Center Coordinator  
Aleksandra Chapman, Court Clerk

**Not Present:**

Councilor Sara Tandy

City Secretary, Geoffrey Calderon, determined that a quorum of the City Council was present at the City Council Chambers and reported that the meeting agenda was posted at 2:00 P.M. on December 22, 2021.

3. **Public Comments** – (limited to 3 minutes per person) –

- Rick Stephens, Ward 5, expressed concerns relative to Ordinance 2022-01-01 and concerns regarding the Finance Update Report.
- Karen Cantrell, Ward 1, expressed concerns relative to the waste and recycling collection fees in the Finance Update Report.

4. **Presentations, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None.

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

**City Mayor's Report**

**City Attorney's Report**

**City Manager Report**

- Finance Update
- City Update



### **City Staff Updates**

- Police Department by Chief of Police, Darrell Losoya
- Visitor Center by Visitor Center Coordinator, Heather Yadon
- Municipal Court by Court Clerk, Aleksandra Chapman

### **6. Public Hearings –**

1. Public Hearing to obtain citizen views and comments on a Special Use Permit application by applicant, Eric Faust, for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission for a convenience store located at 610 W. Holland Avenue. Owner(s) of record Leonardo Sonoqui.

**Public Comments:** None.

**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 December 07, 2021 Regular Meeting Minutes (G. Calderon, City Secretary)
2. Approval of the appointment of Wendy Little to the vacant Ward 2 position on the Planning & Zoning Commission (C. Rodriguez, City Council)
3. Approval of the appointment of Michael Eason to the vacant Ward 5 position on the Planning & Zoning Commission (J. Johnson, City Council)
4. Approval of Public Utilities Worker I / Meter Reader Job Description (M. Antrim, Interim City Manager)

**RESOLUTION 2022-01-01:** On a motion by Councilor Johnson and seconded by Councilor Rodriguez to approve the consent agenda as presented, the City Council voted unanimously to adopt the motion.

### **8. Information or Discussion items –**

1. ADA accessible parking at the American Legion (J. Stokes, City Council)
2. Alpine Public Library - Don Wetterauer (M. Antrim, Interim 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 first reading of Ordinance 2022-01-01, an Ordinance amending Chapter 23 - City Council to the Alpine Code of Ordinances; Amending Article II - Rules of Procedure; Amending Article III - Rules of Decorum (J. Johnson, City Council)

**RESOLUTION 2022-01-02:** On a motion by Councilor Johnson and seconded by Councilor Sandate to approve the first reading of Ordinance 2022-01-01, an Ordinance amending

Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article II – Rules of Procedure; Amending Article III – Rules of Decorum, the City Council voted to approve the motion 3 to 0, with Councilor Rodriguez abstaining.

2. Approve the first reading of Ordinance 2022-01-02, an Ordinance amending Chapter 2 - Administration, Article IV - Finance, establishing Division 3 - Uncollectable Debt to the Alpine Code of Ordinances (Megan Antrim, Interim City Manager)

**RESOLUTION 2022-01-03:** On a motion by Councilor Johnson and seconded by Councilor Rodriguez to approve the first reading of Ordinance 2022-01-02, the City Council voted to adopt the motion unanimously.

3. Approve Order 2022-01-01, an Order of General Election for May 7, 2022, for the purpose of electing one Mayor, one Ward 2 Council Member, and one Ward 4 Council Member for two-year terms; with early voting from April 25, 2022 to May 3, 2022 (G. Calderon, City Secretary)

**RESOLUTION 2022-01-04:** On a motion by Councilor Rodriguez and seconded by Councilor Johnson to approve Order 2022-01-01, an Order of General Election for May 7, 2022, for the purpose of electing one Mayor, one Ward 2 Council Member, and one Ward 4 Council Member for two-year terms; with early voting from April 25, 2022 to May 3, 2022, the City Council voted unanimously to adopt the motion.

4. Approve recommendation from the Planning & Zoning Commission to issue a Special Use Permit to applicant, Eric Faust, for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission for a convenience store located at 610 W. Holland Avenue. Owner(s) of record Leonardo Sonoqui (M. Antrim, Interim City Manager)

**RESOLUTION 2022-01-05:** On a motion by Councilor Rodriguez and seconded by Councilor Sandate to approve recommendation from the Planning & Zoning Commission to issue a Special Use Permit to applicant, Eric Faust, for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission for a convenience store located at 610 W. Holland Avenue, the City Council voted unanimously to adopt the motion.

5. Approve the appointment of a City Councilmember as Brewster County Liaison (M. Antrim, Interim City Manager)

**RESOLUTION 2022-01-06:** On a motion by Councilor Johnson and seconded by Councilor Sandate to approve the appointment of Judy Stokes as the Brewster County Liaison, the City Council voted unanimously to adopt the motion.

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

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

**11. Executive Session – None.**

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

*There being no further business, the meeting was adjourned.*

**13. Adjourn. (7:54 P.M.)**

**ATTEST:**

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Andres "Andy" Ramos, Mayor

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Geoffrey R. Calderon, City Secretary

**CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on December 22, 2021, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. 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@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

---

Geoffrey R. Calderon, City Secretary



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

---

**CONSENT AGENDA**

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3. Approval of excused absence of Councilor Tandy from January 4, 2022 Regular City Council Meeting (G. Calderon, City Secretary)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

---

1. None.

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**STAFF RECOMMENDATION**

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1. APPROVE.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

---

**CONSENT AGENDA**

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4. Approval of Public Utilities Worker II, Worker III, and Foreman job descriptions (M. Antrim, Interim City Manager)

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**BACKGROUND**

---

1. None.

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**SUPPORTING MATERIALS**

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1. Public Utilities Worker II
2. Public Utilities Worker III
3. Public Utilities Foreman

---

**STAFF RECOMMENDATION**

---

1. APPROVE.

## Utility Worker II

Department: Public Utilities

Division: Water/Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required and 2 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment. depending on what City department Worker II is assigned to.

### General Purpose

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Worker II in various within the City of Alpine Public Utility and Public Works Departments.

### Typical Duties

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

## Utility Worker II

Department: Public Utilities

Division: Water/Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

### Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

### Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

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

### ACKNOWLEDGEMENT

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

---

Employee Signature & Date

---

Employee's Printed Name

## Utility Worker III

Department: Public Utilities

Division: Water/ Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$34,320.00 - \$41,600.00 Annually

\$2,860.00 - \$3,466.67 Monthly

\$16.50 - \$20.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required and 4 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment. depending on what City department Worker III is assigned to.

### General Purpose

Under general supervision leads personnel assigned to various within the City of Alpine Public Utility and Public Works Department. Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Worker III is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

### Typical Duties

- Leads Workers I and II to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and provides assistance to them.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, backhoe, etc., hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.
- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.



## Utility Worker III

Department: Public Utilities

Division: Water/ Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$34,320.00 - \$41,600.00 Annually

\$2,860.00 - \$3,466.67 Monthly

\$16.50 - \$20.00 Hourly

- All other duties as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

### Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

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

### ACKNOWLEDGEMENT

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

---

Employee Signature & Date

---

Employee's Printed Name

# Utilities Foreman

Department: Public Utilities

Division: Water/ Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$35,360.00 - \$58,240.00 Annually

\$2,946.67 - \$4,853.34 Monthly

\$17.00 - \$28.00 Hourly

**Education and Experience:** A minimum of five (5) years progressively responsible experience in utility construction, maintenance and repair relating to water and wastewater. Knowledge of equipment and techniques used in minor construction, maintenance and repair tasks. Knowledge of and proficient in, the use of tools and equipment required in maintenance and repair activities. To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. Must have good communication skills; requires a calm demeanor in responding to customer questions and/or complaints and dealing with the general public in everyday activities. Ability to work within established guidelines. Ability to perform repetitious tasks. Ability to use an operate pickup truck, dump truck, tractor, forklift, front-end loader and miscellaneous power tools. High School diploma or GED.

## Licenses and Certificates:

- This position requires a Texas Class "C" Driver's License and safe driving record.
- Class II Wastewater Collection or Class **C B** Wastewater Treatment, and/or Class C Groundwater or Class C Distribution Certification from the Texas Commission on Environmental Quality (TCEQ) or must obtain within one (1) year of employment and schooling requirements.

## **General Purpose**

Reporting to the Department Director the Foreman supervises a variety of unskilled and semi-skilled labor tasks acting as a trainer for the department. The Foreman will assume the responsibilities of the Manager and or Director in their absence.

## **Typical Duties**

- Follows complex instructions and implements policies at the working level.
- Ensures all employees use proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Maintains and operates Department vehicles and equipment according to Department standards.
- Functions as a trainer for Workers I, II and III including making recommendations for performance reviews to ensure productivity and quality is achieved. Staying informed regarding employee's progress and performance and providing feedback.
- Ensures that he/she attends all training regarding safe operations.
- Cross-training in other areas of the City, as appropriate.
- With his/her supervisor, setting specific, measurable goals about what is to be done and how.
- Ensures that all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Assist in developing and maintaining the annual budget.
- Provide support, training, guidance, expertise and coaching and discipline to subordinate employees.
- Conduct annual performance reviews.

# Utilities Foreman

Department: Public Utilities

Division: Water/ Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$35,360.00 - \$58,240.00 Annually

\$2,946.67 - \$4,853.34 Monthly

\$17.00 - \$28.00 Hourly

- Track continuing education hours of staff to ensure certifications are maintained.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from General Public.
- Manage employee scheduling to ensure department needs are being met.
- Participate in the planning and development of department policy and procedures.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly reports. Involves maintaining logs, records and other documentation.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner.
- Assists with and works on-call to handle emergency works as required or necessary.
- Assists with all city functions and performs other duties as required or necessary.

## Knowledge, Skills, and Abilities

- Application of good knowledge of City ordinances, rules, regulations and standards.
- Must have experience with Excel and MSWord.
- Skill in operating and maintaining both small and large equipment.
- Ability to create work schedules prioritizes work, schedule time-off, and adjusts schedules due to employee absences.
- Communicate effectively, both orally and in writing, in a clear and professional manner.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Exercise sound independent judgment within general policy and administrative guidelines.

## Other Job Characteristics

- Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds of production repair and inspection equipment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

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

## ACKNOWLEDGEMENT

# Utilities Foreman

Department: Public Utilities

Division: Water/ Wastewater

Supervisor: Director of Public Utilities

Salary: Non-exempt

Status: Full-Time

\$35,360.00 - \$58,240.00 Annually

\$2,946.67 - \$4,853.34 Monthly

\$17.00 - \$28.00 Hourly

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

---

Employee Signature & Date

---

Employee's Printed Name



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

---

**CONSENT AGENDA**

---

5. Approval of FY 2021 Corrected 4<sup>th</sup> Quarter Investment Report (M. Antrim, Interim City Manager)

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**BACKGROUND**

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Council approved initial 4<sup>th</sup> Quarter Investment Report on October 12, 2021

Interest amounts reported for HOT Reserves and Airport Reserves were miss reported

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**SUPPORTING MATERIALS**

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1. Corrected 4<sup>th</sup> Quarter Investment Report

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**STAFF RECOMMENDATION**

---


1. Approve

**CITY OF ALPINE**  
**QUARTERLY COUNCIL REPORT**  
**FY 2020 - 2021 4th QUARTER - CORRECTED**  
**INVESTMENT REPORT**

ACCOUNT TYPE	PURCHASE DATE	MATURITY DATE	Beginning Balance	INTEREST As of September 30, 2021	CHANGE AMOUNT	INTEREST/DIVIDED EARNED	BOOK VALUE	MARKET VALUE	Fund Distribution
TexStar	N/A	On Demand	7/1/2021 \$609.85	0.0100%	\$741,127.78 1st Payment of ARPA	\$7.86	\$741,745.49	\$741,745.49	All Funds
TXClass - Capital Improvements	7/27/2016	On Demand	\$280,634.71	0.0443%	\$0.00	\$36.94	\$280,671.65	\$280,671.65	General Fund - Road Repair
TXClass - Airport Reserve	8/10/2015	On Demand	\$28,247.25	0.0443%	\$0.00	\$3.74	\$28,250.99	\$28,250.99	Airport
TXClass - HOT Reserve	8/11/2015	On Demand	\$85,927.84	0.0443%	\$0.00	\$11.31	\$85,939.15	\$85,939.15	Tourism
TXClass - Creek Project	7/17/2017	On Demand	\$227,923.08	0.0443%	\$0.00	\$30.00	\$227,953.08	\$227,953.08	General Fund - Creek
TXClass - Fire Dept	7/17/2017	On Demand	\$196,421.05	0.0443%	\$0.00	\$25.84	\$196,446.89	\$196,446.89	General Fund - Fire
TXClass - Water/Sewer Infrastructure Ordinance 2018-06-01 - Reserve Funds	6/20/2017	On Demand	\$575,515.70	0.0443%	\$0.00	\$102.64	\$780,618.34	\$780,618.34	Water/Sewer
Rate Analysis			\$20,000.00	Awarded by Council February 5, 2019					
Needs Assessment			\$65,000.00	Pending Contract					
Needs Assessment			\$65,000.00						
Additional funds 9/4/2018 CADA			\$0.00	Utilized through Operating Budget					
Sewer Plant - Office			\$0.00	Utilized through Operating Budget					
2012 Series Reserv			\$55,000.00	Pending final fiscal year payment before partial funds moved					
Beginning Total Investments			\$1,600,279.48	Total Interest		\$218.33	Total Investment	\$2,341,625.59	

This quarterly report is in full compliance with the investment strategy as established for the City's funds in the City's Investment Policy and meets the reporting requirements mandated by the Public Funds Investment Act (Chapter 2256) as amended.

Prepared by

  
Megan Anjum  
Director of Finance



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**CONSENT AGENDA**

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5. Approval of FY 2022 1<sup>st</sup> Quarter Investment Report (M. Antrim, Interim City Manager)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. FY 2022 1<sup>st</sup> Quarter Investment Report

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**STAFF RECOMMENDATION**

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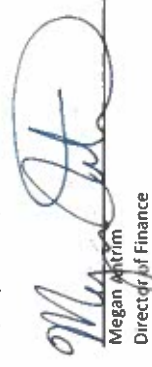
1. Approve

**CITY OF ALPINE**  
**QUARTERLY COUNCIL REPORT**  
**FY 2021 - 2022 1st QUARTER**  
**INVESTMENT REPORT**

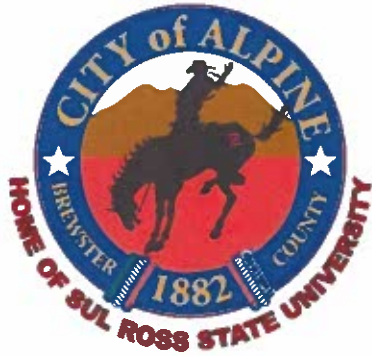
ACCOUNT TYPE	PURCHASE DATE	MATURITY DATE	Beginning Balance	INTEREST As of December 31, 2021	CHANGE AMOUNT	INTEREST/DIVIDEND EARNED	BOOK VALUE	MARKET VALUE	Fund Distribution
TexStar	N/A	On Demand	10/1/2021 \$741,745.49	1.0000%	\$0.00	\$21.13	\$741,766.62	\$741,766.62	All Funds
					1st Payment of ARPA - DEDICATED TO WASTEWATER				
TXClass - Capital Improvements	7/27/2016	On Demand	\$280,671.65	0.0692%	\$0.00	\$39.33	\$280,710.98	\$280,710.98	General Fund - Road Repair
TXClass - Airport Reserve	8/10/2015	On Demand	\$28,250.99	0.0692%	\$0.00	\$3.95	\$28,254.94	\$28,254.94	Airport
TXClass - HOT Reserve	8/11/2015	On Demand	\$85,939.15	0.0692%	\$0.00	\$12.01	\$85,951.16	\$85,951.16	Tourism
TXClass - Creek Project	7/17/2017	On Demand	\$227,953.08	0.0692%	\$0.00	\$31.89	\$227,984.97	\$227,984.97	General Fund - Creek
TXClass - Fire Dept	7/17/2017	On Demand	\$198,446.89	0.0692%	\$0.00	\$27.51	\$198,474.40	\$198,474.40	General Fund - Fire
TXClass - Water/Sewer Infrastructure Ordinance 2018-06-01 - Reserve Funds	6/20/2017	On Demand	\$575,618.34	0.0692%	\$0.00	\$109.36	\$780,727.70	\$780,727.70	Water/Sewer
	Ord 2018-06-01	Rate Analysis	\$20,000.00	Awarded by Council February 5, 2019					
		Needs Assessment	\$65,000.00	Pending Contract					
		Needs Assessment	\$65,000.00						
	Additional funds 9/4/2018 ADA		\$0.00	Utilized through Operating Budget					
			\$0.00	Set aside for each Operating Budget					
		2012 Series Reserv	\$55,000.00	Pending final fiscal year payment before partial funds moved					
Beginning Total Investments			\$2,343,625.59		Total Interest	\$245.18	Total Investment	\$2,343,870.77	

This quarterly report is in full compliance with the investment strategy as established for the City's funds in the City's Investment Policy and meets the reporting requirements mandated by the Public Funds Investment Act (Chapter 2256) as amended.

Prepared by

  
Megan Whitrim  
Director of Finance





## **CITY COUNCIL**

## **MEETING AGENDA ITEM COVER MEMO**

**JANUARY 18, 2022**

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### **INFORMATION OR DISCUSSION**

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1. Discussion with Texas Disposal Systems regarding solid waste, recycling, landfill lease and operations request for proposal and tentative contract (M. Antrim, Interim City Manager)

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### **BACKGROUND**

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1. Original contract for services issued March 2007
2. Contracted amended February 2012 for 10 years, expires February 28, 2022
3. November 2021 RFP issued

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### **SUPPORTING MATERIALS**

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1. None

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### **STAFF RECOMMENDATION**

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N/A



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

---

**INFORMATION OR DISCUSSION**

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2. Parks and Recreation Board Presentation by Chair Darin Nance (M. Antrim, Interim City Manager)

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**BACKGROUND**

---

1. None.

---

**SUPPORTING MATERIALS**

---

1. None.

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**STAFF RECOMMENDATION**

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1. None.



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

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**INFORMATION OR DISCUSSION**

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3. Presentation by Charlene Ripley (J. Stokes, City Council)

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**BACKGROUND**

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1. None.

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**SUPPORTING MATERIALS**

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1. None.

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**STAFF RECOMMENDATION**

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1. None.



**CITY COUNCIL**  
**MEETING AGENDA ITEM COVER MEMO**  
**JANUARY 18, 2022**

To: Mayor and City Council  
Agenda Item: Action Item 1 – Ordinance 2022-01-01  
Submitted By: Geoffrey Calderon, City Secretary

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**SYNOPSIS**

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Approve the second and final reading of Ordinance 2022-01-01, an ordinance amending Chapter 23 - City Council to the Alpine Code of Ordinances; Amending Article II - Rules of Procedure; Amending Article III - Rules of Decorum (J. Johnson, City Council)

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**BACKGROUND**

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- The City Council passed Ordinance 2021-11-01 amending the Rules of Procedure and establishing Rules of Decorum in November 2021.
- Councilor Johnson is proposing an updated ordinance which removes the requirement for public commenters to record their address on a Public Comment Card in order to speak.
- The requirement for a public commenter to list the agenda item that they will speak to is still a requirement under this proposed ordinance. The Alpine City Council has only accepted public comments on agenda items ONLY since 2015. The only change here is the requirement to list the agenda item(s) on the Public Comment Card prior to speaking.
- Listing the agenda item will benefit the general public because it will allow the minutes to reflect a citizen's support or opposition of an item(s). This process will not work if only some commenters fill out the Public Comment Card completely. We will need this information for every public comment in order to properly document and record the minutes.

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**SUPPORTING MATERIALS**

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1. Ordinance 2022-01-01

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**STAFF RECOMMENDATION**

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**APPROVE**

Interim City Manager

Megan Antrim

City Secretary

Geoffrey Calderon

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2022-01-01

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL TO THE ALPINE CODE OF ORDINANCES; AMENDING ARTICLE II – RULES OF PROCEDURE; AMENDING ARTICLE III – RULES OF DECORUM; PROVIDING CUMULATIVE AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Alpine is tasked with the governance of the City and holds public meetings to gather information, take action, obtain input, and lead the City; and

**WHEREAS**, it is critical that proper rules of procedure, general guidelines, and rules of decorum are set to ensure efficient governance of meetings of the City Council; and

**WHEREAS**, such rules of procedure and rules of decorum may assist the Council in maintaining order of meetings, enable members to conduct business more efficiently, and allows the Council to enact official processes that increase productivity; and

**WHEREAS**, such rules and guidelines must ensure that civil discourse, intimidation, discrimination, personal attacks and other obstructions are mitigated so that the business of the City may be conducted efficiently without detracting from the purposes and goals of the City Council; and

**WHEREAS**, it is deemed by the City Council of the City of Alpine to be in the public interest to amend the previously passed, written, and universal Rules of Decorum for Council Members, staff, and other participants to abide by during proceedings of the Alpine City Council.

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

#### **SECTION I FINDINGS OF FACT**

All of the premises attached in the form hereto described as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

#### **SECTION II CUMULATIVE CLAUSE**

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

#### **SECTION III SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgement or

decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**SECTION IV  
PROPER NOTICE AND MEETING**

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

**SECTION V  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF JANUARY 2022 BY A MAJORITY VOTE OF  
THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JANUARY 4, 2022**

**SECOND AND FINAL READING**

**JANUARY 18, 2022**

**ATTEST:**

\_\_\_\_\_  
Andres "Andy" Ramos, Mayor

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rod Ponton, City Attorney

**EDITOR'S NOTE:**

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

**EXHIBIT "A"**

**Chapter 23 CITY COUNCIL**

**ARTICLE II. RULES OF PROCEDURE<sup>1</sup>**

**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 (6) members, sixty (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.

**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.

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<sup>1</sup>*Editor's note(s)—Ord. No. 2015-7-01, adopted Sept. 1, 2015, amended former Art. II, §§ 23-21 Editor's note(s)—, 23-22 Editor's note(s)—, in its entirety to read as herein set out. Former Art. II pertained to similar subject matter and derived from Ord. No. 2003-7-11, 9-15-03; Ord. No. 2004-9-4, 9-20-04; Ord. No. 2005-9-25, 11-1-05; Ord. No. 2006-6-7, 7-18-06; Ord. No. 2006-6-8, 7-18-06; Ord. No. 2007-06-01, Exh. A, 7-3-07; Ord. No. 2008-07-01, Exh. A, 7-15-08; Ord. No. 2009-11-03, Exh. A, 12-8-09; Ord. No. 2012-01-01, Exh. A, 2-14-12; Ord. No. 2014-8-01, 9-2-14.*

- (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 impartiality maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The Mayor, Mayor Pro Tem, or any Council Member shall not:
- (I) Restrict orderly speech, in any way, of any Council Member or City Manager presentation of any item.
- (II) Restrict orderly speech, in any way, of any Council Member or City Manager discussion of any item.
- (III) 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 fifteen (15) minutes at regular intervals at appropriate points in the meeting agenda.

#### **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 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.

**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 (3) 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 fifty (50) percent of his or her monthly compensation for each such absence, not to exceed one hundred (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.

**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 (5) 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.
- (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.
- (c) *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.
- (c) 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.
- (d) 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 Sec 23-10(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.

**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, ~~Invocation~~ and Pledge of Allegiance to the Flag.
2. Determination of quorum and proof of notice of the meeting.

3. Public Comments (limited to 3 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.
11. Executive session.
12. Action—Executive session.

### ***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

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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:
- (I) Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
  - (II) Defamation, intimidation, personal affronts, profanity, or threats of violence.
  - (III) Use of phones, pagers, radios, computers or other electronic equipment.
  - (IV) Booing, 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.
- (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.

#### **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 Texas Penal Code Section 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.

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### Sec. 23-17. Audience Participation.

- (a) At meetings of the City Council, the business of Alpine is conducted between the members of the Alpine 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 Alpine to address the City Council and express themselves on issues under consideration by the City Council. 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.

### 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 ~~and address,~~ **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 of Alpine 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 (5) minutes before commencement of the meeting.
  - (2) Each person addressing the Council shall step up to the podium, shall give his/her name and ~~address~~ **Ward (District)** for the record, and, unless further time is granted by the

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Council, shall limit his/her address to three (3) 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 3-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 address 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 (3) 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.

**Secs. 23-19 – 23-22. RESERVED.**

*(Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-08-01, §§ 1—4, 9-17-19; Ord. No. 2019-12-03, 1-7-20)*

*(Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-12-03, 1-7-20)*



## CITY COUNCIL

### MEETING AGENDA ITEM COVER MEMO

JANUARY 18, 2022

To: Mayor and City Council

Agenda Item: Action Item 2 – Ordinance 2022-01-02

Submitted By: Megan Antrim, Interim City Manager

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### SYNOPSIS

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Approve the second and final reading of Ordinance 2022-01-02, an ordinance amending Chapter 2 – Administration, Article IV – Finance, establishing Division 3 – Uncollectable Debt to the Alpine Code of Ordinances (M. Antrim, Interim City Manager)

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### BACKGROUND

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- In the past, City Council has written off utility accounts with outstanding balances that have not been collected. Last write off of uncollectable debt (utility accounts) was prior to 2012.
- Unaware of any current procedures or ordinances that cover uncollectable debt (not referencing property taxes or municipal court citations).
- Currently, the Water Billing has an estimated \$198,769 in past due accounts. Accounts vary in age from four months to several years behind.
- Currently, the Gas Billing has an estimated \$103,587 in past due accounts. Accounts vary in age from four months to several years behind.

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### SUPPORTING MATERIALS

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1. Ordinance 2022-01-02

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### STAFF RECOMMENDATION

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**APPROVE:** Recommendation to approve establishing a Division 3 – Uncollectable Debt under current Article IV – Finance in Chapter 2 – Administration of the City of Alpine Code of Ordinances.

Interim City Manager

Megan Antrim



**STATE OF TEXAS**  
**CITY OF ALPINE**

**COUNTY OF BREWSTER**

**ORDINANCE 2022-01-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE IV – FINANCE, ESTABLISHING DIVISION 3 – UNCOLLECTABLE DEBT TO THE ALPINE CODE OF ORDINANCES.**

**WHEREAS**, the City of Alpine, Texas is a home rule municipality located in Brewster County, Texas created in accordance with the provisions of Chapter 9 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas and its home rule charter; and

**WHEREAS**, Section 16.004 of the Texas Civil Practice & remedies Code provides that the statute of limitations for filing suit to collect a debt is four years; and

**WHEREAS**, the City Council finds that after the expiration of the four-year statute of limitations and after diligent and reasonable efforts have been made to collect those debts, it is not fiscally responsible or in the City's best interest to continue to attempt to collect such debts; and

**WHEREAS**, the City Council deems debt owed to the City that are four or more years old and uncollected after diligent and reasonable efforts were made to collect, as uncollectible; and

**WHEREAS**, the City Council desires to authorize the City Manager and Finance Director or designee(s) to write off these uncollectable debts from the City's accounts receivable when the individual account totals do not exceed One thousand four hundred and ninety-nine dollars and ninety-nine cents (\$1,499.99); and

**WHEREAS**, the Council desires the City Manager and Finance Director or designee(s) to obtain approval from the City Council to write off individual accounts whose uncollectable debt is greater than Fifteen hundred dollars (\$1,500).

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

**SECTION I**  
**FINDINGS OF FACT**

All of the premises attached in the form hereto described as Exhibit "A" are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact. It is the intent of the City Council that Article IV be amended, to establish Division 3 – Uncollectable Debt accordingly.

**SECTION II**  
**CUMULATIVE CLAUSE**

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

**SECTION III  
SEVERABILITY CLAUSE**

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

**SECTION IV  
PROPER NOTICE AND MEETING**

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

**SECTION V  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF JANUARY 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JANUARY 4, 2022**

**SECOND AND FINAL READING**

**JANUARY 18, 2022**

**ATTEST:**

\_\_\_\_\_  
Andres "Andy" Ramos, Mayor

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rod Ponton, City Attorney

## EXHIBIT “A”

### EDITOR’S NOTE:

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

- **ARTICLE IV. - FINANCE<sup>(5)</sup>**

#### *Footnotes:*

--- (5) ---

*Cross reference— Any ordinance promising or guaranteeing the payment of money for the city, or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness saved from repeal, § 1-6(1); any appropriation ordinance or ordinance providing for the levying of taxes or for an annual budget saved from repeal, § 1-6(2); any ordinance designating, or otherwise relating to, city depositories saved from repeal, § 1-6(4); any ordinance approving, authorizing or otherwise relating to any contract or agreement saved from repeal, § 1-6(7); taxation, ch. 90.*

- **DIVISION 1. - GENERALLY**
- **Sec. 2-226. - Investment of city funds.**

The city manager is authorized, from time to time as he may deem to be in the best interest of the city, to invest city funds not immediately required for current use, including operating funds and bond funds, in United States treasury bills or in certificates of deposit, time deposits, savings accounts in the official city depositories, or other investments of equal security. All interest earned and accrued from such investments shall be deposited in the general fund.

*(Code 1978, § 2-5)*

- **Sec. 2-227. - Intra-departmental, intra-fund transfers authorized.**

The city manager is authorized to make intra-department and/or intra-fund transfers during the fiscal year, as become necessary, to avoid over expenditure of a particular account.

*(Code 1978, § 2-6)*

- **Sec. 2-228. - Transfer limit.**

The city manager may transfer up to \$1,000.00 of unencumbered appropriation balances among programs within a department, office, or agency without prior city council approval in a fiscal year.

The city manager, however, shall inform the city council of said transfers by the next regular or special meeting.

*(Ord. No. 2005-6-18, 8-12-05)*

- **Secs. 2-229. - Expiration of city checks.**

All City of Alpine checks, issued by the city, will have an expiration date, 180 days from the date of issuance of the check. Checks will be updated to state that they expire 180 days from the date of issuance of the check. Any checks tendered prior to the enactment of Ordinance No. 2016-01-03, February 2, 2016 will expire on June 30, 2016.

*(Ord. No. 2016-01-03, 2-2-16)*

- **Secs. 2-230—2-250. - Reserved.**

- **DIVISION 2. - PURCHASING**

- **Sec. 2-251. - Competition required.**

It shall be the duty of the purchasing agent to give opportunity for competition on purchases and sales, except when the nature of the purchase or sale is such that competition is impossible or impracticable.

*(Code 1978, § 2-37)*

- **Sec. 2-252. - Public nature of bids.**

All sealed bids received shall be opened in public and shall be subject to public inspection.

*(Code 1978, § 2-38)*

- **Sec. 2-253. - Security required of successful bidders.**

The purchasing agent may require successful bidders to furnish security conditioned upon the faithful performance of their contract or conditioned upon the payment of the wages and compensation of all laborers employed on work for which a contract is made by the contractor, subcontractor, agent or any other person, or condition for both.

*(Code 1978, § 2-39)*

- **Sec. 2-254. - Rejection of bids.**

The purchasing agent may reject all bids and readvertise for new bids, with the approval of the council.

*(Code 1978, § 2-40)*

- **Sec. 2-255. - Limit on duration of certain contracts.**

The purchasing agent shall not let any contract for periods exceeding one year for street lighting, public improvements, labor, supplies or employment.

*(Code 1978, § 2-41)*

- **Sec. 2-256. - When sealed bids required.**

The City of Alpine, Texas will follow the State of Texas Purchasing and Procurement Laws that pertain to cities competitive bidding procedures under V.T.C.A., Local Government Code ch. 252.

*(Code 1978, § 2-42; Ord. No. 2009-04-03, 5-19-09)*

- **Sec. 2-257. - Emergency purchases.**

In case of accident or other circumstances creating an emergency, the purchasing agent may, with the consent of the city council, award contracts and make purchases for the purpose of repairing damages caused by such accident or avoiding such public emergency. Immediately afterwards, he shall file with the mayor a certificate showing such emergency and the necessity of such action together with an itemized account of all expenditures.

*(Code 1978, § 2-43)*

- **Sec. 2-258. - Prior authorization for payment required.**

The city manager shall obtain prior authorization for payment of any bill or obligation owed by the city that has not been previously approved in the city's budget.

*(Ord. No. 2005-6-22, 7-19-05; Ord. No. 2016-01-04, 2-2-2016)*

- **DIVISION 3 – UNCOLLECTABLE DEBT**

- **Sec 2 – 259 – Uncollectable Debt**

No later than November 30<sup>th</sup> of each year, the City Manager and Director of Finance is authorized to write-off general receivables (e.g. solid waste fees, water utility fees, recycling fees, wastewater utility fees, gas utility fees) owed to the City of Alpine, which following a diligent and reasonable effort to collect these debts, the City Manager and Director of Finance reasonably determine to be uncollectible for the fiscal year ending the previous September 30<sup>th</sup>. The City Manager and Director of Finance

may write off these general debts for the amounts totaling up to \$5,000.00 (individual accounts totaling no more than \$1,499.99). For write offs involving amounts totaling over \$5,001.00 (or individual accounts totaling more than \$1,500.00), the City Manager and Director of Finance shall obtain approval from the City Council.

- **Secs. 2-260—2-280. - Reserved**



**CITY COUNCIL  
MEETING AGENDA ITEM COVER MEMO  
JANUARY 18, 2022**

To: Mayor and City Council  
Agenda Item: Action Item 3 – Resolution 2022-01-07  
Submitted By: Megan Antrim, Interim City Manager

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**SYNOPSIS**

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Approve Resolution 2022—01-07, a resolution adopting an uncollectable debt policy (M. Antrim, Interim City Manager)

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**BACKGROUND**

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- Upon passage of Ordinance 2022-01-02, an ordinance providing guidelines for uncollectable debt (debt write off) the City will need an accompanying policy.
- Currently, the Water Billing has an estimated \$198,769 in past due accounts. Accounts vary in age from four months to several years behind.
- Currently, the Gas Billing has an estimated \$103,587 in past due accounts. Accounts vary in age from four months to several years behind.
- Once the ordinance and the policy is adopted by the City Council, the Finance Department may begin resolving uncollectable accounts.

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**SUPPORTING MATERIALS**

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1. Resolution 2022-01-07

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**STAFF RECOMMENDATION**

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**APPROVE:** Contingent on approval of Ordinance 2022-01-02, the recommendation of City Administration is to approve the new policy.

Interim City Manager

Megan Antrim

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2022-01-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ADOPTING AN UNCOLLECTABLE DEBT POLICY PURSUANT TO THE ALPINE CODE OF ORDINANCES, CHAPTER 2 – ADMINISTRATION, ARTICLE IV – FINANCE, DIVISION III – UNCOLLECTABLE DEBT.**

**WHEREAS**, the City Council of the City of Alpine approved uncollectable debt amendments to the Alpine Code of Ordinances on the 18<sup>th</sup> day of January 2022 with the passage of Ordinance 2022-01-02; and

**WHEREAS**, the City Council desires to authorize the City Manager and Director of Finance or designee(s) to write off uncollectable debts from the City's accounts receivable when the individual account totals do not exceed one thousand four hundred and ninety-nine dollars and ninety-nine cents (\$1,499.99); and

**WHEREAS**, the City Council desires the City Manager and Director of Finance or designee(s) to obtain approval from the City Council to write off individual accounts whose uncollectable debt is greater than fifteen hundred dollars (\$1,500.00); and

**WHEREAS**, the City Council deems it to be in the best interest of the City to establish and maintain an Uncollectable Debt Policy in accordance with Ordinance 2022-01-02.

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

**SECTION I.** The City Council hereby adopts the Debt Write Off Policy hereto attached as Exhibit "A" as the official Uncollectable Debt policy of the City of Alpine.

**SECTION II.** This resolution is effective immediately upon its passage.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 18<sup>th</sup> DAY OF JANUARY 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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Andres "Andy" Ramos, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary



## **EXHIBIT “A”**



**CITY OF ALPINE  
DEPARTMENT: FINANCE  
POLICY/PROCEDURES – DEBT WRITE OFF  
EFFECTIVE: JANUARY 18, 2022**

### **DEBT WRITE OFF**

#### **I. POLICY:**

It is the policy of the City of Alpine to write-off delinquent accounts after collection efforts have been exhausted and the account is considered either uncollectible or the amount owed is too small to warrant further collection efforts.

#### **II. PURPOSE:**

The purpose of the policy is to establish uniform guidelines for writing off uncollectible accounts for all City receivables that will be consistent and fair.

#### **III. PROCEDURES:**

- a. Age of Account. When sufficient efforts have been made with no response to the demands for payment and: further pursuit would be unproductive, individual accounts that are over four (4) year old shall be written off.
  - i. Sufficient efforts include notice by regular mail, notice by certified mail, utilization of City approved collection agency.
  - ii. If collection agency is unable to collect after the fourth (4) year the account is eligible for review to be written off and collection agency is notified.
- b. Reactivation of Accounts. If an account becomes collectible after having been written-off, the receivables of the City shall be adjusted accordingly. The balance of the account that is legally collectible shall be reinstated and payments shall be applied to that balance.
- c. Purging of Records. The physical records and computer database records shall be purged according to the City's record retention procedures.

#### **IV. RESPONSIBILITIES:**

- a. Finance Department

- i. Shall have authority to Write off accounts when the following circumstances become evident. The four-year rule shall not apply unless otherwise indicated:
    - 1. Discharged Bankruptcy - an account that has been discharged through bankruptcy court.
    - 2. Deceased - the customer is deceased with no estate
  - ii. Court Refuses Judgement - the debt could not be substantiated in court.
  - iii. Community Development Loans – when sufficient efforts have been made with no response.
  - iv. Amount Does Not Warrant Further Effort - when sufficient efforts have been made with no response to the demands for payment and further pursuit would not be cost effective:
    - 1. Balances of \$75 or less for an individual account shall be written off.
    - 2. Individual accounts which are one year old and have balances which exceed \$75 shall be submitted to the Finance Director for review and discussion with City Manager.
- b. Finance Director
  - i. Shall have authority to approve the write-off of any individual account receivable, other than those involving legal actions, identified as uncollectible when the balance does not exceed \$75.
  - ii. Shall submit recommendations for write-offs to the City Manager for their approval, when the balance exceeds \$75 for an individual account.
- c. City Attorney
  - i. Shall have authority to settle or dismiss any account involving legal actions when the balance does not exceed \$500 for an individual account.
  - ii. Shall submit recommendations to settle or dismiss any individual account involving legal actions to the City Manager for their approval when balances exceed \$500.
- d. City Manager
  - i. Shall have authority to approve the write-off or settlement of any individual account receivable identified as uncollectible when the balance does not exceed \$1,499.99.

- ii. Shall submit recommendations for write-off or settlement to the City Council, with the Finance Director, when the balance exceeds \$1,500.00 for an individual account.

e. City Council

- i. Retains the final authority to allow write-off or settlement of any individual account receivable identified as uncollectible when the balance due exceeds \$1,500.00.



## **CITY COUNCIL MEETING AGENDA ITEM COVER MEMO JANUARY 18, 2022**

To: Mayor and City Council  
Agenda Item: Action Item 4 – Resolution 2022-01-08  
Submitted By: Geoffrey Calderon, City Secretary

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### **SYNOPSIS**

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Approve Resolution 2022-01-08, a resolution tasking the Parks and Recreation Board to pursue 2022 key City objectives (J. Stokes, City Council)

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### **BACKGROUND**

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- Councilor Stokes is proposing an resolution to task the Parks and Recreation Board with items that need to be addressed regarding City Parks.
- The current ordinances are not uniform and contain different rules for different parks. The proposed resolution would cause the Parks Board to research, investigate, and recommend improvements to the ordinances including uniform rules across all City parks.
- Alcohol is a key issue that should be addressed, because alcohol is not currently allowed in key parks such as Kokernot Park. The proposed resolution would task the Parks Board with determining if alcohol should be allowed on a case by case basis with approval of the City Manager and Chief of Police for large events such as Cinco de Mayo, Fourth of July, and proposed events such as the upcoming Big Bend Bluegrass Festival tentatively scheduled for October 7<sup>th</sup> – 8<sup>th</sup>, 2022.
- There is currently not a process by which large events may be permitted, and the proposed resolution would task the Board with recommending a Festival or Event Permitting process and updates to facility rental fees.

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### **SUPPORTING MATERIALS**

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1. Resolution 2022-01-08

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### **STAFF RECOMMENDATION**

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**APPROVE:** City Administration recommends that the Parks Board investigate the issues at hand. Improved options for entertainment are desired to enhance events and festivals in Alpine. Streamlining and improving rules and ordinances will benefit the City.

Interim City Manager    Megan Antrim  
City Secretary            Geoffrey Calderon

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2022-01-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS  
TASKING THE PARKS AND RECREATION BOARD TO PURSUE 2022 KEY CITY  
OBJECTIVES .**

**WHEREAS**, the general purposes of the Parks and Recreation Board is to receive suggestions, study situations, plans, projects, and to act in a general advisory capacity to the City Council relative to the Parks and Recreation program of the City; and

**WHEREAS**, the Parks and Recreation Board is a critical part of obtaining citizen views, and the City Council benefits from the views and plans derived from the Board; and

**WHEREAS**, the City Council recognizes that key items related to parks must be addressed, and desires to task the Parks & Recreation Board with advising the Council regarding areas of concern.

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

**SECTION I.** The City Council hereby tasks the Parks and Recreation Board with the following responsibilities:

- i. Ordinance Review – The current ordinances should be streamlined, and uniform guidelines put in place. The Board is tasked with reviewing the ordinances and recommending changes that benefit the citizens of Alpine.
- ii. Park Rules – Uniform rules and guidelines are desired at City Parks, although exceptions may be made per Park for matters that benefit the general public. Alcohol is currently prohibited in most City Parks, and the Board is tasked with determining whether exceptions should be permitted on a case by case basis with City Manager and Chief of Police approval.
- iii. Festivals and Event Permitting – Establishing small, medium and large Event or Festival Permits, processes, and procedures. The Board should determine what rules organizers must follow, guidelines, and other information pertinent to events and festivals in City Parks.
- iv. Rental Fees – Rental fees for assets in City Parks including the Kokernot Park Pavilion and Event Permitting should be reviewed and recommended by the Board.

**SECTION II.** This resolution is effective immediately upon its passage.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 18<sup>th</sup> DAY OF JANUARY 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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Andres “Andy” Ramos, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary